



Town of Waynesville, NC

Town Council Regular Meeting

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

Date: April 14th, 2026 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. March 24, 2026 Regular Meeting Minutes
 - b. Fleet Tire Balancer Replacement
 - c. Apple Harvest Festival Special Event Permit
 - d. Steppin' into Spring Special Event Permit
 - e. Pride On Main Social District Ordinance
 - f. Adoption of the resolution adopting the Town of Waynesville's Comprehensive Stormwater Plan.

Motion: To approve the consent agenda as presented

E. PROCLAMATION

3. Arbor Day Proclamation

- Mayor Gary Caldwell

F. PUBLIC HEARING

4. Public Hearing to consider a request for annexation of the western portion of the 57.5-acre parcel located at 192 Ratcliff Cove Road, Waynesville, NC 28786 (PIN 8625-08-4616).

- Olga Grooman, Assistant Development Services Director

Motion: Adoption of attached Ordinance to approve the annexation of the described property.

G. OLD BUSINESS

5. Special Event Permitting Fees

- Jesse Fowler, Deputy Manager

6. Resolution Authorizing the Acceptance of a SRF Loan/Grant for Canton, Clyde, Waynesville Emergency Water Interconnect

- Rob Hites, Town Manager

Motion: To Approve the resolution accepting the SRF award.

H. NEW BUSINESS

7. April 2026 SRF Application

- Rob Hites, Town Manager

Motion: Approve a resolution authorizing the Town to apply for Spring SRF Grant/Loan.

8. Approve Resolution amending the 2025-26 Water and Sewer Capital Improvement Plans

- Rob Hites, Town Manager

Motion: Approve a resolution amending the Capital Improvement Plan (CIP) for water and sewer.

9. Authorization for Installation of 8-Inch Sewer Main – Balsam Edge Subdivision

- Laura Yonkers, Deputy Director-Sustainability, Public Works Department

Motion: To authorize the use of a third-party contractor, Chonzie, Inc., to complete the project in a timely and efficient manner for the quoted amount of \$258,740.

10. Request for Council approval to apply for a grant to update the Town of Waynesville’s Comprehensive Pedestrian Plan.

- Alex Mumby, Land Use Administrator & Olga Grooman, Assistant Development Services Director

Motion: Approval of applying for the grant to update Waynesville’s Comprehensive Pedestrian Plan

11. Appointment of Members to the Tree Board

- Councilmember Chuck Dickson

Motion: Review the applicants and appoint the members of the Tree Board.

12. Request for economic incentives for 60 Senior Living Apartments on Hall Top Road

- Rob Hites, Town Manager

Motion: Schedule a public hearing for April 28, 2026, at 6:00 pm to consider a request by Mill Construction for economic incentives to aid the development of a low to moderate income housing development known as Saxony Manor Senior Apartments.

I. COMMUNICATION FROM STAFF

13. Manager's Report

- Town Manager, Rob Hites

14. Town Attorney's Report

- Town Attorney, Martha Bradley

J. COMMUNICATIONS FROM THE MAYOR AND COUNCIL

K. ADJOURN



TOWN OF WAYNESVILLE

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

2026 CALENDAR

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

2026	
April 17-18	Appalachian True Heritage Festival on Main Street
Tues. April 28	Town Council Meeting – Regular Session
Tues. May 12	Town Council Meeting – Regular Session
Tues. May 26	Town Council Meeting – Regular Session
Tues. June 9	Town Council Meeting – Regular Session
Tues. June 23	Town Council Meeting – Regular Session
Friday, June 26	Mountain Street Dance 6:30-9pm
Sat. July 4 th	Stars & Stripes Kids Parade 11am-1pm
Tues, July 14	Town Council Meeting – Regular Session
Friday July 17	Mountain Street Dance 6:30-9pm
Tues. July 28	Town Council Meeting – Regular Session
Friday August 7	Mountain Street Dance 6:30-9pm
Tues. August 11	Town Council Meeting – Regular Session
Tues, August 25	Town Council Meeting – Regular Session
Tues, September 8	Town Council Meeting – Regular Session
Tues. September 22	Town Council Meeting – Regular Session
Sat. October 10	Church Street Art and Craft show 10am-5pm
Tues. October 13	Town Council Meeting – Regular Session
Tues. October 27	Town Council Meeting – Regular Session
Saturday October 31	Treats on the Street-5-7pm
Tues. November 10	Town Council Meeting – Regular Session
Tues. November 24	Town Council Meeting – Regular Session
Sat. December 5	Christmas Tree Lighting 5pm
Mon. December 7	Waynesville Christmas Parade 6-7pm
Tues. December 8	Town Council Meeting – Regular Session
Sat. December 12	A Smoky Mountain Christmas 6-9pm

Board and Commission Meetings – April 2026

ABC Board	ABC Office – 52 Dayco Drive	April 21st 3 rd Tuesday 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	April 7th 1 st Tuesday 5:30 PM
Cemetery Commission	Public Services Building	Every Other Month- May 19th 3 rd Tuesday 2:00 PM
Downtown Waynesville Commission	Town Hall – 9 South Main Street	April 21st 3 rd Tuesday 8:30 AM
Environmental Sustainability Board	Public Services-129 Legion Drive	April 2nd 1 st Thursday 4:30pm
Historic Preservation Commission	Town Hall – 9 S. Main Street	April 1st 1 st Wednesday 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	April 20th 3 rd Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	April 9th 2 nd Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	April 20th 3 rd Monday 5:30 PM
Waynesville Housing Authority	Main Office-48 Chestnut Park Drive	April 22nd 4 th Wednesday 9:00 AM

MINUTES OF THE TOWN OF WAYNESVILLE TOWN COUNCIL
Regular Meeting
March 24, 2026

THE WAYNESVILLE TOWN COUNCIL held a regular meeting on Tuesday, March 24, 2026, 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 6:05 pm with the following members present:

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

The following staff members were present:

Rob Hites, Town Rob Hites, Town Manager
Jesse Fowler, Deputy Manager
Martha Bradley, Town Attorney
Candace Poolton, Town Clerk/Assistant to the Manager
Elizabeth Teague, Development Services Director
Olga Grooman, Assistant Development Services Director
Alex Mumby, Land Use Administrator
Tyler Anderson, Stormwater Program Coordinator
Fire Chief Chris Mehaffey
Assistant Fire Chief Cody Parton
Luke Kinsland, Recreation Director
Page McCurry, HR Director
Sharon Agostini, Tax Collector
Ian Barrett, Finance Director
Beth Gilmore, DWC Director
Police Department Staff
Hutch Reece, Deputy Director of Public Works-Operations

The following members of the media were present:

Paul Nielsen, The Mountaineer

1. Welcome/Calendar/Announcements

Mayor Gary Caldwell welcomed everyone and announced that the next Council meeting is April 14th.

B. PUBLIC COMMENT

Patrick Ryan- Mr. Ryan, president of the Waynesville Kiwanis Club, said he supports the \$200,000 reallocation for a matching fund to replace the wooden Kiwanis Playground. He said that Kiwanis is active in assisting with the replacement. He said they've done a survey in the community to see what they are hoping to see the playground replaced with. Mr. Ryan said a metal structure should be lower maintenance, more accessible, and promote sensory play. He said they have worked on developing a design concept that would be mountain themed and possibly include its own "Gateway to the Smokies" arch. Mr. Ryan said Kiwanis has raised \$100,000 already for the project.

C. ADDITIONS OR DELETIONS TO THE AGENDA

A motion was made by Councilmember Sutton, seconded by Councilmember Dickson, to add to the agenda, "Approval of \$30,000 State Grant to fund recycling and waste cans for Downtown". 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 February 24, 2026 Regular Meeting Minutes
 - b. Motion to approve the February 27, 2026 Planning Retreat Minutes
 - c. Motion to approve the March 4, 2026 Special Called Meeting Minutes
 - d. Motion to call for a Public Hearing for April 14, 2026, to consider a request for annexation of the western portion of the 57.5-acre parcel located at 192 Ratcliff Cove Road, Waynesville, NC 28786 (PIN 8625-08-4616).
 - e. Motion to appoint Bridget Shaughnessy to the Downtown Waynesville Commission
 - f. Motion to appoint Anna Sutton to the Historic Preservation Commission
 - g. Motion to appoint Jules Huntsberger to the Waynesville Public Art Commission
 - h. Motion to approve the reclassification of the Payroll Specialist position to Payroll Specialist & Customer Service Representative
 - i. Motion to approve the Hot Summer Nights Special Event Permit
 - j. Motion to renew the Sharp Contract

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

E. PROCLAMATION

3. Developmental Disabilities Awareness Month
 - Mayor Gary Caldwell and Julia Buckner-Arc of Haywood

Arc of Haywood staff member, Julia Buckner, said that the proclamation represents visibility of people with intellectual and developmental disabilities, the impact of Arc of Haywood serving 320 individuals in group homes and supporting thousands of others, and responsibility of the community and leaders creating space for everyone to thrive.

Two residents of the Arc of Haywood, Stone and Reagan, explained their involvement in the community. They thanked the Town for creating a welcoming environment they can call home.

Julia Buckner read the proclamation on the Mayor's behalf, proclaiming March Developmental Disabilities Awareness Month.

F. PRESENTATIONS

4. Recognition of Evan Davis's promotion

- Police Chief David Adams

Police Chief David Adams announced Evan Davis's promotion to Sergeant of Criminal Investigations.

5. Main Street Mural Public Art Commission Presentation-Final Design Approval

- Max Dowdle, Muralist

Muralist Max Dowdle presented the final design of the Historic Main Street Mural for Council approval. He said he will be in Waynesville April 11th-18th to paint, and there will be a Community Paint Day on the 18th.

A motion was made by Councilmember Freeman, seconded by Councilmember Dickson, to approve the final design for the Historic Main Street Mural commissioned by Max Dowdle to be installed at 121 North Main Street. The motion passed unanimously.

6. Presentation by WithersRavenel engineers on the update to the Stormwater Master Plan.

- WithersRavenel

Assistant Development Services Director Olga Grooman reported that on March 23, 2023, the Town of Waynesville was awarded a \$400,000 Stormwater Planning Grant, funded by the American Rescue Plan Act's (ARPA) and administered by the NC Department of Environmental Quality (NC DEQ). She explained that this Planning Grant will update the existing 2008 Stormwater Master Plan and create a new Comprehensive Stormwater Master Plan, which will include an asset inventory and assessment, a broad study to identify stormwater improvements on Town's properties, an evaluation of areas where the sewer system is infiltrating the stormwater system, and other long-term planning initiatives. It will also identify potential capital improvement projects and offer specific recommendations. Ms. Grooman said the grant is scheduled to close out by the end of 2026, and a final version of the Stormwater Master Plan will also be presented to the Town Council at that time.

Alisha Goldstein, staff member with WithersRavenel, outlined six conceptual project areas that could be carried out within a 10-year time frame and are focused on reducing flood risk to public infrastructure, private property, and critical facilities:

1. Legion Drive by Public Works
2. Broad Street Culvert
3. Hazelwood Avenue
4. Virginia Avenue, Kentucky Avenue, and Main Street
5. Burke Street and Shelton Street
6. Charles Street and Branner Avenue

Ms. Goldstein said that these projects incorporate upsizing pipe capacity, replacing aging infrastructure, adding storm inlets, and realigning infrastructure from private yards to right-of-way. Ms. Goldstein said the benefits of the Town completing these projects would be flood risk reduction, protection of public infrastructure and facilities, and improved maintenance access. Councilmember Sutton requested they change it to the title of the program to the “Comprehensive Stormwater Plan”.

Councilmember Dickson asked if there are grants available to help fund these projects. Ms. Goldstein said there are DEQ and planning grants, and that the Comprehensive Stormwater Plan allows the Town to be ready to apply. Councilmember Dickson asked why the majority of Frog Level was not included in the plan. Ms. Goldstein said there were challenges where if some areas were fixed, the problem would be exasperated downstream.

7. Presentation on “Electrification of the Town Fleet”
 - William Hite, Environmental Sustainability Board (ESB) Chair

ESB Chairman William Hite reported that the Town maintains a small fleet of passenger and light-duty vehicles used for administrative, inspection, and public works functions. He proposed a Town policy that states when passenger and light-duty vehicles reach the end of their useful lives, they be replaced with electric vehicles and that Council establishes a 2050 clean energy goal for the Town’s fleet.

Mr.Hite compared maintenance costs of several town vehicles with comparable electric vehicles and reported that the cost of ownership of an electrical vehicle is lower than a gasoline powered vehicles.

Councilmember Dickson asked on behalf of staff if hybrid vehicles would be able to apply in the new policy. Mr. Hite said hopefully not because hybrid vehicles result in less fuel savings, and they are less reliable. Councilmember Dickson asked about charging infrastructure. Mr. Hite said each building would have to be checked for charger installation capabilities. He said there could be five or six vehicles to one charger, and that the total cost of chargers would \$1500-\$2000.

Councilmember Sutton said the Town needs to get buy in from staff and educate them on EVs before Council changes the policy. He suggested using maintenance software to analyze how many miles vehicles are being driven and how long each vehicle is idling. Councilmember Sutton suggested getting leadership team together with the Town Manager to discuss the proposed vehicle electrification policy and the impact it would have on staff and requested that Deputy Manager Fowler install fleet software.

G. OLD BUSINESS

8. Budget Amendment and agreement for brick sidewalk installation along Walnut Street as part of NCDOT U-5839.
 - Elizabeth Teague, Development Services Director

Development Services Director Elizabeth Teague reported that at the February 10, 2026 meeting, Council directed staff to request brick sidewalk pavers along Walnut Street, from Boundary to North Main along the frontage of the Spread Out Historic District. She presented what NCDOT said the work will cost the Town, which will be \$87,242.67 and a TIP agreement to allow NCDOT to conduct the work at this additional cost to the Town. She said the fees in-lieu that offsets the Town's contribution to the project totals \$22,000. Council agreed that following the budget retreat, they are hesitant to vote to pay for a brick sidewalk. Ms. Teague said staff will come back to NCDOT and say they will not be paying to put the brick sidewalk in.

Mayor Caldwell asked where the "Welcome to Waynesville" sign went. Ms. Teague said staff could ask NCDOT on where they could get it back based on available right-of-way. Deputy Manager Fowler said the sign belonged to the garden club.

H. NEW BUSINESS

9. Pride on Main: Special Event Permit Amendment Request
 - Dr. Printer McIntosh, Founder – Haywood County Pride on Main

Dr. Printer McIntosh, Founder of Haywood County Pride on Main, spoke about the HayCo Pride organization and their impact on the community. They reviewed the success of the HayCo Pride On Main Festival event with increased vendor and public participation. Dr. McIntosh presented an amendment to the original HayCo special event permit that was previously approved by Council on January 13, 2026. The amendments requested were as follows:

1. Extension of the Wall Street closure down to the intersection of Wall Street and Howell Street.
 - The current permitted road closure along Wall Street ends at Wells Event Way.
 - This amendment has been discussed with the Police Department and staff can confirm that, if approved, this amendment would not introduce any additional safety concerns.
2. Implementation of a temporary social district for the event.
 - This social district could exist within the same boundary as the temporary social district previously permitted during the TDA's Ice Festival special event.
 - The applicant may request that the temporary social district for the Pride on Main event be extended down to the intersection of Wall Street and Howell Street.

Deputy Manager Jesse Fowler asked how the street closure would affect the residents of the four houses on Howell Street. Dr. McIntosh said the road wouldn't be closed there, just the parking spaces would be blocked off.

A motion was made by Councilmember Dickson, seconded by Councilmember Sutton, to approve the social district as presented contingent upon an updated ordinance to be placed on the next meeting's consent agenda. The motion passed unanimously.

10. Council permission to apply for the TDA Capital Improvement Grant for the construction of the Boyd Ave Greenway Connector
 - Alex Mumby, Land Use Administrator

Land Use Administrator Alex Mumby reported that the Richland Creek Greenway in Hazelwood currently runs from Dutch Fisher Park to behind the Hickory Hollow Apartments, ending at a large patch of bamboo. He presented the TDA Capital Improvement grant that would enable the town to continue the greenway all the way to Boyd Ave and to pave the path to Killian Street. Mr. Mumby explained that the completion of that section of greenway would allow for a safer route for children walking and biking to school or the park and create a better connection between Frog Level and Downtown Hazelwood.

He presented an engineered estimate of the cost of the project from Preston Gregg, PE. Mr. Mumby said with the help of Haywood Waterways, staff plan to utilize Public Works to perform some of the required tasks such as bamboo removal and shed demolition. He explained that this labor can act as match towards the TDA grant, as confirmed by TDA Director Corrina Ruffieux, and that a third-party contractor will be hired to do construction of the greenway itself. He said the minimum cost would be \$100,000, but there will be no actual money spent. He reminded Council that the Town already owns this property.

A motion was made by Councilmember Freeman, seconded by Councilmember Sutton, to approve staff to apply for the TDA Capital Improvement grant for the construction of the Boyd Ave Greenway Connector. The motion passed unanimously.

11. Report on Unpaid Property Taxes/Yearly Tax Advertisement in Local Paper
 - Sharon Agostini, Tax Collector

A motion was made by Councilmember Dickson, seconded by Councilmember Freeman, to approve the yearly tax advertisements in The Mountaineer in accordance with NCGS 105-369. The motion passed unanimously.

