



## Town of Waynesville, NC

### Town Council Regular Meeting

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

Date: June 9<sup>th</sup>, 2026 Time: 6:00 p.m.

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(828) 452-2491 [cpoolton@waynesvillenc.gov](mailto: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. Approve May 22<sup>nd</sup>, 2026 Special Called Meeting Minutes
  - b. Approve May 26<sup>th</sup>, 2026 Regular Meeting Minutes
  - c. Appointment of Allison Richmond to the Waynesville Public Art Commission
  - d. Annual renewal of terms for Board and Commissions Members
  - e. Budget Amendment for the Fire Department Training budget
  - f. Reimbursement Resolution-Fire Station #2
  - g. Reimbursement Resolution- Little Champion Pump Station
  - h. Reimbursement Resolution- Water Interconnect
  - i. Reimbursement Resolution-Resiliency Projects
  - j. July 4<sup>th</sup> Neighborhood Block Party Special Event Permit

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

#### E. PUBLIC HEARING

3. A public hearing to consider the text amendments for the establishment of the Rural Conservation zoning district and related changes

- Alex Mumby, Land Use Administrator

**Motions:**

**1. To find the proposed amendment consistent / inconsistent with the 2035 Land Use Plan.**

**2. To adopt / not adopt the proposed amendment.**

**F. OLD BUSINESS**

4. Continue discussion of the Fiscal Year 2027 Budget

- Ian Barrett, Finance Director

**Motion: Adopt the proposed 2026-2027 Budget Ordinance or Continue discussion on the budget.**

5. Preliminary Architectural Report Contract- McMillan, Pazdan, Smith Architects

- Rob Hites, Town Manager

**Motion: Approve the Contract with PAR for preparation of the PAR.**

**G. NEW BUSINESS**

6. Sanctuary Drive Culvert Replacement and Road Repair Project

- Hutch Reece, Deputy Director of Operations

**Motion: Approve the contract award for the Sanctuary Drive Culvert Replacement and Road Repair Project to Enterprise G in the amount of \$240,141.00.**

7. Budget Amendment for Development Services

- Alex Mumby, Land Use Administrator

**Motion: Approve the Budget Amendment**

8. Floodproofing Finance Department

- Rob Hites, Town Manager

**Motion: Authorize the staff to bid out the flood proofing project with bids to be approved by the Council.**

9. Selection of Engineering Services to design, bid and provided construction administration for Little Champion Pump Station and associated projects

- Rob Hites, Town Manager

***Motion:*** ***Approve McGill and Associates as Engineer for the “Little Champion Wastewater Renovation Project” and authorize the staff to negotiate a price for the “Engineering Evaluation” and a lump sum fee for the remainder of the improvements.***

10. Temporary Social District for Events in Hazelwood

- Meredith Norris Vuotto

***Motion:*** ***To approve a temporary social district the Hazelwood Hot Summer Nights Special Event dates, and to approve a temporary social district for the Hazelwood Fest and Hometown Christmas Parade events following approval of a special event permit application for those events.***

**H. COMMUNICATION FROM STAFF**

11. Manager’s Report

- Town Manager, Rob Hites

12. Town Attorney’s Report

- Town Attorney, Martha Bradley

**I. COMMUNICATIONS FROM THE MAYOR AND COUNCIL**

**J. ADJOURN**



# TOWN OF WAYNESVILLE

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 Waynesville, NC 28786  
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[www.waynesvillenc.gov](http://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

<b>2026</b>	
<b>Tues. June 23</b>	<b>Town Council Meeting – Regular Session</b>
Friday, June 26	Mountain Street Dance 6:30-9pm
Sat. July 4 <sup>th</sup>	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 – June 2026

ABC Board	ABC Office – 52 Dayco Drive	<b>June 16th</b> 3 <sup>rd</sup> Tuesday 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	<b>June 2nd</b> 1 <sup>st</sup> Tuesday 5:30 PM
Cemetery Commission	Public Services Building	<b>Every Other Month- July 21st</b> 3 <sup>rd</sup> Tuesday 2:00 PM
Downtown Waynesville Commission	Town Hall – 9 South Main Street	<b>June 16th</b> 3 <sup>rd</sup> Tuesday 8:30 AM
Environmental Sustainability Board	Public Services-129 Legion Drive	<b>June 4th</b> 1 <sup>st</sup> Thursday 4:30pm
Historic Preservation Commission	Town Hall – 9 S. Main Street	<b>June 3rd</b> 1 <sup>st</sup> Wednesday 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	<b>June 15th</b> 3 <sup>rd</sup> Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	<b>June 11th</b> 2 <sup>nd</sup> Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	<b>June 15th</b> 3 <sup>rd</sup> Monday 5:30 PM
Waynesville Housing Authority	Main Office-48 Chestnut Park Drive	<b>June 24th</b> 4 <sup>th</sup> Wednesday 9:00 AM

**MINUTES OF THE TOWN OF WAYNESVILLE TOWN COUNCIL**  
**Special Called Meeting-Budget Workshop**  
**May 22, 2026**

**THE WAYNESVILLE TOWN COUNCIL** held a special called meeting on Friday, May 22, 2026, at 8:30am in the at 16 South Main Street Waynesville, NC.