12. Reallocation of Previous PARTF Matching Funds for Playground Replacement Project
 - Luke Kinsland, Recreation Director

Recreation Director Luke Kinsland reported that the Town previously committed \$200,000 in matching funds toward a North Carolina Parks and Recreation Trust Fund (PARTF) grant application associated with the Helene project. He explained that according to PARTF guidelines, if the Town was awarded those funds, the Town would not have been allowed to break ground on the dog park project until May. Because the Town had already completed the bidding process and awarded the construction contract, Mr. Kinsland said the required delay would have created conflicts with the project timeline, so staff withdrew the application.

Mr. Kinsland recommended reallocating the previously approved \$200,000 in matching funds toward a new PARTF application for the replacement of the aging wooden playground structure with a modern, accessible playground. He said the proposed total project budget would be approximately \$500,000 and the Kiwanis Club

has committed \$76,000 toward the required match and may contribute additional funds. He added that Kiwanis is also pursuing additional grant opportunities to support the project. Mr. Kinsland said if awarded, the project would be implemented through a competitive RFP process to design and install a modern playground structure with updated amenities and improved accessibility. He said staff will host public input meetings will be held to gather community feedback to help guide the design.

A motion was made by Councilmember Dickson, seconded by Councilmember Feichter, to approve reallocating the previously approved \$200,000 in PARTF matching funds to support submission of a new PARTF grant application for the replacement of the existing wooden playground structure with a modern, accessible playground, with a proposed total project budget of approximately \$500,000. The motion passed unanimously.

13. Budget Amendment

- Beth Gilmore, DWC Executive Director

DWC Director Beth Gilmore reported that the Downtown Waynesville Commission (DWC) voted unanimously on March 17 to request a budget amendment for \$12,000 to secure the purchase of a covered stage system to be used during town events. She said the cost of the Wenger StageTek system is \$14,599.88, and that a 20 ft x 20 ft tent from Tent Craft needed to cover the stage will cost an additional \$9,028.96, making the total cost for a covered stage system \$23,628.84. Ms. Gilmore said the DWC has agreed to spend \$10,000 from the Special Events budget and has secured a grant from the Haywood County Arts Council (HCAC) for \$2,000 for the purchase of a covered stage. Ms. Gilmore said that in the past four years the DWC has spent over \$17,000 to rent equipment. Councilmember Dickson asked about the use of the money designated for the shading over Miller Street. Councilmember Feichter said the DWC is adamant on having shade over Miller Street and that it is a top priority. Councilmember Dickson asked if the DWC will spend the money in the marketing budget before next fiscal year. Ms. Gilmore said that is the plan. Councilmember Feichter said the stage could be used for the Mountain Street Dances, Halloween, and many other events. Ms. Gilmore said the benefits of this stage are that it has different configurations and it could be used as two stages smaller stages or one large one.

A motion was made by Councilmember Sutton, seconded by Councilmember Freeman, to approve a budget amendment for up to \$12,000. The motion passed unanimously.

14. Revisions to DWC Rules and Procedures

- Beth Gilmore, DWC Executive Director

DWC Director Beth Gilmore reported that the Downtown Waynesville Commission (DWC) voted unanimously on March 17 to request approval for revisions made to DWC Rules and Procedures regarding the selection process for DWC board members and meeting attendance. Ms. Gilmore presented the DWC Rules and Procedures revisions that reflect changes approved by Council last month regarding the structure of the board and seats specifically designated for property owners. She added that changes have been made to update references to the Town Board and DWC from “Aldermen” to “Council” and “Committee” to “Commission.”

Ms. Gilmore said that the DWC requested to be more involved in the selection process for applicants, so they are requesting that the by-laws incorporate language into Article 4 regarding the selection of new DWC

members to state: “Vacancies shall be filled on the DWC through an application process managed by the Town Clerk. Applications received by the Town Clerk will be shared with the DWC Executive Director for presentation to DWC board members who will recommend candidates for appointment by the Waynesville Town Council”. She noted that the attendance policy under Article 4 has been updated to mirror national standards requiring board members to attend 75-percent of annual meetings.

Councilmember Dickson asked about the language of the application process, specifically what would happen if the DWC does not recommend an applicant. Deputy Manager Fowler said the application would go back into the applicant pool and they could inform Town Council and receive direction from them. Councilmember Feichter said the DWC would like to have more involvement since they know who would be the best fit for the Commission and then advance those names to Council. Councilmember Dickson said advisory boards should have input, and that there should be a policy for all advisory boards to have the ability to look at applications and comment on them before sending them to Council, but the language of the revision means that not all of the applications would be presented to Council, just the ones recommended by the DWC. Councilmember Freeman said she trusts that DWC to make the proper recommendation. Councilmember Feichter said Council can still decide to appoint applicants or not. Councilmember Dickson said the Town should advertise what qualities and skills advisory boards are looking for in candidates. Town Attorney Martha Bradley said Council could direct staff to re-work the language. Councilmember Sutton said he has faith in the DWC and Councilmember Feichter in making the right decision.

A motion was made by Councilmember Sutton, seconded by Councilmember Freeman, to approve revisions to DWC Rules and Procedures. Councilmembers Sutton and Freeman voted in the affirmative. Councilmember Dickson voted against. The motion passed.

15. Town Expense for Supporting Special Events

- Jesse Fowler, Deputy Town Manager

At the request of Councilmember Dickson, Deputy Manager Fowler presented the total cost of managing historically approved special event permits that are currently absorbed by the Town of Waynesville. Mr. Fowler explained that he worked with Public Safety and Public Works to put together staff and material costs to assist with events. Deputy Manager Fowler noted that when he researched other NC municipality event fees, he never saw a fee of above \$300. Councilmember Dickson requested that Mr. Fowler come back to the next meeting with a proposed fee schedule and the cost of providing police for football games. He added that every other NC municipality pays for police protection at football games. Councilmember Sutton asked if Mr. Fowler could add to the list when each event was last done.

16. Authorize the staff to advertise for architectural services to design Fire Station #2

- Rob Hites, Town Manager

Town Manager Rob Hites reported that the Congressional Earmark of \$2,970,000 was assigned to USDA. He said they stipulate that even though the appropriation has been signed into law, it must meet the internal policies of USDA in order to qualify for disbursement. Mr. Hites said staff have learned that the USDA process assumes that the local government has a “shovel ready” project when they apply for a grant. Mr. Hites said that in order to comply with the USDA regulations, the Town needs to advertise, select, and contract with an architect, and that once the project is approved by USDA, the Town can draw down funds to pay the architect.

He explained that in order to engage an architect, the Town must show that it has the funds to compensate them, which would require the Town to have potentially \$600,000 to cover the architect's contract. Mr. Hites reminded Council that the Town currently has approximately \$2.3 million in general fund balance available for appropriation, so a \$600,000 design contract could be covered by the Town. He said they anticipate that architectural fees will be reimbursed through the appropriation and not permanently impact the fund. Mr. Hites pointed out the risk that USDA will find the project ineligible for Congressman Edward's appropriation and we'd have to decide to cancel the contract or carry it through design and pay the fees through a future borrowing. Mr. Hites further explained that the process requires the Town to advertise architectural services based solely on qualification, recommend a firm to the Council, negotiate a contract after the Council approves a firm and have the Council approve the contract. He said that at any time in the process, Council may reject the candidates and stop the project, even after the contract is signed.

A motion was made by Councilmember Sutton, seconded by Councilmember Freeman, to authorize the staff to draft an RFQ to engage a firm to design Fire Station #2. The motion passed unanimously.

17. Approval of \$30,000 State Grant to fund recycling and waste cans for Downtown.
- Councilmember Jon Feichter

Councilmember Feichter reported that he applied for a State "Waste Reduction Grant" to fund 30 additional recycling cans to be placed in the Downtown, Hazelwood and Frog Level, and the Town received the grant. He said the grant would allow the Town to provide a one-to-one ratio of decorative waste and recycling cans, but the cans may not be purchased until after July 1st. Councilmember Feichter said the Town would have to match \$6000 to the \$30,000 grant award.

A motion was made by Councilmember Feichter, seconded by Councilmember Dickson, to accept the grant and authorize the staff to purchase them according to the grant's guidelines, and approve the Conflict of Interest Statement. The motion passed unanimously.

I. COMMUNICATION FROM STAFF

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

Nothing to report.

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

Nothing to report.

J. COMMUNICATIONS FROM THE MAYOR AND COUNCIL

Nothing to report.

K. ADJOURN

A motion was made by Councilmember Sutton, seconded by Councilmember Dickson, to adjourn at 8:55pm. The motion passed unanimously.

ATTEST:

Gary Caldwell, Mayor

Robert W. Hites, Jr. Town Manager

Candace Poolton, Town Clerk

DRAFT

**TOWN OF WAYNESVILLE TOWN COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date:**

SUBJECT: Fleet Tire Balancer Replacement

AGENDA INFORMATION:

Agenda Location: New Business

Department: Public Works

Contact: Chris Bybee

Presenter: Chris Bybee

BRIEF SUMMARY:

Public Works is requesting authorization to purchase a replacement tire balancing machine for the Fleet Services division. The current balancer has been in service for over ten years and has begun to frequently fail calibration. Attempts to recalibrate the unit have been unsuccessful, and the manufacturer's service technician has indicated the machine has reached the end of its reliable service life.

The existing machine has also been heavily used for balancing medium and heavy-duty wheels associated with Public Works vehicles. According to the Hunter Equipment repair technician, this extended use on heavier wheels has contributed to calibration drift and long-term wear that prevents the unit from maintaining accurate balance measurements.

Due to these failures, Fleet staff are often required to transport mounted tires to a local tire shop to complete the balancing process. This results in additional labor hours, vehicle downtime, and the use of alternate operational funds to pay for balancing services that would normally be performed in-house.

Replacing the current balancer with a new machine designed to properly handle medium and heavy-duty truck wheels will restore operational efficiency within the Fleet Services division. The upgraded equipment will allow staff to complete tire mounting and balancing internally, reduce downtime, eliminate outside balancing costs, and better support the Public Works fleet.

The financial impact is as follows:

- One-time equipment purchase: **\$22,431.73**

MOTION FOR CONSIDERATION:

1. Authorize Public Works staff to purchase a replacement tire balancing machine for Fleet Services in the amount of **\$22,431.73**.

FUNDING SOURCE/IMPACT:

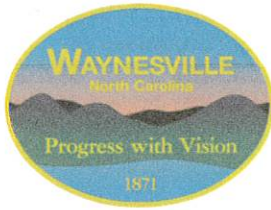
This action does not create additional costs to the Town. All expenses will be funded within the existing Fleet Garage operating budget.

ATTACHMENTS:

Equipment Quote

MANAGER'S COMMENTS AND RECOMMENDATIONS:

DRAFT



Application for Special Events Permit

I. General Information

EVENT NAME: Apple Harvest Festival

EVENT DATE(S): Saturday, October 17, 2026
Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.

LOCATION: Downtown Main Street, Church Street, Depot Street

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

SET-UP TIME (START/END): Friday, October 16, 2026 9:00pm

EVENT HOURS: 10:00am – 5:00pm

DISMANTLE HOURS (START/END): 5:00pm – 7:00pm

ESTIMATED ATTENDANCE: 25,000

BASIS ON WHICH THIS ESTIMATE IS MADE: Police Department Estimates

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

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Haywood Chamber of Commerce

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

APPLICANT NAME: David Francis

ADDRESS: 370 N. Main St., Suite 305 Waynesville, NC 28786

PHONE: 828-400-0212 FAX#: _____ EMAIL: dfrancis@haywoodchamber.com

ON-SITE CONTACT: David Francis

ADDRESS: 370 N. Main St., Suite 305 Waynesville, NC 28786

PHONE #: 828-456-3021 CELL PHONE #: 828-400-0212 EMAIL: dfrancis@haywoodchamber.com

III. Brief Description of Event

The annual Apple Festival is in its 38th year of celebrating everything apple in Downtown Waynesville. There are about 180 arts and crafts booths and food concessions. The Haywood Chamber of Commerce owns, operates and organizes the event. There are craft booths along the sides of the streets with food vendors designated to food "courts" located at the north and south ends of Main Street. Six craft booths will be included on Church Street's southeast side and Depot Street's northwest side.

IV. Street Closure Request (Attach map of the Street Closure)

List any street(s) (or lanes of streets) requiring temporary street closure as a result of this event.

Include street name(s) indicating beginning and endpoints of the closing, day, date and time of closing and reopening:

Main Street from Walnut Street to Pigeon Street, East Street from Main to Wall Street, Depot Street and Miller Street from Main Street to Montgomery Street. Closed Friday, October 16th at 9pm to reopen Saturday, October 17th at 7pm.

2.

3.

V. Event Details

YES NO

Does the event involve the sale or use of alcoholic beverages? No
If yes, has the ABC permit been obtained? Yes No Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout)

Does the event involve the sale of food? yes, Food Vendors, not Chamber
If "YES", has the health department been notified? yes Have you applied for a temporary permit? yes

Will there be musical entertainment at your event? IF "YES" provide the following information:
Number of Stages: 1 stage at Depot Street Number of Band(s): Amplification?

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

Do you plan to use an existing occupied building? Address

Do you plan to use an existing vacant building? Address

Will there be any tents or canopies in the proposed event site? Please provide the following information:

Approx. Number of Tents: 180 Will any tent exceed 400 sq. feet in area? NO YES

Does the event involve the use of pyrotechnics? Explain

Will you provide portable toilets for the general public attending your event? IF SO, how many and where will they be located? Justice Center parking lot, Community Bank parking lot - 13 portable toilets

Will you require electrical hookup for the event? Generators? to be provided by the vendors

Will you require access to water for the event? Explain

Will admission fees be charged to attend this event? If "YES", provide the amount(s) of all tickets.

Will fees be charged to vendors to participate in this event? If "YES", please provide the amount(s).
Craft - 10x12 \$275; 10x24 \$475; 10x36 \$675; Food - 10x18 \$375; 10x36 \$675

Will signs and/or banners be displayed as part of the event? If "YES" have you applied for a sign permit? Y

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

VI. Additional Questions

How will parking be accommodated for this event?

Parking locations are identified on the website, TOW places a sign with regular TOW parking accommodations

Notes:

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

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

Dumpsters are placed by TOW. Hired contractors collect trash on streets and drop it off at the dumpsters.

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

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

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

VIII. Special Information for Applicants

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

FOR INTERNAL USE ONLY:

Application received:

Application approved:

Application denied:



Application for Special Events Permit

I. General Information

EVENT NAME: Steppin Into Spring

EVENT DATE(S): May 16, 2026

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

LOCATION: Axe & Awl Leatherworks, 41 Depot St. Waynesville, Nc 28786

IF THIS EVENT IS A PARADE OR ROAD RACE: NA

SET-UP TIME (START/END): 8:30 am -10:00am

EVENT HOURS: 10am-4pm

DISMANTLE HOURS (START/END): 4pm-5pm

ESTIMATED ATTENDANCE: 1,000

BASIS ON WHICH THIS ESTIMATE IS MADE: Previous years event

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

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Axe & Awl Leatherworks

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

APPLICANT NAME: Axe & Awl Leatherworks TITLE: _____

ADDRESS: 41 Depot St CITY: Waynesville STATE: NC ZIP: 28786

828-2460 PHONE: 996 FAX#: _____ EMAIL: events@axeandawl.com

ON-SITE CONTACT: Ashlev Tetrault TITLE: Event Coordinator

ADDRESS: _____

PHONE #: _____ CELL PHONE #: 828-243-1481 EMAIL: ashley@axeandawl.com

III. Brief Description of Event

Steppin Into Spring is an event hosted by Axe & Awl Leatherworks. The intention behind the event is to give locals a new event to attend in the spring and to draw visitors to the area during a time that is typically slower for tourism. We will a food truck vendor, a curated local artisans market & live music on our patio during the event.

IV. Street Closure Request (Attach map of the Street Closure)

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

1. Depot street from Montgomery to Main 8:30am-5 pm

2.

3.

V. Event Details

YES NO

Does the event involve the sale or **use of alcoholic beverages**? **Yes**

If yes, has the ABC permit been obtained? **Yes** No Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout)

Does the event involve the **sale of food**? ___ Yes, food trucks ___

If "YES", has the health department been notified? _____ Have you applied for a temporary permit? _____

Will there be **musical entertainment** at your event? IF "YES" provide the following information: Yes

Number of Stages: _____ Number of Band(s): _____ Amplification? _____

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

Do you plan to use an existing **occupied building**? Address ___ Back patio at 41 Depot St. _____

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

Will there be any **tents or canopies** in the proposed event site? Please provide the following information: Yes

Approx. Number of Tents: 14 Will any tent exceed 400 sq. feet in area? **NO** YES

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

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

Yes, 1, in the bank parking lot behind 41 Depot. (UCB)

Will you require **electrical hookup** for the event? Generators? ___ N_

Will you require **access to water** for the event? Explain N

Will **admission fees** be charged to attend this event? If "YES", provide the amount(s) of all tickets. N

Will **fees be charged to vendors** to participate in this event? If "YES", please provide the amount(s). Yes, \$50

Will **signs and/or banners** be displayed as part of the event? If "YES" have you applied for a sign permit? _____

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

VI. Additional Questions

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

Street parking, parking garage

Notes:

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

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

Mobile receptacles

Volunteers: Will you require Civilian Police Volunteers for your event? No

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

Return to:

**Beth Gilmore, Downtown Waynesville Director &
Jesse Fowler, Assistant Town Manager**

Town of Waynesville

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

Telephone: (828) 456-3517

Fax No. : (828) 456-2000

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

VIII. Special Information for Applicants

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

FOR INTERNAL USE ONLY:

Application received:

Application approved:

Application denied:

**TOWN OF WAYNESVILLE TOWN COUNCIL
REQUEST FOR COUNCIL ACTION Meeting
Date: April 14, 2026**

SUBJECT: Pride on Main Social District Ordinance

AGENDA INFORMATION

Agenda Location: Consent
Department: Administration
Contact: Jesse Fowler, Deputy Town Manager
Presenter: Jesse Fowler, Deputy Town Manager

BRIEF SUMMARY

This is an the ordinance granting the Pride on Main social district approved at the March 24, 2026 meeting.

MOTIONS FOR CONSIDERATION

Motion to approve the Pride on Main social district ordinance

FUNDING SOURCE/IMPACT

ATTACHMENTS

MANAGER'S COMMENTS AND RECCOMENDATIONS

**TOWN OF WAYNESVILLE ORDINANCE O-9-26
CREATING AN EVENT-SPECIFIC SOCIAL DISTRICT**

WHEREAS, the Town has the legal authority under G.S. §§ 160A-205.4 and 18B-300.1 to adopt an ordinance designating one or more social districts within its municipal limits;

WHEREAS, the Town of Waynesville wishes to adopt a social district for the Pride on Main Festival taking place on Saturday, June 27, during the designated hours of 11:00AM – 4:00 PM in which the possession and consumption of alcoholic beverages are allowed within a certain geographic area during the event, subject to applicable laws, rules and regulations;

NOW, THEREFORE, the Town Council of the Town of Waynesville, North Carolina, hereby adopts this temporary ordinance as follows:

1. **Effectiveness.** This ordinance shall only be effective during the designated hours of the event. If the event is postponed to another date and time, then the date on which this ordinance shall be effective shall automatically be changed to coincide with the new date of the event. If the event is cancelled, then this ordinance shall be immediately repealed as to that event and of no force and effect.
2. **Definitions.** The following definitions shall apply:
 - a. *ABC Commission* – The North Carolina Alcoholic Beverage Control Commission established under G.S. § 18B-200.
 - b. *ABC permit(s)* – Any written or printed authorization issued by the ABC Commission pursuant to the provisions of Chapter 18B of the N.C General Statutes, other than a purchase-transportation permit. Unless the context clearly requires otherwise, as in the provisions concerning applications for permits, “ABC permit” or “permit” means a presently valid permit.
 - c. *Alcoholic beverage* – Any beverage containing at least one half of one percent (0.5%) alcohol by volume, including beer or malt beverages, unfortified wine, fortified wine, spirituous liquor, mixed beverages, and any alcohol consumable.
 - d. *Alcohol consumable (or consumable alcohol)* – Any manufactured and packaged ice cream, ice-pop, gum-based or gelatin-based food product containing at least 0.5% alcohol by volume.
 - e. *Customer* – A person who purchases an alcoholic beverage from a permittee that is in a social district.
 - f. *Malt beverage (or beer)* – Beer, lager, malt liquor, ale, porter, and any other brewed or fermented beverage or alcohol consumable, except for fortified and unfortified wine as defined by Chapter 18B of the N.C. General Statutes, containing at least 0.5% and not more than 15% alcohol by volume.
 - g. *Mixed beverage* – Either a drink composed in whole or in part of spirituous liquor and served in a quantity less than the quantity contained in a closed package or a premixed cocktail served from a closed package containing only one serving.
 - h. *Non-permittee business* – A business that is located in a social district and does not hold any ABC permit.
 - i. *Open container* – A container whose seal has been broken or a container other than the manufacturer’s unopened original container.

- j. *Permittee* – An establishment holding any of the following permits issued by the ABC Commission:
 - i. An on-premises malt beverage permit issued pursuant to G.S. § 18B-1001(1);
 - ii. An on-premises unfortified wine permit issued pursuant to G.S. § 18B-1001(3);
 - iii. An on-premises fortified wine permit issued pursuant to G.S. § 18B-1001(5);
 - iv. A mixed beverages permit issued pursuant to G.S. § 18B-1001(10);
 - v. A wine shop permit issued pursuant to G.S. § 18B-1001(16);
 - vi. A special one-time permit issued pursuant to G.S. § 18B-1002.
 - k. *Person* – An individual, firm, partnership, association, corporation, limited liability company, other organization or group or other combination of persons acting as a unit.
 - l. *Police Department* – The Town of Waynesville Police Department.
 - m. *Premises* – A fixed permanent establishment, including all areas inside or outside of the licensed premises, where the permittee has control through a lease, deed, or other legal instrument.
 - n. *Social district* – A defined area in which a person may consume alcoholic beverages sold by a permittee. A social district may include both indoor and outdoor areas of businesses within or contiguous to the defined area during the days and hours set by the Town by ordinance pursuant to G.S. § 18B-300.1(d). A social district may include privately owned property, including permittees and non-permittee businesses, multi-tenant establishments, as defined in G.S. § 18B-1001.5, and public streets, sidewalks, crosswalks, and parking areas, whether or not the streets, sidewalks, or parking areas are closed to vehicle traffic.
 - o. *Spirituous liquor (or liquor)* – Distilled spirits or ethyl alcohol, and any alcohol consumable containing distilled spirits or ethyl alcohol, including spirits of wine, whiskey, rum, brandy, gin, and all other distilled spirits or mixtures of cordials, liqueur, and premixed cocktails, in closed-containers regardless of their dilution.
 - p. *Town* – The Town of Waynesville
 - q. *Wine, fortified* – Any wine or alcohol consumable containing more than 16% and no more than 24% alcohol by volume, made by fermentation from grapes, fruits, berries, rice or honey; or by the addition of pure cane, beet or dextrose sugar; or by the addition of pure brandy from the same type of grape, fruit, berry, rice or honey that is contained in the base wine and produced in accordance with the regulations of the United States.
 - r. *Wine, unfortified* – Any wine or alcohol consumable containing 16% or less alcohol by volume that is made by fermentation from grapes, fruits, berries, rice or honey; or by the addition of pure cane, beet or dextrose sugar; or by the addition of pure brandy from the same type of grape, fruit, berry, rice or honey that is contained in the base wine and produced in accordance with the regulations of the United States.
3. **Boundaries and Map.** The boundaries of the social district shall be as shown on the designated map which is attached to Exhibit A and which shows the restaurants, businesses, streets, sidewalks, dining areas, alleyways, and other areas that are part of the social district.

4. **Management and Maintenance Plan.** The Management and Maintenance Plan which is attached as Exhibit A is found to be in compliance with the requirements of this ordinance and applicable law and is hereby approved. The Town Clerk shall post the approved Management and Maintenance Plan on the Town's website within 24 hours of the adoption of this ordinance and the Plan must remain readily available for public inspection from the date of ordinance adoption through the end of the event.
5. **Sale of Alcoholic Beverages.** Permittees are allowed to sell alcoholic beverages pursuant to their ABC permit in the social district. Nothing in this ordinance shall alter the duties and responsibilities of any permittees to abide by North Carolina's laws and regulations regarding the sale of alcoholic beverages. Permittees operating within or contiguous to the social district and participating in the social district may allow its customers to leave its premises with one alcoholic beverage purchased from the permittee as long as the alcoholic beverage is contained within an appropriate container as set out in the Management and Maintenance Plan and as described in section 6(b) of this ordinance.
6. **Possession and Consumption of Alcoholic Beverages.** Notwithstanding any state or local law or ordinance prohibiting open containers, the possession and consumption of alcoholic beverages are allowed as follows:
 - a. Alcoholic beverages purchased from a permittee located within or contiguous to the social district may be possessed and consumed within the designated social district (including within participating businesses located within the social district).
 - b. Alcoholic beverages within the social district must be in containers meeting the requirements of G.S. § 18B-300.1(e), and the approved Management and Maintenance Plan, including the following:
 - i. The container must clearly identify the permittee from which the alcoholic beverage was purchased;
 - ii. The container must clearly display a logo or other mark that is unique to the social district in which it will be consumed;
 - iii. The container must not be made of glass;
 - iv. The container must display the following statement in no less than 12-point font – "Drink Responsibly – Be 21";
 - v. The container may not hold more than 16 fluid ounces.
 - c. Alcoholic beverages may only be possessed and consumed during the designated hours of the events.
 - d. Any person in possession of an alcoholic beverage within the social district must dispose of the alcoholic beverage before exiting the social district or entering or mounting a vehicle (including a bicycle or similar transportation device) located within the social district. Possession of an open container outside of the social district is a violation of G.S. §§ 18B-300 and/or 18B-301, which is punishable in criminal court as a misdemeanor.
 - e. Alcoholic beverages that are purchased from a permittee within the social district for off-premises consumption (i.e. uncorked bottle of wine, etc.) are not allowed to be consumed within the social district.

7. **Alcoholic Beverages Not Purchased within the Social District Prohibited.** North Carolina law does not allow the possession or consumption of alcoholic beverages within the social district that are not purchased from a permittee located within the social district. Alcoholic beverages brought from home are not allowed within the social district.
8. **All Other Laws Remain in Effect.** All other laws regarding the possession and consumption of alcoholic beverages and the actions resulting from impaired judgment remain in effect including, but not limited to the following: driving while impaired; intoxicated and disruptive conduct, disorderly conduct; possession and consumption of alcoholic beverages by a minor, aiding and abetting underage possession and consumption of alcoholic beverages, indecent exposure, public urination; trespassing; vandalism, destruction of property, littering; sale, possession and/or use of illegal substances.
9. **Enforcement.** A violation of this ordinance is a misdemeanor or infraction as provided by G.S. §§ 14-4 and 160A-175. As an alternative or additional measure of enforcement, any law enforcement officer or authorized Town employee may issue a citation for a civil penalty for violation of this ordinance in accordance with the requirements of Town Code Section 1-8. This authority shall be in addition to any other authority and shall not preclude in any way any law enforcement officer from exercising any authority or carrying out the duties of a law enforcement officer, nor preclude the Town from any other available legal enforcement procedure. Enforcement of an unpaid citation may be by issuance of a criminal summons, by the filing of a complaint to collect the unpaid debt owed to the Town or by other means authorized by North Carolina law and/or Town Code.
10. **Non-Severability.** Should any provision of this ordinance be deemed illegal or unconstitutional, then the ordinance shall immediately terminate and cease to be effective.

ADOPTED THIS the 14th day of April 2026, with ___ voting in favor and ___ against.

Gary Caldwell, Mayor

ATTESTED BY:

Candace Poolton, Town Clerk

EXHIBIT A

Waynesville Social District Management and Maintenance Plan

RULES OVERVIEW

Alcohol may be consumed in the Social District on Saturday, June 27, 2026 from 11:00AM – 4:00 PM. No outside alcohol is permitted within the district. All alcoholic beverages must be purchased from permitted establishments located within the Social District, served in specially labeled cups, and consumed within the district. Only one Social District beverage per person can be served at a time. An establishment may allow patrons to enter their premises with an alcoholic beverage purchased at a different permitted establishment within the Social District. Any alcoholic beverage must be consumed or discarded before exiting the Social District or entering a vehicle.

MANAGEMENT AND RESPONSIBILITIES

The Social District will be managed and maintained by the Town of Waynesville with support from the Participating Merchants and the Pride on Main Festival Committee (hereafter referred to as the Committee). Specific responsibilities are outlined herein.

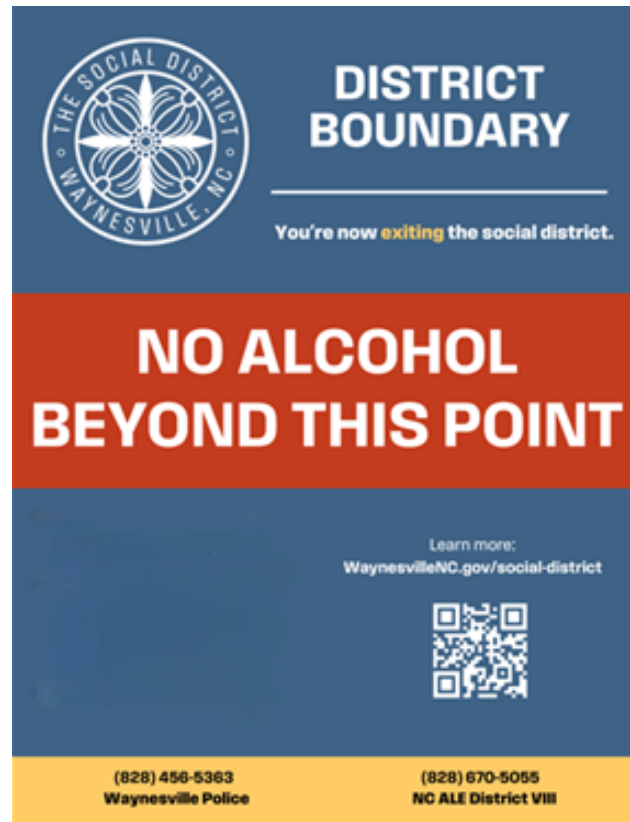
DISTRICT BOUNDARIES

Boundaries of the Social District will be clearly marked with signs at all entrance/exit points.

Map of Temporary Social District:



Boundary Sign:



DAYS AND HOURS OF OPERATION

The Waynesville Social District will operate on **Saturday, June 27, 2026 from 11:00AM-4:00 PM**. At all other times, open containers of alcohol cannot leave the premises of the ABC-permitted business where it was purchased.

GENERAL RULES

- Only alcoholic beverages purchased from a participating business with an ABC permit may be consumed in the Social District. **No outside alcohol allowed.**
- Alcoholic beverages may not be brought into a business that does not display the Social District Window Sign (see below).
- Any alcoholic beverage purchased for consumption in the Social District must also be in a specifically labeled cup (see below).
- **All open container alcoholic beverages must be disposed of prior to exiting the Social District boundaries or entering a vehicle (including a bicycle).**
- Businesses can choose to be included in the Social District or they can opt out. No business is required to participate or to allow customers to bring alcohol onto its premises.
- The sale and delivery of alcohol in a social district is subject to no more than two malt beverage or wine drinks at one time to a single person and one mixed beverage or spirituous liquor drink at one time to one person.

- Retail beverages ("closed containers") can be purchased inside the Social District boundary, but they cannot be consumed inside the Social District boundary. They must stay closed and leave closed.

PARTICIPATING BUSINESSES WITH AN ABC PERMIT

In order to participate, ABC-permitted establishments must be located in the Social District boundary and complete a Social District Registration Form provided by the Committee (located on the last page of this Plan). The fee to participate is \$0.

Registration allows the Town of Waynesville to ensure that those businesses selling alcoholic beverages within the Social District are aware of and in compliance with the requirements of this Plan. As part of the registration process, the business owner must provide written acknowledgment to abide by the rules, regulations, and requirements of this Plan.

CUPS

Alcoholic drinks that are sold for consumption in the Social District must be in containers that meet all of the following requirements:

1. The container clearly identifies the ABC permittee from which the alcoholic beverage was purchased.
2. The container clearly displays the Social District Logo.
3. The container displays, in no less than 12-point font, the statement, "Drink Responsibly- Be 21."
4. The container is not made of glass.
5. The container cannot hold more than 16 fluid ounces.

For purposes of this social district, the Committee will be supplying cups pre-printed with the Waynesville Social District logo. The Cups will fulfill requirements 2-5. The participating establishments will provide their own stickers meeting requirements 1.

The Cups will look approximately like this or of rainbow composition displaying this logo:

Social District Cups



PARTICIPATING BUSINESSES WITHOUT AN ABC PERMIT

Businesses without an ABC permit may participate in the Social District by allowing alcoholic beverages purchased and possessed in accordance with this Plan to be consumed inside their businesses.

Participating businesses that are not selling alcoholic beverages are not required to register with the Town. The Committee will provide information to participating businesses to ensure that the businesses understand their obligations under this Plan and the Social District Ordinance.

Participating businesses are required to post a Window Sign (see below) in a conspicuous place indicating their participation to the public. The Committee will provide the Window Signs to participants that do not have the signs previously provided by the TDA.

During the days and hours when the social district is active, participating businesses must allow law enforcement officers access to all areas of the premises accessible by customers.

NON-PARTICIPATING BUSINESSES

Nothing in this Plan or shall be construed as requiring any business, regardless of whether or not it holds a valid ABC permit, to participate in the Social District. Non-participating businesses are encouraged to still post an appropriate Window Sign indicating their nonparticipation to the public. The Committee will provide the Window Signs to participants that do not have the signs previously provided by the TDA or Pride on Main Festival Committee.

DISTRICT LOGO

The Waynesville Social District will use the below logo.



WINDOW SIGNS

The uniform signage below must be displayed in businesses participating in the Social District to inform visitors that they are allowed to bring alcoholic beverages inside. The Committee will provide the Window Signs to participants that do not have the signs previously provided by the TDA.



If a participating business has an exit that opens outside the Social District boundary, the business must post "No Alcohol Beyond This Point" or similar sign at the exit.

ENFORCEMENT

Town of Waynesville Police will enforce the requirements of the Social District. The Town of Waynesville reserves the right to prohibit a permit holder from participating in the district due to violations of this Plan.

ABC permit holders accept liability for patrons they serve the same as they do now and will enforce the same rules and regulations as they currently do.

To report potential violations, please call the Waynesville Police Department at 828-456-5363 or the NC Alcohol Law Enforcement Division 828-670-5055.

Waynesville Social District

Registration Application for ABC Permit Holder Participation

Date: _____

Business Name: _____

Contact Name: _____

Phone Number: _____

Email Address: _____

By signing this acknowledgement, I agree to the terms outlined in the Management and Maintenance Plan. I have read and understand the guidelines and procedures for the Waynesville Social District. The Town of Waynesville reserves the right to prohibit or pause participation in the Social District at any time.

Signature: _____ Date: _____

Name: _____

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: April 14, 2026**

SUBJECT: Adoption of the resolution adopting the Town of Waynesville’s Comprehensive Stormwater Plan.

AGENDA INFORMATION:

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

BRIEF SUMMARY:

On March 23, 2023, the Town of Waynesville was awarded a \$400,000 Stormwater Planning Grant, funded by the American Rescue Plan Act’s (ARPA) and administered by the NC Department of Environmental Quality (NC DEQ). The Planning Grant will update the existing 2008 Stormwater Master Plan and create a new Comprehensive Stormwater Plan.

The updated plan identifies six (6) stormwater improvement projects, provides preliminary information needed to secure engineering and construction services, and includes recommended ordinance revisions.

On March 24, 2026, WithersRavenel presented the draft plan to the Town Council, after which it was submitted to the NC DEQ for review. On April 1, 2026, the Town received feedback from the NC DEQ stating that Waynesville’s “Comprehensive Stormwater Plan meets the objectives laid out in the scope that was approved back in 2023 and is acceptable.”

The next step is the formal adoption of the plan by the Town Council. The current draft of the Comprehensive Stormwater Plan can be viewed here: <https://tinyurl.com/CompSWPlan>.

MOTIONS FOR CONSIDERATION:

1. Motion to adopt the attached Resolution adopting the Town of Waynesville’s Comprehensive Stormwater Plan.

FUNDING SOURCE/IMPACT:

N/A

ATTACHMENTS:

- Draft Resolution

MANAGER’S COMMENTS AND RECOMMENDATIONS:

RESOLUTION ADOPTING THE TOWN OF WAYNESVILLE’S COMPREHENSIVE STORMWATER PLAN

WHEREAS, the North Carolina Division of Water Infrastructure (DWI) is to provide financial assistance for projects that improve water quality throughout the State and;

WHEREAS, in 2023 the Town of Waynesville was awarded American Rescue Plan Act Local Assistance for Stormwater Infrastructure Investment planning grants to develop a Comprehensive Stormwater Plan; and

WHEREAS, the Town of Waynesville contracted with WithersRavenel to create and develop the Town’s Comprehensive Stormwater Plan; and

WHEREAS, the project kicked off in November 2023 and included detailed modeling, data gathering, and public input; and

WHEREAS, the study includes in detail six stormwater improvement projects needed to mitigate flooding issues; and

WHEREAS, the final Comprehensive Stormwater Plan includes all preliminary information needed to secure engineering and construction services to implement the improvements.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Town of Waynesville’s Town Council, duly noticed and assembled adopts the Comprehensive Stormwater Plan.

Adopted this 14th day of April 2026.

SIGNED:

Gary Caldwell, Mayor

ATTEST:

Candace Poolton, Town Clerk

**TOWN OF WAYNESVILLE TOWN COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: April 14, 2026**

SUBJECT: Arbor Day Proclamation

AGENDA INFORMATION:

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

BRIEF SUMMARY: April 22nd is Arbor Day. Staff invite Council and anyone who would like to attend, to a tree planting event on April 22nd at 10am, at the Waynesville Recreation Park next to the newly constructed ball field.

MOTION FOR CONSIDERATION: N/A

FUNDING SOURCE/IMPACT: N/A

ATTACHMENTS: Arbor Day Proclamation

MANAGER'S COMMENTS AND RECOMMENDATIONS:

PROCLAMATION

ARBOR DAY

Whereas, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, the holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, Arbor Day is now observed throughout the nation and the world, and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

Whereas, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal,

NOW, THEREFORE, I Gary Caldwell Mayor of the Town of Waynesville, do hereby proclaim April 22, 2026 as

ARBOR DAY

in the Town of Waynesville, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant and care for trees to gladden the heart and promote the well-being of this and future generations.

Dated this 14th day of April in the year 2026.

Gary Caldwell
Mayor

**TOWN OF WAYNESVILLE TOWN COUNCIL
REQUEST FOR BOARD ACTION
Meeting Date: April 14, 2026**

SUBJECT: Public Hearing to consider a request for annexation of the western portion of the 57.5-acre parcel located at 192 Ratcliff Cove Road, Waynesville, NC 28786 (PIN 8625-08-4616).

AGENDA INFORMATION:

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

SUMMARY:

On March 16, 2026, the Town received the attached Petition for Annexation from Al & Charlies Mountain LLC. The subject property is contiguous to the existing corporate limits of Waynesville. The petition applies to the western portion of property located at 192 Ratcliff Cove Road, Waynesville, NC 28786 (PIN 8625-08-4616). This portion lies across Ratcliff Cove Road. While the exact acreage of the area proposed for annexation has not been specified, a legal description of this portion is included with the petition materials.

The property is a part of Phase II of the Valleywood Farms subdivision, which is proposed to include 148 single-family residential lots. On February 19, 2026, the Planning Board approved a major subdivision for the development of these 148 single-family lots. Phase II is adjacent to the existing Phase I of the Valleywood Farms, which consists of 115 single-family residential lots. Phase II will be developed across two (2) properties: the western portion of the subject property at 192 Ratcliff Cove Road (PIN 8625-08-4616) and the adjacent 9.98-acre property to the north at 40 Ratcliff Cove Road (PIN 8615-99-9587). The northern property is already located within the Town's corporate limits.

The subject property at 192 Ratcliff Cove Road is currently located within the Town's extraterritorial jurisdiction (ETJ). Upon annexation, the property would be incorporated into the corporate limits of Waynesville and would be eligible for municipal services, including sewer service.

MOTION FOR CONSIDERATION:

1. Adoption of attached Ordinance to approve the annexation of the described property.

FUNDING SOURCE/IMPACT: Future action to annex this property will allow it to receive municipal services and be subject to Town property tax.

ATTACHMENTS:

- Resolution
- Application materials: petition, plat, metes and bounds description, agent authorization, payment, and merger document that shows Pink Fields merged into the Al & Charlies Mountain, LLC
- Draft Ordinance
- Property card
- Municipal boundaries map
- Public notices

MANAGER'S COMMENTS AND RECOMMENDATIONS:

RESOLUTION TO CONSIDER R-5-26

AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF
THE TOWN OF WAYNESVILLE, NORTH CAROLINA

WHEREAS, the Waynesville Town Council has been petitioned under G.S. 160A-31, to annex the area as described in the petition for a contiguous annexation request, and

WHEREAS, the governing board of any municipality may annex by ordinance any area contiguous to its boundaries upon presentation to the governing board of a petition signed by the owners of all real property located within the area; and

WHEREAS, the clerk of the Town of Waynesville certifies the sufficiency of the petition in accordance with 160A-31, to wit:

- a. The petition follows the form required by statute in which the owner of real property has requested the area described for voluntary annexation; and
- b. That the petitioning owner of record owns 100 percent of the property in question; and
- c. The property is contiguous to the Town's municipal boundary, abutting other contiguous property;

WHEREAS, the Town Council must fix a date for a public hearing, and cause notice of the public hearing to be published in a newspaper at least 10 days prior to the hearing;

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Waynesville, North Carolina:

1. To fix the date for the public hearing on April 14, 2026, during the regularly scheduled meeting of the Council, at 6:00 pm or close to that time within the agenda of the meeting, in the Town Board Room at 9 South Main Street, Waynesville, NC 28786; and
2. To direct the Town Clerk to notice the public hearing in the Mountaineer at least 10 days prior to the meeting; and
3. To post the property in at least three locations providing additional notice to the public.

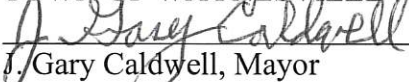
Adopted this 24th Day of March, 2026.

ATTEST:



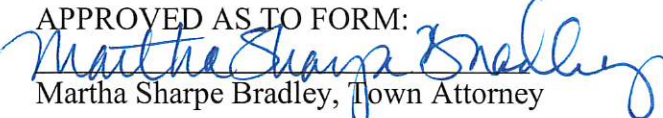
Candace Poolton, Town Clerk

TOWN OF WAYNESVILLE



J. Gary Caldwell, Mayor

APPROVED AS TO FORM:



Martha Sharpe Bradley, Town Attorney

**TOWN OF WAYNESVILLE
PLANNING DEPARTMENT
P.O. BOX 100, WAYNESVILLE, NC 28786
828-456-2004**

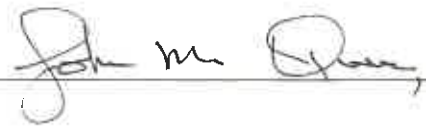
**ANNEXATION UPON PETITION
OF ALL OWNERS OF REAL PROPERTY**

(G.S. 160A-31, as amended)

Date: February 24, 2026

To: Town Council of the Town of Waynesville

1. We, the undersigned owners of real property, respectfully request that the area described below be annexed to the Town of Waynesville.
2. Character of area to be annexed:
 - a. Any area which is contiguous to the corporate limits of the Town of Waynesville may be annexed by petition.
 - b. For purposes of these laws, an area is deemed contiguous. If, at the time the petition is submitted, the area either abuts directly on the municipal boundary or is separated from the municipal boundary by a street, right-of-way, a creek or river, or the right-of-way of a railroad or other public service corporation, lands owned by the municipality or some other political subdivision, or lands owned by the State.
3. The area to be annexed is contiguous to the Town of Waynesville and the boundaries of such territory are as follows:
 - a. Metes and bounds description is attached.
 - b. Tax map of the proposed territory is attached.

Name Al & Charlie's Mountain, LLC Signature 

Address 192 Ratcliff Cove Road, Waynesville, NC 28786

105
2/24/2026

Name _____ Signature _____

Address _____

Name _____ Signature _____

Address _____

(Attach additional sheet if necessary)

- REFERENCES:**
- DB 462 PG 2342
 - DB 470 PG 2671
 - DB 476 PG 2377
 - DB 478 PG 2418
 - DB 1052 PG 1360
 - CAB C SLIDE 408
 - CAB C SLIDE 480
 - CAB C SLIDE 422
 - CAB C SLIDE 2907
 - CAB C SLIDE 451

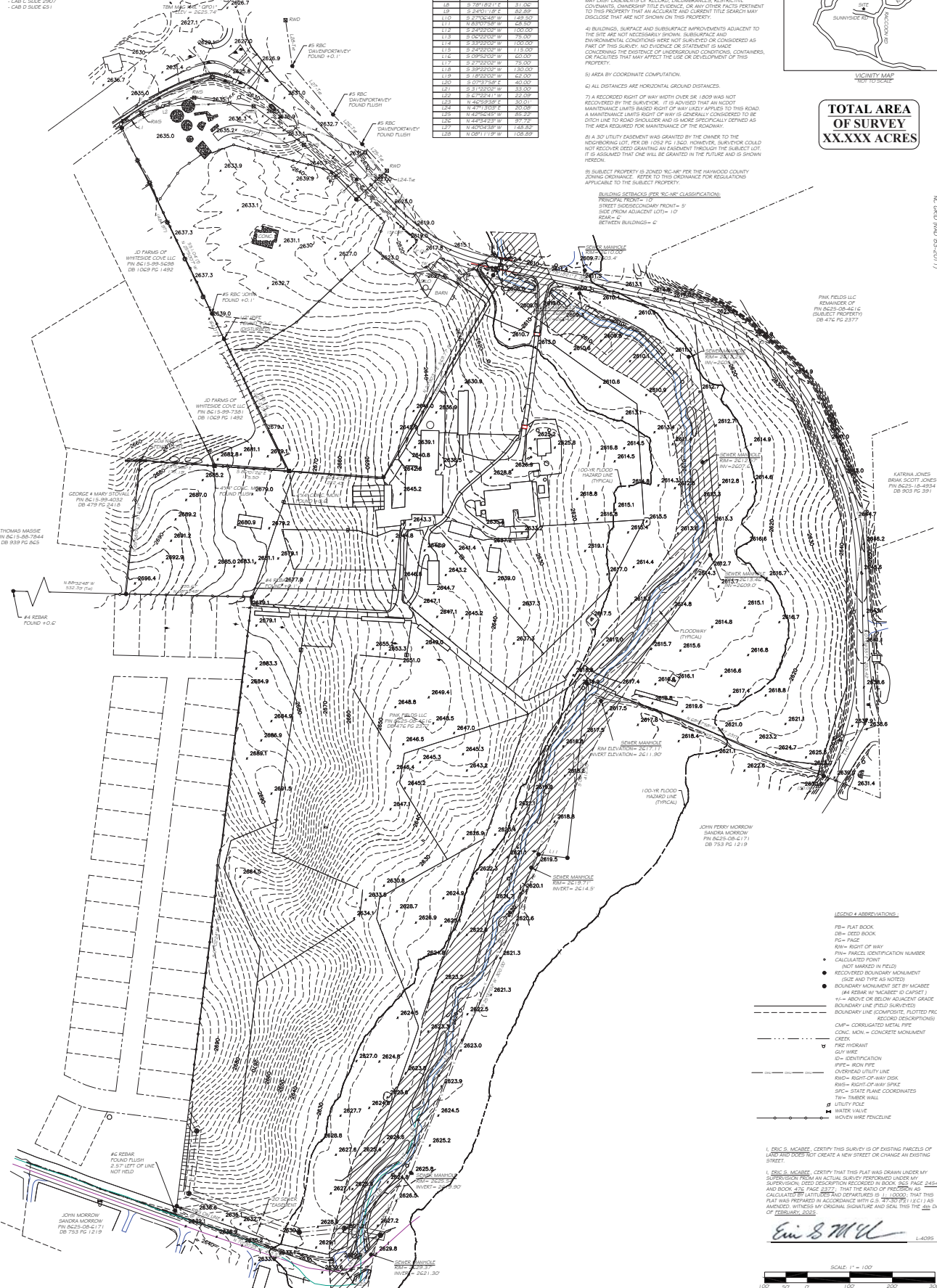
CURVE	ARC LENGTH	CURVE BEARING	CHORD LENGTH
C1	1331.271	S 24° 32' 30" E	1322.501
C2	412.120	S 73.83° W	409.900
C3	538.556	S 89° 28' 00" E	534.846
C4	688.111	S 73° 56' 30" E	671.761

LINE	BEARING	DISTANCE
10	S 73° 56' 30" E	128.700
11	N 73° 56' 30" W	128.700
12	S 73° 56' 30" E	128.700
13	S 73° 56' 30" E	128.700
14	S 73° 56' 30" E	128.700
15	S 73° 56' 30" E	128.700
16	N 73° 56' 30" W	128.700
17	S 73° 56' 30" E	128.700
18	S 73° 56' 30" E	128.700
19	S 73° 56' 30" E	128.700
20	S 73° 56' 30" E	128.700
21	S 73° 56' 30" E	128.700
22	S 73° 56' 30" E	128.700
23	S 73° 56' 30" E	128.700
24	S 73° 56' 30" E	128.700
25	S 73° 56' 30" E	128.700
26	S 73° 56' 30" E	128.700
27	S 73° 56' 30" E	128.700
28	S 73° 56' 30" E	128.700
29	S 73° 56' 30" E	128.700
30	S 73° 56' 30" E	128.700
31	S 73° 56' 30" E	128.700
32	S 73° 56' 30" E	128.700
33	S 73° 56' 30" E	128.700
34	S 73° 56' 30" E	128.700
35	S 73° 56' 30" E	128.700
36	S 73° 56' 30" E	128.700
37	S 73° 56' 30" E	128.700
38	S 73° 56' 30" E	128.700
39	S 73° 56' 30" E	128.700
40	S 73° 56' 30" E	128.700
41	S 73° 56' 30" E	128.700
42	S 73° 56' 30" E	128.700
43	S 73° 56' 30" E	128.700
44	S 73° 56' 30" E	128.700
45	S 73° 56' 30" E	128.700
46	S 73° 56' 30" E	128.700
47	S 73° 56' 30" E	128.700
48	S 73° 56' 30" E	128.700
49	S 73° 56' 30" E	128.700
50	S 73° 56' 30" E	128.700

- NOTES:**
- THIS PROPERTY IS NOT LOCATED IN A SPECIAL FLOOD HAZARD AREA AS DETERMINED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY PER D.P.I.A.M.#370086(SOO) EFFECTIVE 4-3-2012
 - PROPERTY SUBJECT TO ALL RIGHTS-OF-WAY AND EASEMENTS OF RECORD, INCLUDING, BUT NOT LIMITED TO, THOSE SHOWN HEREON.
 - SURVEYOR WAS NOT PROVIDED WITH A LOCAL TITLE SEARCH. THERE MAY EXIST EASEMENTS OF RECORD, ENCUMBRANCES, RESTRICTIVE COVENANTS, OWNERSHIP TITLE EVIDENCE, OR ANY OTHER FACTS PERTINENT TO THIS PROPERTY THAT AN ACCURATE AND CURRENT TITLE SEARCH MAY DISCLOSE THAT ARE NOT SHOWN ON THIS PROPERTY.
 - BUILDINGS, SURFACE AND SUBSURFACE IMPROVEMENTS ADJACENT TO THE SITE ARE NOT NECESSARILY SHOWN. SUBSURFACE AND ENVIRONMENTAL CONDITIONS WERE NOT SURVEYED OR CONSIDERED AS PART OF THIS SURVEY. NO EVIDENCE OR STATEMENT IS MADE CONCERNING THE EXISTENCE OF UNDERGROUND CONDITIONS, CONTAINERS, PROPERTY.
 - AREA BY COORDINATE COMPUTATION.
 - ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES.
 - A RECORDED RIGHT OF WAY WIDTH OVER SR 1409 WAS NOT RECORDED BY THE SURVEYOR. IT IS ADVISED THAT AN INTERIM MAINTENANCE LIMITS BASED RIGHT OF WAY WIDTH APPLIES TO THIS ROAD. MAINTENANCE LIMITS RIGHT OF WAY ARE GENERALLY CONSIDERED TO BE DITCH LINE TO ROAD SHOULDER AND IS MORE SPECIFICALLY DEFINED AS THE AREA REQUIRED FOR MAINTENANCE OF THE ROADWAY.
 - A 30' UTILITY EASEMENT WAS GRANTED BY THE OWNER TO THE ADJACENT LOT, PER DB 1052 PG 1462. HOWEVER, SURVEYOR COULD NOT RECOVER DEED GRANTING AN EASEMENT THROUGH THE SUBJECT LOT. IT IS ASSUMED THAT ONE WILL BE GRANTED IN THE FUTURE AND IS SHOWN HEREON.
 - SUBJECT PROPERTY IS ZONED "R-40" PER THE HANCOCK COUNTY ZONING ORDINANCE. REFER TO THIS ORDINANCE FOR REGULATIONS APPLICABLE TO THE SUBJECT PROPERTY.



**TOTAL AREA OF SURVEY
XX.XXX ACRES**



- LEGEND & ABBREVIATIONS:**
- FB = PLAT BOOK
 - DB = DEED BOOK
 - PK = PLAT
 - R/W = RIGHT OF WAY
 - PK# = PARCELS IDENTIFICATION NUMBER
 - = CALCULATED POINT
 - (NOT MARKED IN FIELD) = RECORDED BOUNDARY MAINTENANCE (SIZE AND TYPE AS NOTED)
 - (MARKED IN FIELD) = ABOVE OR BELOW ADJACENT GRADE BOUNDARY LINE (FIELD SURVEY)
 - = BOUNDARY LINE (COMPOSITE, PLOTTED FROM RECORD DESCRIPTIONS)
 - = CORRUGATED METAL PIPE
 - = CONC. MON. - CONCRETE MONUMENT
 - = CRK
 - PK# (W/STAKE) = STAKE
 - ID# = IDENTIFICATION
 - IP# = IRON PIPE
 - = OVERHEAD UTILITY LINE
 - R/W# = RIGHT-OF-WAY DICK
 - R/W# = RIGHT-OF-WAY SPIKE
 - SP# = STATE PLANE COORDINATES
 - = TRAILER WALL
 - = UTILITY POLE
 - = WOODEN WIRE FENCELINE

I, ERIC S. MCBEE, CERTIFY THIS SURVEY IS OF EXISTING PARCELS OF LAND AND TO CORRECTLY CREATE A NEW STREET OR CHANGE AN EXISTING STREET.

I, ERIC S. MCBEE, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY PERFORMED UNDER ME, AND BOOK A.T.C. PAGE 2377, THAT THE RATIO OF PRECISION AS CALCULATED BY LATITUDE AND LONGITUDE IS 1:1000. THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 170B.07(b) (1) & (2) AS AMENDED, WITH MY ORIGINAL SIGNATURE AND SEAL THIS 14th DAY OF FEBRUARY, 2025.

Eric S. Mcabee (L-0395)



McABEE & ASSOCIATES, P.A.
PROFESSIONAL LAND SURVEYING

Eric S. Mcabee, PLS Fax: (828) 628-1294
J. Barry West, PLS Telephone: (828) 628-1295
Wallace S. Mcabee, PLS (Emeritus)
3 Mcabee Trail Fairview North Carolina, 28730
www.mcabeesurvey.com Firm License Number: C-694



NO.	DATE	DESCRIPTION	BY

BOUNDARY AND AERIAL TOPOGRAPHIC SURVEY FOR THE PROPERTY OF:

PINK FIELDS LLC
(PIN: 6623-08-612)

AND

TRIBROOK FARMS LLC
(PIN: 6613-89-9587)

DATE:	2-5-25
PROJECT #:	13707
DRAWING #:	G-25-41.32
DRAWN BY:	ESM
SCALE:	1" = 100'

HANCOCK COUNTY TOWNSHIP
HANCOCK COUNTY, N.C.

Legal Description for Queen Annexation East of Ratcliff Cove Rd

Beginning at a point in the centerline of Ratcliff Cove Rd, said point lying S 78° 18' 21" E 340.91' from a point in the center of the bridge for Ratcliff Cove Road over Raccoon Creek marking the easternmost corner of the property described as Parcel Two in Deed Book 965 Page 2454 of the Haywood County Register of Deeds Office (the "Registry"); thence running N 20° 31' 26" E 59.40' to a crimped-top iron pipe found; thence running N 66° 11' 31" E 702.82' (and passing a #5 rebar with "EHA" ID cap on line at 687.72') to a 36" white oak in a fence corner; thence running S 2° 17' 33" W 366.77' (and passing a #5 rebar with "EHA" ID cap on line at 15.01' and another #5 rebar with "EHA" ID cap on line at 350.99') to a dead 40" white oak in a fence corner; thence running S 82° 03' 33" E 819.48' (and passing a #5 rebar with "EHA" id cap on line at 10.02') to a #4 rebar found, said rebar marking the northernmost point of the property described in Deed Book 800 Page 1218 of the Registry; thence running S 67° 36' 49" W 538.41' (and passing an angle iron on line at 222.34') to an axle found, said axle marking the northeast corner of the property shown as Lot 26B on the plats recorded in Plat Cabinet C Page 5467 and Plat Cabinet D Page 446 of the Registry; thence running S 68° 33' 01" W 248.36' to a #4 rebar found, said rebar marking the northwest corner of Lot 26A of Plat Cabinet C Page 5467, thence running S 68° 33' 01" W 248.22' to a point in the centerline of Ratcliff Cove Road; thence running with Ratcliff Cove Road the following four (4) courses and distances: on a curve to the left having a radius of 683.11' and an arc length of 135.22' (chord bearing and distance of N18° 21' 04" W 135.00') to a point; thence N 24° 01' 18" W 82.89' to appoint; thence on a curve to the left having a radius of 539.74' and an arc length of 497.93' (chord bearing and distance of N 50° 27' 02" W 480.46') to a point; thence N 78° 18' 21" W 55.43' to the point and place of beginning, and containing 10.397 acres , more or less.

The intent of this description is to annex all of that portion of PIN 8625-08-4616 owned by Pink Fields, LLC that lies east of the centerline of Ratcliff Cove Road.

**AUTHORIZATION FOR AGENT TO
APPEAR BEFORE WAYNESVILLE PLANNING BOARD,
ZONING BOARD OF ADJUSTMENT, OR TOWN COUNCIL**

The undersigned Owner or Party with a contract or option to purchase that real property located at 8615-99-9587, 8625-08-4616 (PORTION OF) 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: Jesse Gardner & Patrick Bradshaw

Title and Company: Civil Design Concepts, PA

Address: 84 Coxe Ave Asheville 28801

Phone and email: 828-252-5388 jgardner@cdcgo.com pbradshaw@cdcgo.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 28th day of January, 2026.

Owner or Party with Contractual Interest in Property:

Signed by:
David Luck
107878934997482...

Queen Development, LLC

Address and phone number:

1335 Cane Creek Rd

Fletcher, NC 28732

847-323-7638

PAYMENT SUMMARY RECEIPT

TOWN OF WAYNESVILLE
16 S MAIN ST

DATE: 02/20/26 CUSTOMER#:
TIME: 15:58:48
CLERK: 2044ecou

RECPT#: 3298226 PREV BAL: 250.00
TP/YR: P/2026 AMT PAID: 250.00
BILL: 3298226 ADJSTMNT: .00
EFF DT: 02/20/26 BAL DUE: .00

Misc Cash Receipts

-----TOTALS-----

PRINCIPAL PAID: 250.00
INTEREST PAID: .00
ADJUSTMENTS: .00
DISC TAKEN: .00

AMT TENDERED: 250.00
AMT APPLIED: 250.00
CHANGE: .00

PAID BY: Civil Design Annexat
PAYMENT METH: CHECK
PAYMENT REF: 10176

TOT PREV BAL DUE: 250.00
TOT BAL DUE NOW : .00

*State of North Carolina
Department of the Secretary of State*

ARTICLES OF MERGER

Pursuant to North Carolina General Statute Sections 55-11-05(a), 55A-11-09(d), 55A-11-04, 57C-9A-22(a), 59-73.32(a) and 59-1072(a), as applicable, the undersigned entity does hereby submit the following Articles of Merger as the surviving business entity in a merger between two or more business entities.

1. The name of the surviving entity is **Al & Charlie's Mountain, LLC** a limited liability company organized under the laws of **North Carolina**.
2. The address of the surviving entity is:

**480 Queen Cove Road
Waynesville NC 28785 Haywood County**
3. For each merging entity:
The name of the merged entity is **Pink Fields, LLC**, a limited liability company organized under the laws of **North Carolina**.
4. If the surviving business entity is a domestic business entity, the text of each amendment, if any, to the Articles of Incorporation, Articles of Organization, or Certificate of Limited Partnership within the Plan of Merger is attached.
5. A Plan of Merger has been duly approved in the manner required by law by each of the business entities participating in the merger.
6. These articles will be effective upon filing unless a delayed date and/or time is specified:

This the 31 day of December, 2007.

Al & Charlie's Mountain, LLC

Name of Entity

By: 

Signature

John M. Queen, III, Manager

NOTES:

Filing fee is \$50 for For-profit entities.

1. Filing fee is \$25 for Non-profit entities.
2. This document must be filed with the Secretary of State. Certificate(s) of Merger must be registered pursuant to the requirements of N.C.G.S. Section 47-18.1

ORDINANCE NO. O-4-26

AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF
THE TOWN OF WAYNESVILLE, NORTH CAROLINA

WHEREAS, the Waynesville Town Council has been petitioned voluntarily under G.S. 160A-31, to annex the area as described in the petition for a contiguous annexation request, and

WHEREAS, the governing board of any municipality may annex by ordinance any area contiguous to its boundaries upon presentation to the governing board of a petition signed by the owners of all real property located within the area; and

WHEREAS, the Town Council finds the sufficiency of the petition in accordance with 160A-31, to wit:

- a. The petition follows the form required by statute in which the owner of real property has requested the area described for voluntary annexation; and
- b. That the petitioning owner of record owns 100 percent of the property in question; and
- c. The property is contiguous to the Town's municipal boundary, abutting other contiguous property;
- d. The Town Clerk has conducted an investigation in compliance with G.S. 160A31(c) and has certified the sufficiency of the petition; and
- e. The provisions of G.S. 160A-31(b1) and 160A-31(j) do not apply to the area described in the petition.

WHEREAS, a public hearing on the question of annexation was held at Town Hall at 6:00 p.m., on **April 14, 2026**, and

WHEREAS, the Council does hereby find as a fact that said petition has been signed by all the owners of real property in the area who are required by law to sign; and

WHEREAS, the Town Council further finds that the petition is otherwise valid, and that the public health, safety, and welfare of the Town and of the area proposed for annexation will best be served by annexing **the western portion of the 57.5-acre parcel located at 192 Ratcliff Cove Road, Waynesville, NC 28786 (PIN 8625-08-4616). This portion of the property is located entirely on the opposite (western) side of Ratcliff Cove Road.**

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Waynesville, North Carolina:

Section 1. By virtue of the authority granted by North Carolina General Statutes, the following described contiguous territory is hereby annexed and made part of the Town of Waynesville as of **April 14, 2026**. Metes and bounds description is attached hereto and incorporated by reference.

Section 2. Upon and after **April 14, 2026**, the above-described territory, and its citizens, and property shall be subject to all debts, laws, ordinances, and regulations in force in the Town of Waynesville and shall be entitled to the same privileges and benefits as other parts of the Town of Waynesville. Said territory shall be subject to municipal taxes according to G.S. 160A.

Section 3. The Mayor of the Town of Waynesville shall cause to be recorded in the office of the Register of Deeds of Haywood County and in the office of the Secretary of State in Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 hereof, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the Haywood County Board of Elections as required by G.S. 163-288.1.

Section 4. Notice of adoption of this ordinance shall be published once, following the effective date of annexation, in a newspaper having general circulation in the Town of Waynesville.

Adopted this **14th Day of April, 2026**.

TOWN OF WAYNESVILLE

ATTEST:

J. Gary Caldwell, Mayor

Candace Poolton, Town Clerk

APPROVED AS TO FORM:

Martha Sharpe Bradley, Town Attorney



Report For

PINK FIELDS LLC
AL & CHARLIES MOUNTAIN LLC
480 QUEEN COVE RD
WAYNESVILLE, NC 28785

Account Information

PIN: 8625-08-4616
Deed: 476/2377
98E/380
1054/714
918/722

Site Information

DWELLING
192 RATCLIFF COVE RD WAYNESVILLE NC 28785

Heated Area: 0
Year Built: 1960
Total Acreage: 57.506
Township: Waynesville Out

Site Value Information

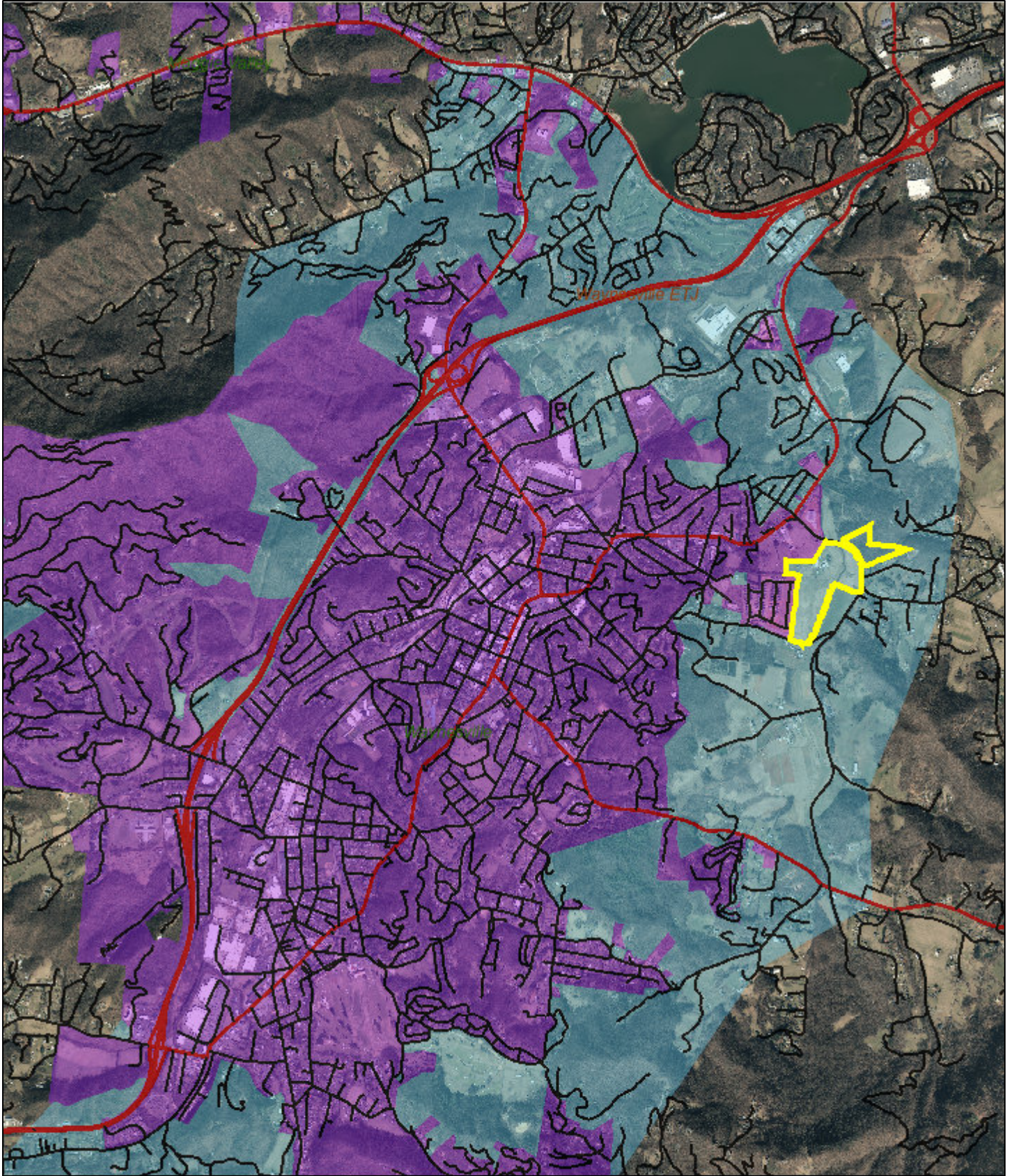
Land Value: \$298,100
Building Value: \$111,200
Market Value: \$409,300
Deferred Value: \$240,614
Assessed Value: \$168,686
Sale Price: \$0
Sale Date: 12/29/1999
Tax Bill 1: \$1,192
Tax Bill 2: \$1,221



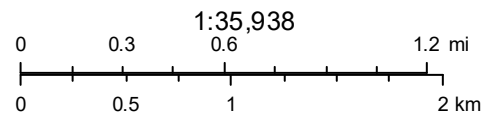
1 inch = 667 feet
March 16, 2026

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

Haywood County



February 4, 2026





TOWN OF WAYNESVILLE

Development Services Department

PO Box 100

9 South Main Street

Waynesville, NC 28786

Phone (828) 456-8647 • Fax (828) 452-1492

www.waynesvillenc.gov

FOR PUBLICATION IN THE MOUNTAINEER: March 25th and April 1st (Wednesday) editions

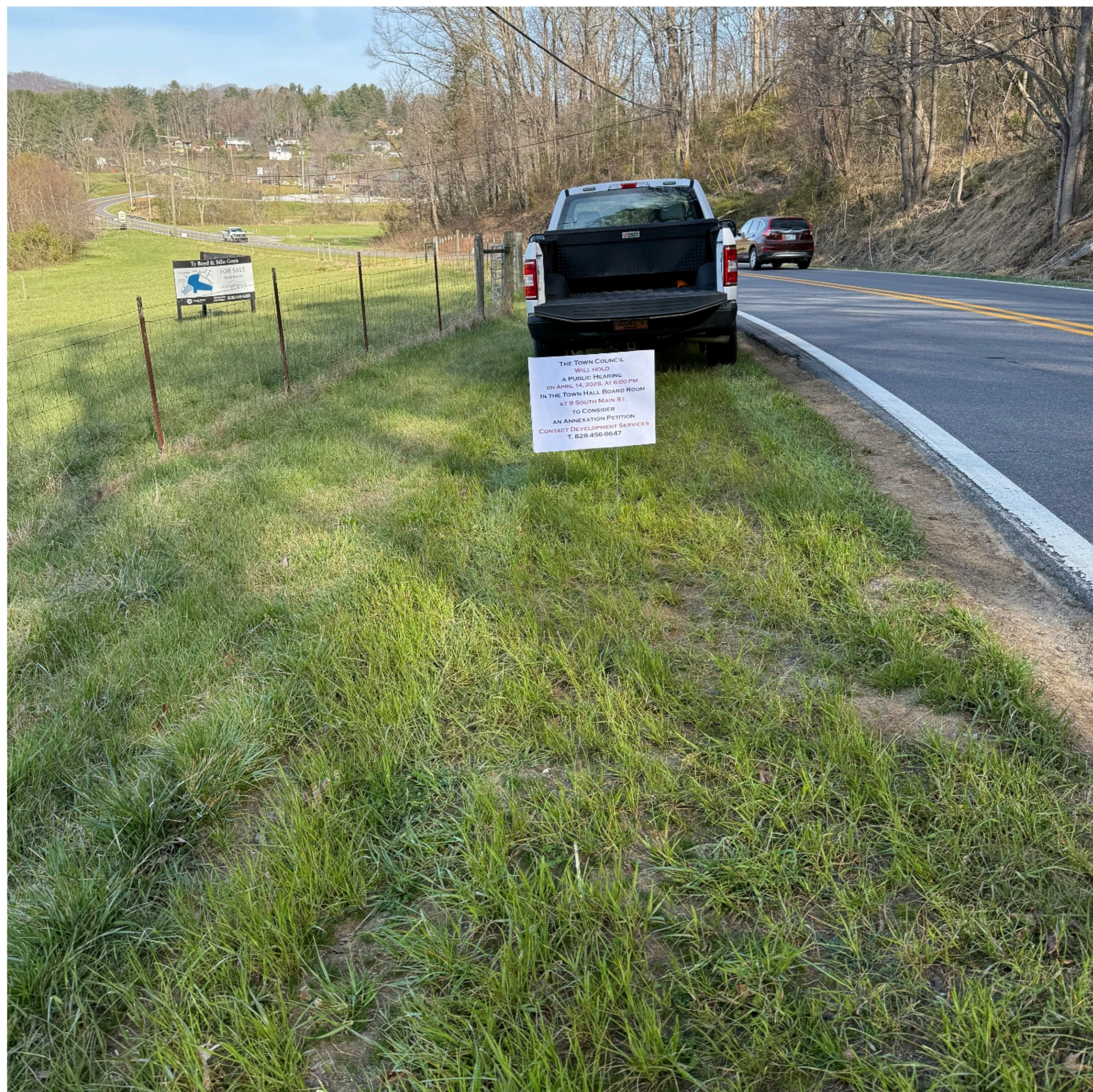
Date: March 17, 2026

Contact: Olga Grooman, (828) 356-1172

Notice of Public Hearing Waynesville Town Council

Waynesville Town Council will hold a public hearing on **Tuesday, April 14, 2026**, at 6:00 pm in the Town Hall Board Room, located at 9 South Main Street, Waynesville, NC 28786, to consider a request for annexation of the western portion of the 57.5-acre parcel located at 192 Ratcliff Cove Road, Waynesville, NC 28786 (PIN 8625-08-4616).

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



**THE TOWN COUNCIL
WILL HOLD
A PUBLIC HEARING
ON APRIL 14, 2026, AT 6:00 PM
IN THE TOWN HALL BOARD ROOM
AT 9 SOUTH MAIN ST.
TO CONSIDER
AN ANNEXATION PETITION
CONTACT DEVELOPMENT SERVICES
T. 828-456-8647**

From: [Candace Poolton](#)
To: [Media Contacts](#); [Mayor & Town Council](#)
Subject: Notice of Public Hearing-Waynesville Town Council
Date: Wednesday, March 25, 2026 9:57:46 AM

Notice of Public Hearing-Waynesville Town Council

Waynesville Town Council will hold a public hearing on **Tuesday, April 14, 2026**, at 6:00 pm in the Town Hall Board Room, located at 9 South Main Street, Waynesville, NC 28786, to consider a request for annexation of the western portion of the 57.5-acre parcel located at 192 Ratcliff Cove Road, Waynesville, NC 28786 (PIN 8625-08-4616).

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

Candace Poolton, CMC | Town Clerk/Assistant to the Manager/PIO
Town of Waynesville, NC
16 S. Main Street | PO Box 100 | Waynesville, NC 28786
(o) 828.452-2491 | (f) 828.456.2000
cpoolton@waynesvillenc.gov | www.waynesvillenc.gov

**TOWN OF WAYNESVILLE TOWN COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: 4/14/2026**

_ Resolution Authorizing the Acceptance of a SRF Loan/Grant for Canton, Clyde, Waynesville Emergency Water Interconnect.

AGENDA INFORMATION:

Agenda Location: New Business

Item Number:

Department: Water

Contact: Rob Hites

Presenter: Rob Hites

BRIEF SUMMARY The Towns of Canton/Clyde and Waynesville are jointly planning a water interconnect that links the three municipalities with an emergency water interconnect. The grant/loan will permit each town to have a ready supply of water in cases of emergency. While the line will permit the flow of emergency water, each town will negotiate a water sales agreement with Waynesville to purchase such water. Such an agreement would determine the cost of the water, the maintenance of the line, whether the line will be kept in service at all times and who will pay for any costs above that of the grants. The Town staffs are in the final stages of drafting such an agreement which will be presented and approved by the governing boards of each town. Waynesville has been asked to administer the grant/loan due to its ability to administer the project. The Town will be compensated for the actual time taken to administer the project. The Interconnect has received \$18,401,498 in grants and SRF Loan with 100% principal forgiveness. Upon approval of the interlocal agreement, the Towns will advertise for engineering services and recommend an engineer to their governing boards. The project will involve engineering design, bidding and construction administration. It will also have an easement acquisition component.

MOTION FOR CONSIDERATION: Approve the resolution accepting the SRF award.

FUNDING SOURCE/IMPACT Water Fund

ATTACHMENTS: SRF Offer, Resolution of Acceptance

MANAGER'S COMMENTS: See Above

JOSH STEIN
Governor

D. REID WILSON
Secretary

SHADI ESKAF
Director



NORTH CAROLINA
Environmental Quality

February 4, 2026

Rob Hites, Town Manager
Town of Waynesville
16 South Main Street
Waynesville, NC 28786

Subject: Letter of Intent to Fund
Town of Waynesville
Clyde/Canton/Waynesville Interconnection
SRF Helene Rolling Application Cycle
SWIA Award Date: December 10, 2025
Project No.: SRF-D-HEL-0034
Agreement ID: 2000087899

Dear Manager Hites:

The Division of Water Infrastructure has reviewed your funding application for the project listed above, and we're pleased to share that the State Water Infrastructure Authority (SWIA) has determined your project is eligible for funding through the State Revolving Fund Supplemental Appropriations for Hurricanes Helene and Milton and the Hawai'i Wildfires (referred to as the "SRF Helene" funds).

These funds are intended to support projects that strengthen infrastructure resilience—either by reducing flood risk and vulnerability or by improving preparedness for rapid hydrologic changes and other natural disasters. The funding information is as follows:

Funding Information

Funding Source/Type: Drinking Water State Revolving Fund (DWSRF) Loan Helene Funds
Funding Amount*: \$2,084,960 total funding including:
\$2,084,960 at 100% Principal Forgiveness (PF)

Total award includes \$2,084,960 in PF and \$0 in Loans

Loan Term: Not applicable

Total Project Cost: \$16,401,498



TOWN OF WAYNESVILLE TOWN COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: April 14, 2026

SUBJECT: Special Event Permitting Fees

AGENDA INFORMATION

Agenda Location: Old Business
Department: Administration
Contact: Jesse Fowler, Deputy Town Manager
Presenter: Jesse Fowler, Deputy Town Manager

BRIEF SUMMARY

Special event fee structures vary widely throughout the state of North Carolina. Many municipalities/counties use a tier system based off of event attendance and charge as much as \$500+ (Mecklenburg) for larger events such as all-day festivals. Some municipalities/counties use an itemized model wherein the applicant pays a fee for each service that the event will require (Statesville) such as barricades, Police, and electrical connections for example. After reviewing the fee structures in large, medium, and small municipalities, town staff recommends a tiered structure based on categories, rather than attendance.

*Stage Rental Fee: \$100 - \$300

*Football Games: \$250 - \$500

Tier 1: Neighborhood Events \$0 - \$50

- Minor barricade deployments with no staff present during event.

Tier 2: Rolling Road Closures \$50 - \$100

- No barricade deployments with rolling road closures managed by on-duty Patrol staff.

Tier 3: Road Closures and Festivals \$150 - \$500

- Long term barricade deployments with PD, Fire, and Public Works staff present during event.

Tier 4: Foot Races Less than 5K \$200 - \$500

- Foot races which are no longer than 3 miles.

Tier 5: Foot Races 5K and greater \$300 - \$500

- Foot races which are 3.1 miles and longer.

MANAGER'S COMMENTS AND RECCOMENDATIONS

Fees structures throughout the state vary wildly. The above recommendation is intended to start a discussion with the Town Council in order to determine what the Council is comfortable with charging. The above fee structure is recommended by staff in a manner that does not exceed some of the highest fees discovered, while still allowing the Town to recover some of its costs.

Manager Hites, Town Manager
February 4, 2026
Page 2 of 7

Fee: 2% of the Funding Amount to be invoiced after bids are received
(can be financed with Principal Forgiveness awarded in the project)

Division's Project Manager(s)

Jason Fulton (PM):

jason.fulton@deq.nc.gov
828-296-4682

Shane Beeson (VU Contact for local governments designated as Distressed)

shane.beeson@deq.nc.gov
919-707-3614

Please note that this intent to fund is contingent on the Division receiving funds from the US EPA, approval of the loan portion through the Local Government Commission (if applicable), and on meeting all of the following milestones:

<u>Milestone*</u>	<u>Date</u>
Engineering Report Submittal	7/15/2026
Engineering Report Approval**	12/1/2026
Bid and Design Package Submittal	6/1/2027
Bid and Design Package Approval	10/1/2027
Advertise Project, Receive Bids, Submit Bid Information, and Receive Authority to Award	2/2/2028
Execute Construction Contract(s)	5/2/2028

*Failure to meet any milestone may result in the forfeiture of funding for the proposed project.

**Funding offer will be prepared after Engineering Report approval.

The first milestone is the submittal of an Engineering Report by the date shown above. The Engineering Report must be developed using the guidance found on our website's *I Have Funding* webpage under the Engineering Report section. Failure to meet any milestone may result in the forfeiture of funding for the proposed project. A funding offer will be prepared after approval of the Engineering Report.

The Division's *I Have Funding* webpage at <https://www.deq.nc.gov/about/divisions/water-infrastructure/i-have-funding> contains guidance, checklists and templates to use for funded projects.

Upon detailed review of the project during the funding process, it may be determined that portions of your project are not eligible for funding and the total funding amount may be reduced. Additionally, changes in the scope or priority points awarded – based on additional information that becomes apparent during project review – may also result in changes to the total funding amount and loan terms.

Manager Hites, Town Manager
February 4, 2026
Page 3 of 7

Submittal of Project Documents to the Division on Laserfiche

All project documents are to be submitted to the Division via Laserfiche at the following link:
<https://edocs.deq.nc.gov/Forms/DW-Document-Upload-Form>.

Disbursement of Funds

Funds are disbursed to the Recipient for eligible costs that are documented as part of the project only after the costs have been incurred by the Recipient and all necessary documentation has been received and approved by the Division beforehand. If the Recipient requests funds prior to paying contractors, the Recipient will have three business days to pay contractors upon receipt of funds. Costs incurred since the onset of the hurricane may be eligible if they are related to the project scope and all SRF Helene requirements had been met by the time costs have been incurred.

Prior to requesting the first disbursement on your project, you will be asked to submit to the Division, via the Laserfiche link above, several required documents including but not limited to:

1. One copy of the original funding offer-and-acceptance document, executed by the Authorized Representative for the project, along with the "Conditions and Assurances". Note that the funding offer will be prepared after approval of the Engineering Report.
2. A Resolution adopted by the governing body accepting the funding offer and making the applicable assurances contained therein (sample included).
3. Federal Tax ID/Unique Entity ID (UEID) Form (attached).
4. Sales Tax Certification form, if applicable (attached).
5. One copy of all executed service agreements and/or contracts.
 - Note that these contracts must be fully executed with signatures from both parties, effective dates, and where applicable, signed and dated performance and payment bonds and Powers of Attorney (must be dated on or after the agreement effective date), Certificates of Insurance with active policies, and signed and dated Notice to Proceed.
6. Engineering Services Procurement Certification Form.
7. Site Certification form, if applicable (Certification Regarding Uniform Relocation Assistance and Real Property Acquisition Policies (URLAP) Act of 1970) (attached).

The Division will communicate with you when these documents will be required. In addition, loans (if applicable) must be approved by the Local Government Commission prior to disbursement.

Manager Hites, Town Manager
February 4, 2026
Page 4 of 7

Once all documents have been received and approved, the Recipient will request disbursements via the Division's EBS System Log-in located at <https://www.ebs.nc.gov/logon/index.html>. A reference copy of the Division's Disbursement Request Form, a link to the online EBS portal, and a list of frequently asked questions can be accessed from the Division's webpage at <https://www.deq.nc.gov/construction-disbursement-funds>.

Please Submit the UEID Form

Upon receipt of this letter of intent to fund, please fill out the attached Federal Tax ID & Unique Entity ID (UEID) form and submit it through LaserFiche using the link provided above.

Document Naming Conventions and Identification Requirements

To ensure efficient review and processing, all required documents must be clearly named and accurately identified when submitted via Laserfiche or any other designated portal. Please follow these conventions:

Use clear, consistent filenames. Name each file with a prefix that identifies the project number, followed by the document type, and then the date (e.g., SRP-W-ARP-0000_Resolution_2025-01-18.pdf). This helps ensure your submission is correctly categorized and processed without delay.

Examples:

- SRP-W-ARP-0000_Resolution_2025-02-10.pdf
- SRP-D-ARP-0000_ExecutedEngineeringContract_2025-01-15.pdf
- SRP-W-134-0000_UEIForm_2025-02-01.pdf
- SRP-W-ARP-0000_InsuranceCertificate_2025-03-05.pdf
- SRP-D-134-0000_SiteCertification_2025-01-30.pdf

Engineering Services Procurement

All projects must comply with North Carolina General Statute 143-64.31, Article 3D Procurement of Architectural, Engineering, and Surveying Services. Projects cannot be exempted from qualification-based selection of these services under N.C.G.S. 143-64.32. Any services provided that were not selected in compliance with federal requirements will be ineligible for reimbursement.

Davis-Bacon Requirements and American Iron and Steel Provisions

Projects funded through the State Revolving Fund (SRF) programs must comply with Davis -Bacon wage requirements and American Iron and Steel provisions. You can find standard specifications covering these requirements on our website's *I Have Funding* section.

Requirements of Local Government Units Designated as Distressed

Manager Hites, Town Manager
February 4, 2026
Page 5 of 7

Additional information is required to be submitted in the Engineering Report for all local government units designated by the State Water Infrastructure Authority and the Local Government Commission as “Distressed” per North Carolina General Statute 159G-45(b). Additional information is required regardless of funding source to demonstrate how the project moves the local government unit towards viability. Guidance on these requirements can be found on the Division’s I Have Funding webpage under the Engineering Report section. For questions about these additional requirements, please contact the Viable Utility project manager listed above.

Local government units designated as “distressed” under §159G-45(b) must complete associated requirements of the statute by:

1. Conducting an asset assessment and rate study.
2. Participating in a training and educational program.
3. Developing a short-term and long-term action plan considering all of the following:
 - a. Infrastructure repair, maintenance, and management;
 - b. Continuing education of the governing board and system operating staff; and
 - c. Long-term financial management plan.

Approval of Debt by Local Government Commission

Projects funded with a Division of Water Infrastructure repayable loan component must receive approval from the Local Government Commission (LGC). Final approval of debt must be coordinated directly with the LGC after construction bids are received. Materials must be emailed to srf@nctreasurer.com.

Joint Legislative Committee on Local Government Notification Requirements

In accordance with G.S. 120-157.2, local government units with projects that require debt to be issued greater than \$1,000,000 **must** submit a letter to Committee Chairs, Committee Assistant, and the Fiscal Research Division of the General Assembly at least 45 days prior to presentation before the Local Government Commission. You are responsible for submitting that letter and providing a copy to the Division.

Local Government Units Must Be Current on Annual Audits

Units of local government must be current on their annual audits to receive disbursements from the loan or grant award. Funded local government units must submit their audited financial statement of the latest fiscal year to the Local Government Commission by July 1 of the following calendar year to comply with this requirement.

Extended Term Loan

Projects that qualify for a targeted interest rate and demonstrate in the Engineering Report a weighted average design life for the major components of the project greater than 20 years are eligible for an extended loan term up to the calculated weighted average design life, but not to exceed 30 years. Request an extended term by contacting your project manager and provide the necessary calculation (see the design life workbook in the Engineering Report section of the *I Have Funding* webpage).

Manager Hites, Town Manager
February 4, 2026
Page 6 of 7

Coordination of Funding from Other Sources

Funding must not be used to cover the costs of the Recipient for which alternative funding from another state or federal agency has already been secured. In order to avoid duplication of funding and to streamline project review and approvals, please inform the Division's project manager if you already have secured or are seeking funding from another state or federal agency (including FEMA-Public Assistance) for any part of the scope for this project.

Declination of Intent of Funding

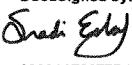
If you choose to decline the potential for funding as identified in this Letter of Intent to Fund, please submit a signed letter on official letterhead from the Authorized Representative as identified in the funding application within 30 days of receipt of this letter.

In accordance with the Division's policy, this project will only be eligible for additional funding if there are documented unfunded project costs. The funding amount identified in this Letter of Intent to Fund will not be considered in future funding applications. If you intend to seek different funding terms for the same project and costs through a different Division of Water Infrastructure funding source, you must reapply for the project and formally decline this potential for funding prior to the application deadline.

If you have any questions, please contact the assigned Project Manager, Jason Fulton.

Congratulations on the selection of your application for a funding award.

Sincerely,

DocuSigned by:


6300A872077B4C5...
Shadi Eskaf, Director
Division of Water Infrastructure, NCDEQ

Enclosures: Federal Tax ID/Unique Entity ID (UEID) Form
Engineering Services Procurement Certification Form
Sales Tax Certification form
Sample Resolution
Site Certification Form

EC: Rob Hites, Town of Waynesville, rhites@waynesvillenc.gov
Lauren Elliott, McGill Associates, lauren.elliott@mcgillassociates.com
Jason Fulton (via email)
Shane Beeson (via email)

Manager Hites, Town Manager

February 4, 2026

Page 7 of 7

DWI Agreement ID 2000087899 (COM – LOIF)

RESOLUTION BY GOVERNING BODY OF APPLICANT

R-24-25

WHEREAS, The Town of Waynesville has need for and intends to construct projects described as Browning Branch Booster Pump Station and the Clyde/Canton/Waynesville Water Interconnection, and

WHEREAS, The Town of Waynesville intends to request State loan and/or grant assistance for the project(s) listed above from the SRF Funding for Hurricane Helene (SA-HMW) program implemented by the American Relief Act 2025 (PL 118-158),

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

That Town of Waynesville, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the Town of Waynesville to make a scheduled repayment of the loan, to withhold from the Town of Waynesville any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That Rob Hites, Town Manager, the **Authorized Representative** and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

That the **Authorized Representative**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, ordinances, and funding conditions applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 28th day of October, 2025 at Waynesville Town Hall, North Carolina.



Gary Caldwell, Mayor

FORM FOR CERTIFICATION BY THE RECORDING OFFICER

The undersigned duly qualified and acting Town Clerk of the Town of Waynesville does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Town Council of the Town of Waynesville duly held on the 28 day of October, 2025; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 28th day of October, 2025.

Candice Koff

(Signature of Recording Officer)

Candace Koffman - Town Clerk

(Printed Name & Title of Recording Officer)

**TOWN OF WAYNESVILLE TOWN COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: 4/14/2026**

SUBJECT April 2026 SRF Application

AGENDA INFORMATION:

Agenda Location: New Business

Item Number:

Department:

Contact: Rob Hites

Presenter: Rob Hites

BRIEF SUMMARY The State is offering additional State Revolving Loan (SRF) funds to help local governments flooded by Helene mitigate future flood damage. The Town has been awarded \$14,990,531 in SRF Funds at 100% principal forgiveness to raise above the 500-year flood stage the “Little Champion” junction box” and the junction box within the plant. SRF Loans also will fund the design and construction of a new septic hauler receiving station and provide an environmentally friendly UV disinfection station to replace Chlorine as a disinfectant. The Spring SRF Loan/Grant cycle offers us the opportunity to increase our flood “resiliency” We propose the following projects:

April 2026 SRF Application – WWTP Resiliency Upgrades

The proposed project provides additional WWTP resiliency and protection for future flood events and improves the plant’s ability to manage and treat high wet weather flows and septic waste. The project includes converting two previously decommissioned primary clarifier tanks for aerated flow equalization and aerated sludge holding, floodproofing and upgrading three process pump stations, installing bypass piping to the proposed flow equalization tank, and rehabilitating the decommissioned mechanical bar screen to install upstream of the proposed flow equalization tank. The project also includes upgrading the reuse water system with a filtration system and associated pumps and enhancing the proposed septage receiving station for improved treatment and automation. The upgrades included in this project will improve wastewater treatment service during flood events.

As with all funding opportunities, the Council may accept any funds that are awarded by the State. We are hoping the State will continue to grant us 100% principal forgiveness. It only cost would be the 2% loan administration fee which may be paid through the proceeds of the loan/grant.

MOTION FOR CONSIDERATION: Approve a resolution authorizing the Town to apply for Spring SRF Grant/Loan.

FUNDING SOURCE/IMPACT Wastewater Fund

ATTACHMENTS: Resolution, Explanation of proposed and approved loans/grants.

MANAGER’S COMMENTS: After the Helene funds have been dispensed, I don’t anticipate either the State or Federal Governments offering meaningful additional grants. We should apply for any funds we can.

R ____ 2026

RESOLUTION BY WAYNESVILLE TOWN COUNCIL

WHEREAS, The Town of Waynesville has need for and intends to construct, plan for, or conduct a study in projects described as **Water Asset Inventory and Assessment** and **Wastewater Asset Inventory and Assessment**, and

WHEREAS, The Town of Waynesville intends to request State loan and/or grant assistance for the project,

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

That Town of Waynesville, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the Town of Waynesville to make a scheduled repayment of the loan, to withhold from the Town of Waynesville any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That the Town Manager, the **Authorized Representative** and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

That the **Authorized Representative**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, ordinances, and funding conditions applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 14th day of April, 2026, at Waynesville Town Hall, North Carolina.

Gary Caldwell, Mayor

FORM FOR CERTIFICATION BY THE RECORDING OFFICER

The undersigned duly qualified and acting Town Clerk of the Town of Waynesville does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Town Council duly held on the _____ day of April, 2026; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 14th day of April, 2026.

Candace Poolton

Town Clerk

Note: An Attestation by the Clerk/Recording Officer may be used in lieu of the Form for Certification by the Recording Officer.

Little Champion Sewer Junction Box

The Little Champion Sewer project includes replacing an existing sewer junction box that split flows between a typical 24” dia. gravity sewer line and a 20” pressure sewer line. The junction box will be replaced with a new junction box/wet well located outside of the 500-year floodplain, then converted to a pump station to allow the pressure sewer line to operate like a typical sewer lift station and force main during peak flow conditions. A section of the 24” gravity sewer line will be re-laid at an elevation to serve the new junction box via gravity under typical operation. This project will not increase capacity of the system but rather provide resiliency from future Sanitary Sewer Overflows. The project was previously awarded \$8,490,531.00 from SRF Helene and VUR Grant funds.

September 2025 SRF Application – WWTP Resiliency Improvements (\$6.5 million CIP item)

The proposed project for WWTP Improvements includes a new influent Junction Box, Headworks Improvements & Septage Receiving Station, and providing a UV Disinfection Facility protected from flooding. These items will serve to rehabilitate or replace existing infrastructure to provide improved treatment of the wastewater and increase the Town’s resiliency to provide consistent wastewater treatment service during flood events. The project was previously awarded \$6,500,000 from VUR Grant funds.

April 2026 SRF Application – WWTP Resiliency Upgrades

The proposed project provides additional WWTP resiliency and protection for future flood events and improves the plant’s ability to manage and treat high wet weather flows and septage. The project includes converting two previously decommissioned primary clarifier tanks for aerated flow equalization and aerated sludge holding, floodproofing and upgrading three process pump stations, installing bypass piping to the proposed flow equalization tank, and rehabilitating the decommissioned mechanical bar screen to install upstream of the proposed flow equalization tank. The project also includes upgrading the reuse water system with a filtration system and associated pumps and enhancing the proposed septage receiving station for improved treatment and automation. The upgrades included in this project will improve wastewater treatment service during flood events.

**TOWN OF WAYNESVILLE TOWN COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: 4/14/2026**

SUBJECT Approve Resolution amending the 2025-26 Water and Sewer Capital Improvement Plans

AGENDA INFORMATION:

Agenda Location: New Business

Item Number:

Department: Water, Sewer

Contact: Rob Hites

Presenter: Rob Hites

BRIEF SUMMARY: In a previous agenda item, the staff is recommending that the Council authorize it to apply for improvements to the water and sewer system during the Spring cycle of the State SRF loan/grant process. One of the requirements of the application is that the applicants have a Capital Improvement Plan that contains the projects that are being requested for funding through the grant(s). I have attached two amended CIPs, one for the water system and the other for the sewer system. The State requests that a local government approve the amendments to the CIP(s) through resolution. The projects that are being added were those outlined in the SRF agenda item. We have also amended the CIP(s) to reflect the actual funding amounts that the State granted for projects that were awarded in previous cycles.

MOTION FOR CONSIDERATION: Approve a resolution amending the Capital Improvement Plan (CIP) for water and sewer.

FUNDING SOURCE/IMPACT Water Fund, Sewer Fund.

ATTACHMENTS: Water Capital Improvement Plan (CIP), Sewer Capital Improvement Plan (CIP), Resolution Approving CIPs.

MANAGER'S COMMENTS: Approving the CIPs is the format the State requests as part of the loan/grant process.

DESCRIPTION	FUNDING SOURCE	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034	2034-2035	2035-2036
Sewer Fund-Maintenance												
Little Champion Pump Station & Forcemain	Revenue	100,000	4,200,000									
Little Champion Gravity Trunk Line and Appurtenances	Revenue			4,100,000								
Inflow & Infiltration Repairs Program	Revenue	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
Wacker Trench Roller	Revenue		40,000									
Enclosed Building (PW Complex)	Revenue	50,000										
Hydraulic Breaker Attachment	Revenue	20,000										
Access/County Road Sewer	Revenue		500,000									
Replace 704 Truck	Revenue			90,000								
Replace 708 Truck	Revenue			90,000								
Replace 710 Dump Truck	Revenue			300,000								
Replace 706 Work Truck	Revenue				90,000							
Replace 135 Trailer	Revenue			20,000								
Wastewater Asset Management Plan Update	Revenue		200,000									
Sewer Fund Maintenance Totals		245,000	5,015,000	4,675,000	165,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
Sewer Fund-Treatment												
WWTP Resiliency Upgrades	Revenue		2,200,000	4,600,000	4,800,000							
EQ Basin, Piping and Construction (incl. in WWTP Resiliency Upgrades)	Revenue											
Biosolids Building Roof (incl. in WWTP Resiliency Upgrades)	Revenue											
Effluent Pump Renovation (incl. in WWTP Resiliency Upgrades)	Revenue											
Belt Press Building Heat System (incl. in WWTP Resiliency Upgrades)	Revenue											
Primary Sludge Pump Flood Proofing (incl. in WWTP Resiliency Upgrades)	Revenue											
RAS/WAS Floodproofing (incl. in WWTP Resiliency Upgrades)	Revenue											
Diaphragm Pump Replacements (incl. in WWTP Resiliency Upgrades)	Revenue											
Headworks/Bypass/UV (incl. in WWTP Resiliency Upgrades)	Revenue											
Well System Upgrade	Revenue		150,000									
Lime Tower/Head Works/Clarifier Demo	Revenue			100,000								
John Deere Gator	Revenue							20,000				
Ford F-150	Revenue			45,000								
Midsize Excavator	Revenue	60,000										
Belt Press Building Electrical Upgrade	Revenue				200,000							
Biosolids Recycling Program- Compost/Soil Amendments	Revenue		5,000,000	50,000	3,000,000	50,000	50,000					
Engineering WWTP	Revenue	30,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Headworks, Clarifier and Lime Tower Demo	Revenue					200,000						
Pole Truck - Extend A Boom	Revenue		185,000									
Cat Walk Aeration Basin	Revenue	100,000										
Excavator	Revenue		100,000									
Skid Steer	Revenue				80,000							
Tandem Dump Truck	Revenue				300,000							
SCADA Upgrades	Revenue			200,000				100,000				
Camera System/Security	Revenue			100,000								
Facility Upgrades (Lab/Office/Break/Bath/Shower)	Revenue				200,000							
Secondary Sludge Building Roof	Revenue						50,000					
Sewer Fund Treatment Totals		190,000	7,685,000	5,145,000	8,630,000	300,000	150,000	170,000	50,000	50,000	50,000	50,000
TOTAL SEWER FUND		435,000	12,700,000	9,820,000	8,795,000	375,000	225,000	245,000	125,000	125,000	125,000	125,000

DESCRIPTION	FUNDING SOURCE	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2032-2033	2033-2034	2034-2035	2035-2036
Water Fund-Maintenance													
2005 Bobcat Skidsteer Loader	Revenue												
2010 Utility Trailer	Revenue	15,000											
2014 Tilt Trailer (22 feet)	Revenue	10,000											
2000 Core Drilling Machine	Revenue		12,000										
2014 7x14 Dump Trailer	Revenue	3,500											
2009 F250 Meter Truck (708)	Revenue		75,000										
2018 Bobcat 42	Revenue			100,000									
2014 Bobcat E-50	Revenue												
Browning Branch Pump Upgrade	Revenue		675,000										
Misc. Line Repair/Replacement	Revenue	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Reservoir Tank Railing	Revenue												
High Ridge Tank Railing	Revenue	30,000											
Repeater Station	Revenue												
Tank Inspection	Revenue		25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Tank Replacement	Revenue		500,000		200,000								
Tank Repair/Replace	Revenue		40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Lead/Galvanized	Revenue			150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Scada System Upgrade	Revenue		30,000	30,000	30,000								
Water Asset Management Plan Update	Revenue		200,000										
Water Maintenance Total		208,500	1,707,000	495,000	595,000	365,000	365,000	365,000	365,000	365,000	365,000	365,000	365,000
Water Fund-Treatment													
Spillway Erosion	Revenue		120,000					350,000					
House	Revenue		50,000						20,000				
Alum/Caustic Tank Dyke	Revenue					80,000							
Chlorine Analyzer (2)	Revenue						12,000						
Filter/Process Turbidimeters	Revenue	50,000					50,000						
Regal Chlorinators	Revenue			20,000									
Dredge	Revenue		330,000										
40 hp Backwash Pumps (2)	Revenue							100,000					
Big Cove Telemetry	Revenue												
Alum Storage Tank	Revenue			60,000									
Generac Generator	Revenue						75,000						
W&T Feed Pumps Alum (2)	Revenue		10,000										
W&T Feed Pumps Caustic(2)	Revenue		10,000										
SCADA System	Revenue									50,000	50,000		
Filter Valve Actuators	Fund Balance	250,000							250,000				
Raw Valve Actuator	Revenue									30,000	30,000		
Alum/Caustic Day Tanks	Revenue			20,000									
Flocculator/Flash Mixer	Revenue						25,000						
Chlorine Cylinder Scales	Revenue							30,000					
John Deere Zero Turn	Revenue									10,000	10,000		
John Deere Excavator	Revenue	135,000								140,000	140,000		
Filter Media Replacement	Revenue									350,000	350,000		
2016 Ford F-150 Supercab	Revenue					40,000							
Polaris Ranger ATV	Revenue	20,000			20,000								
Pipe Gallery Paint	Revenue		120,000						120,000				
Electric Gates/ CCTV	Revenue				35,000								
Water plant building roof	Revenue	80,000											
Backwash Tank Radio/Telemetry	Revenue												
Sludge Feasibility Study	Revenue												
Water Treatment Totals		535,000	640,000	100,000	55,000	120,000	162,000	480,000	390,000	580,000	580,000	0	0
TOTAL WATER FUND		743,500	2,347,000	595,000	650,000	485,000	527,000	845,000	755,000	945,000	945,000	365,000	365,000

R___ 2026

RESOLUTION BY THE WAYNESVILLE TOWN COUNCIL

WHEREAS, The Town of Waynesville has a current 10-year Capital Improvement Plan (CIP) that is part of a previously adopted Asset Management Plan (AMP), and

WHEREAS, The Town of Waynesville held a Meeting of the Town Council on April 14, 2026, to present only the updated CIP with project costs that reflect the current construction market and update the scope of a necessary capital project called the WWTP Improvements project, and two critical planning projects, the Water Asset Management Plan Updates, and the Wastewater Asset Management Plan Updates.

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

That the Town of Waynesville does hereby adopt the Capital Improvement Plan (CIP) as updated for the Fiscal Year 2025-26 budget, as presented at the April 14, 2026, Town Council Meeting.

Adopted this the 14th day of April, 2026 at the Waynesville Town Hall, North Carolina.

Gary Caldwell, Mayor

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting Town Clerk of the Town of Waynesville does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the adoption of the updated 10-Year Capital Improvement Plan, as regularly adopted at a legally convened meeting of the Town Council of the Town of Waynesville duly held on the 14th day of April, 2026; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of April 2026.

Signature of Town Clerk

Candace Poolton

Town Clerk, Printed Name

**TOWN OF WAYNESVILLE TOWN COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: April 14, 2026**

SUBJECT: Authorization for Installation of 8-Inch Sewer Main – Balsam Edge Subdivision

AGENDA INFORMATION:

Agenda Location: New Business
Department: Public Works
Contact: Laura Yonkers, Deputy Director of Sustainability Division
Presenter: Laura Yonkers, Deputy Director of Sustainability Division

SUMMARY:

At the February 14, 2023, Town Council meeting, the Board approved a Town grant in the amount of \$306,750 to support the installation of an 8-inch sewer line extension to serve the Balsam Edge Subdivision. The project includes extending sewer infrastructure along Abel Lane and utilizing directional boring under Howell Mill Road to connect the subdivision to the Town’s existing sewer system.

This project is necessary to provide reliable wastewater service to the development and to support low income housing.

Project Description:

The proposed work includes:

- Installation of an 8-inch sewer main along Abel Lane
- Directional boring under Howell Mill Road and Sonoco Plastics driveway.
- Connection (tie-in) to the Town’s existing sewer system serving the Balsam Edge Subdivision

MOTION FOR CONSIDERATION:

The Town has committed **\$306,750** in grant funding for this project. Staff obtained three quotes, with the lowest bid totaling **\$258,740** from Chonzie, Inc. While the Town’s Sewer Division has the technical capability to complete this work, current operational demands—including:

- Daily repair of multiple water and sewer service lines brakes
- Weekly cleaning of over 2,500 feet of pipe, and but not limited to
- Installation of new meters and infrastructure for ongoing development

The above would require staff to frequently divert from the project to respond to emergencies.

Staff recommends authorizing the use of a third-party contractor, specifically **Chonzie, Inc.**, to complete the project in a timely and efficient manner for the quoted amount of **\$258,740**.

Utilizing a contractor will:

- Expedite project completion
- Minimize delays to the subdivision's development
- Allow Town staff to continue addressing ongoing operational and emergency needs

If Council determines that project timing is not critical, the Sewer Division could complete the work in-house; however, the estimated timeline would be **1-4 months**, depending on operational interruptions. (4 months was the timeline when a similar line was installed on County Club Dr.)

FUNDING SOURCE/IMPACT:

Funds will come from the Sewer Fund Balance, as previously allocated by Council.



Ian Barrett, Finance Director

4/6/2026

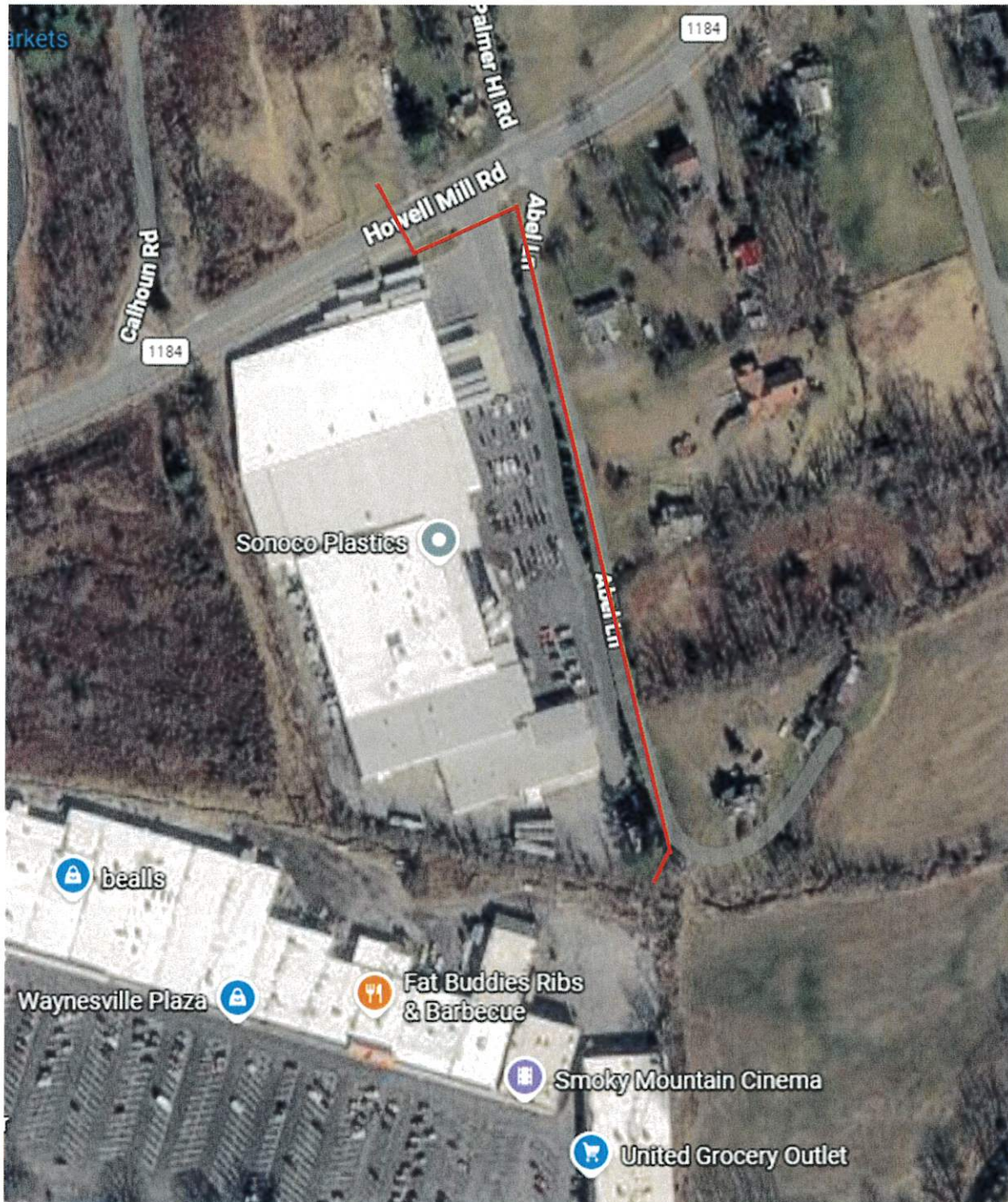
Date

ATTACHMENTS:

- Project Location Map
- Three Quotes
- February 14, 2023 Council Meeting Excerpt

MANAGER'S COMMENTS AND RECOMMENDATIONS:

Project Location Map



Approximately 1100 feet of 8 inch pipe, Removal of 300 feet of 4 inch pipe, 2 Directional Bores and 4 Manholes.



January 27, 2021

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

Waynesville Town Employees and City Officials,

It is with great enthusiasm that Mountain Housing Opportunities, Inc. (MHO) is submitting the following **grant request in the amount of \$306,750.00** for sewer and waterline extension regarding our potential affordable housing development, "**Balsam** Edge", at 333 Howell Mill Road.

MHO has been developing affordable housing for 32 years in the Western North Carolina region with a seasoned and talented staff. Through development, new construction, renovation, and acquisition, MHO now owns a total of 1134 affordable rental units.

As MHO continues to prioritize the creation of affordable housing throughout Western North Carolina, we are eager to recognize and act upon the intense need for housing in our region's more rural areas and the towns that anchor them. Producing quality housing affordable to low income individuals so that all may be able to continue to live and participate in their community is central to our mission and an ideal we are excited to help bring to Waynesville.

With our proposed development, **Balsam** Edge will bring **84 affordable, family units** to the Town of Waynesville. All units will be serving those earning below 80% of Area Median Income (AMI), with one, two, and three bedroom units targeting a range of **income levels from 40% AMI to 80% AMI**.

Thank you for the opportunity to submit this incentive grant for project infrastructure, and we look forward to continuing to move **Balsam** Edge toward completion in Waynesville.

Sincerely,

Adeline Wolfe
Project Manager & Real Estate Developer

Sent by Amber Gibson on Apr 2, 2026

Sent



PO Box 940 • Fairview, NC 28730-0940 • Phone: 828-222-2217

Town of Waynesville
Cell: +18284005591699 Access Road
Waynesville, NC 28786Job Address:
Russ Avenue
Waynesville, NC 28786**Print Date:** 4-2-2026**Proposal for Town of Waynesville - Sewer Russ Avenue**

Items	Description	Qty/Unit	Unit Price	Price
4' Diameter manholes	4' diameter manholes 0-8' install labor only	6 EA	\$3,500.00	\$21,000.00
8" SDR 35	Installation	902 LF	\$100.00	\$90,200.00
Mobilization	Mobilization	1 LS	\$20,000.00	\$20,000.00
4" Sewer Lateral tie-in	4" sewer lateral tie-in	1 LS	\$5,000.00	\$5,000.00
Manhole core & boot	manhole core & boot	500 LF	\$9.00	\$4,500.00
8x4x8 WYE Sewer service	8x4x8 WYE sewer service	4 EA	\$1,200.00	\$4,800.00
8" DIP	8" DIP <i>labor Only</i>	902 LF	\$120.00	\$108,240.00
Asphalt cut & disposal	Asphalt cut & disposal	1 LS	\$5,000.00	\$5,000.00

Total Price: \$258,740.00

This proposal is an approximation and is not guaranteed. The proposal is based on information provided by the client regarding project

P&S Underground LLC
73 Rhinehart Road
Candler, NC 28715

Sewer Russ Avenue – Waynesville

Mobilization	1 LS	\$22,184.00
4' manhole	6 EA @ \$3882.20	\$23,293.20
4" sewer lateral tie-in	1 LS	\$5,546.00
8" DIP	902 LF @ \$133.10	\$120,056.20
8" SDR 35	902 LF @ \$110.92	\$100,049.84
8x4x8 WYE sewer service	4 @\$1331.04	\$5,324.16
Manhole core & boot	500 LF @ \$9.98	\$4,990.00
Asphalt cut & disposal	1 LS	\$5,546.00
		\$286,989.40



Caldwell Trucking & Excavating, Inc.

32 J C Road
Waynesville 28785
+18287348033
caldwelldigging@yahoo.com
www.caldwelltruckingandexcavating.com

Agreement

AGREEMENT # 2343

DATE 04/02/2026

DESCRIPTION	QTY	RATE	AMOUNT
Town of Waynesville-Sewer Russ Ave			
1) 4' Diameter Manholes- 0-8' install LABOR only. *Material is \$6500 per manhole*	6	4,000.00	24,000.00
2) Installation- 8" SDR 35	902	120.00	108,240.00
3) Mobilization	1	22,500.00	22,500.00
4) 4" Sewer Lateral Tie-in	1	5,250.00	5,250.00
5) Manhole core and boot	500	10.00	5,000.00
6) 8x4x8 WYE Sewer Service	4	1,400.00	5,600.00
7) 8" DIP	902	136.00	122,672.00
8) Asphalt cut & disposal	1	5,000.00	5,000.00

***This does not include any unforeseen issues, i.e. Rock, Water or unforeseen sight conditions.

Please sign and return to accept Estimate Approval for job and to be put on the schedule. We will be contacting you soon! Thank you for your business!

SUBTOTAL	298,262.00
TAX	0.00
TOTAL	\$298,262.00

Accepted By

Accepted Date

**TOWN OF WAYNESVILLE TOWN COUNCIL
REQUEST FOR BOARD ACTION
Meeting Date: April 14, 2026**

SUBJECT: Request for Council approval to apply for a grant to update the Town of Waynesville's Comprehensive Pedestrian Plan.

AGENDA INFORMATION:

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

SUMMARY:

The Town of Waynesville's Pedestrian Plan serves as a guiding document for the development, construction, and maintenance of its pedestrian infrastructure, including sidewalks, trails, and greenways. Originally completed in February 2010, the plan includes designated areas for sidewalk construction, missing connections, standards for design, gaps in accessibility, and addresses how these facilities interact with other modes of transportation, such as transit. As with most comprehensive plans, a Pedestrian Plan should be updated periodically in order to stay up to date and practically useful.

There is currently a grant opportunity through the NC DOT's Integrated Mobility Division (IMD) for local government to create new plans or update existing plans. The potential award for the plan update would be \$49,000, with a required 20% local match of approximately \$9,800. Staff also intend to pursue other sources of funding, such as a Medford Grant, to help offset the local match.

The grant applications are due on April 13, 2026. One of the requirements of the grant is a passed or drafted resolution by a municipality supporting this application.

MOTION FOR CONSIDERATION:

1. Council's approval to apply for the grant to update Waynesville's Comprehensive Pedestrian Plan.

FUNDING SOURCE/IMPACT:

The potential award would be \$49,000, of which there is a 20% local match. Staff intend to pursue other funding sources to cover this match. However, if needed, \$9,800 would be funded from the Development Services Professional Services account.

ATTACHMENTS:

- Draft Resolution

MANAGER'S COMMENTS AND RECOMMENDATIONS:

RESOLUTION TO APPLY FOR A GRANT TO UPDATE THE TOWN'S COMPREHENSIVE PEDESTRIAN PLAN

WHEREAS, the North Carolina Department of Transportation Integrated Mobility Division (NC DOT IMD) is providing grants for municipalities to update their bicycle and pedestrian plans; and

WHEREAS, in 2010 the Town of Waynesville adopted its initial Comprehensive Pedestrian Plan; and

WHEREAS, plans should be updated periodically to keep them relevant and up to date; and

WHEREAS, these plans are used to guide the design, construction, and expansion of pedestrian infrastructure in Waynesville; and

WHEREAS, the potential award for the plan update is \$49,000, with a required 20% local match; and

WHEREAS, the application is due on April 13th, 2026; and

WHEREAS, one of the requirements of the grant is a resolution by a municipality supporting this grant application.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Town of Waynesville's Town Council, duly noticed and assembled, approves the Development Services Department to apply for a **2026 Multimodal, Bicycle and Pedestrian Planning Grant**.

Adopted this 14th day of April 2026.

SIGNED:

Gary Caldwell, Mayor

ATTEST:

Candace Poolton, Town Clerk

**TOWN OF WAYNESVILLE TOWN COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: 4/14/2026**

SUBJECT Appointment of Members to the Tree Board

AGENDA INFORMATION:

Agenda Location: New Business

Item Number:

Department: Public Works

Contact: Chuck Dickson

Presenter: **Chuck Dickson**

BRIEF SUMMARY The Ordinance establishing the Tree Board call for 7 members to be appointed by the Town Council.

One member shall be a member of the Environmental Sustainability Board. Kay Kirkman has agreed to serve in this position. As the person instrumental in establishing the ordinance. She is the choice of ESB.

Six other members will be appointed from the applications received by the Town Clerk. The ESB and particularly the Urban Forestry Committee have reviewed the applications and Councilmember Dickson will convey the names of the recommended applicants to the Town Council.

All applications will be emailed to the Mayor and Councilmembers.

MOTION FOR CONSIDERATION: Review the applicants and appoint the members of the Tree Board.

FUNDING SOURCE/IMPACT General, Electric

ATTACHMENTS: None

MANAGER'S COMMENTS: None

**TOWN OF WAYNESVILLE TOWN COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: 4/14/2026**

SUBJECT Request for economic incentives for 60 Senior Living Apartments on Hall Top Road

AGENDA INFORMATION:

Agenda Location: New Business

Item Number:

Department:

Contact: Rob Hites

Presenter: Rob Hites

BRIEF SUMMARY Bobby Funk, Development Director of Mills Construction, requests that the Town Council approve incentives to aid in the financing of a 60 unit Senior Living Apartment Development on Hall Top Road. The incentives are to aid the developer in paying the system development fees that are charged by the water and sewer department. As you know, incentives of all types must be paid by the General Fund so it would pay the enterprise funds the cost of the system development fees. The development is targeted at senior citizens whose earnings are "up to " 60% of the area's median income for a period of 30 years from initial construction. The statute requires that all economic incentives be considered after input is received from a public hearing.

MOTION FOR CONSIDERATION: Schedule a public hearing for April 28, 2026, at 6:00 pm to consider a request by Mill Construction for economic incentives to aid the development of a low to moderate income housing development known as Saxony Manor Senior Apartments.

FUNDING SOURCE/IMPACT : General , Water, Sewer Funds

ATTACHMENTS Letter Requesting Incentives

MANAGER'S COMMENTS: See Above



Town of Waynesville Mayor & Council
16 South Main Street
Waynesville, NC 28786

April 6, 2026

To Waynesville Mayor and Council

The Mills Construction team is pleased to formally request an Affordable Housing Incentive to cover the cost of the Town's System Development fees related to the development of Saxony Manor Senior Apartments, a proposed 60-unit senior housing development on Hall Top Road to serve senior citizens aged 55 and up in Waynesville. This development is seeking State funding to support the development of these units and will be affordable to Haywood County residents earning up to 60% of Area Median Income for a period of 30 years from initial construction.

This development as proposed would include 25 1-bedroom units and 35 2bedroom units. Based on State design standards of water usage the development would yield an estimated daily flow rate of approximately 11,400 gallons per day. Based on the Town's current capacity fee rate schedule of \$2.62 for water and \$3.36 for sewer, this would yield an estimated total fee of \$68,172. We would formally request this amount of development incentive to develop this much needed affordable senior housing to Waynesville approved conditionally upon approval of State funding to support this development later this year.

I would be happy to address any questions and thank you for your consideration.

Sincerely

A handwritten signature in black ink, appearing to read 'Bobby Funk', is written above the typed name.

Bobby Funk
Development Director
Mills Construction