**A. CALL TO ORDER**

Mayor Gary Caldwell called the meeting to order at 8:30 am with the following members present:

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

The following staff members were present:

Rob Hites, Town Rob Hites, Town Manager  
Jesse Fowler, Deputy Town Manager  
Elizabeth Teague, Development Services Director  
Olga Grooman, Assistant Development Services Director  
Ian Barrett, Finance Director  
Police Chief David Adams  
Assistant Police Chief Josh Schick  
Fire Chief Chris Mehaffey  
Assistant Fire Chief Cody Parton  
Page McCurry, Human Resources Director  
Ricky Bourne, Public Services Director  
Hutch Reece, Deputy Director of Operations  
Laura Yonkers, Deputy Director of Sustainability  
Chris Bybee, Fleet Supervisor  
Luke Kinsland, Recreation Director

The following members of the media were present:

Becky Johnson, The Mountaineer

**B. BUDGET DISCUSSION**

Finance Director Ian Barrett presented the proposed budget for the 2026-2027 Fiscal Year (FY 26-27). The recommendations included:

- A 10% water and sewer rate increase
- A 3.19% electric rate increase
- 2 cent property tax rate increase
- Bringing first responder pay to market

- No Cost of Living Adjustment(COLA), but will keep a 2.5% Career Track

Mr. Barrett reviewed the capital improvement requests from each department: IT Upgrades and worker onsite, replacing aging HVACs in town, replace aging ADA compliant Rec Center van, sewer line and pipe replacement, WWTP bridge repair, clarifier pumps at the sewer plant, and electric improvements on Allison Acres and Richland Street, totaling \$305,000.

Council agreed that they will not support a tax increase for the year, citing rising utility rates, county taxes, and fuel and food costs.

Mr. Barrett said by law, we cannot budget to collect more property tax than what we collected in the previous year. He said the Town has collected \$7.6 million so far this fiscal year, not including sales tax. Mr. Barrett said due to some proposed fee schedule increases, they were able to increase their budgeted revenue.

Following the pay classification study, Mr. Barrett said to fund the Police Department recommendations, it would cost \$247,175.

Councilmember Dickson asked about the significant increase in postage that was budgeted for admin. Councilmember Sutton said mailing costs have increased significantly and every department bills postage to the admin line. Councilmember Feichter commented that the MSD taxes collected was down \$1000. Mr. Barrett said he will discuss publishing the taxes owed in the MSD with the tax collector.

Councilmember Sutton said if staff are not spending the money they budgeted for expenses, do not try to use it right before the fiscal year is over just so it can get worked into the budget next fiscal year. He said he'd like to see the expenditures cut by 5%.

***A motion was made by Councilmember Dickson, seconded by Councilmember Sutton, to continue the budget workshop to Monday, June 8<sup>th</sup>, 2026 at 8:30am at 16 S. Main Street. The motion passed unanimously.***

ATTEST:

\_\_\_\_\_  
Gary Caldwell, Mayor

\_\_\_\_\_  
Robert W. Hites, Jr. Town Manager

\_\_\_\_\_  
Candace Poolton, Town Clerk

**MINUTES OF THE TOWN OF WAYNESVILLE TOWN COUNCIL**  
**Regular Meeting**  
**May 26, 2026**

**THE WAYNESVILLE TOWN COUNCIL** held a regular meeting on Tuesday, May 26, 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 6:06 pm with the following members present:

Mayor Gary Caldwell  
Councilmember Jon Feichter  
Councilmember Anthony Sutton  
Councilmember Julia Boyd

The following staff members were present:

Rob Hites, Town Rob Hites, Town Manager  
Martha Bradley, Town Attorney  
Candace Poolton, Town Clerk/Assistant to the Manager  
Elizabeth Teague, Development Services Director  
Olga Grooman, Assistant Development Services Director  
Ian Barrett, Finance Director  
Alex Mumby, Land Use Administrator  
Police Chief David Adams  
Fire Chief Chris Mehaffey  
Assistant Fire Chief Cody Parton  
Page McCurry, Human Resources Director

The following members of the media were present:

Paul Nielsen and Becky Johnson, The Mountaineer

1. Welcome/Calendar/Announcements

Mayor Gary Caldwell welcomed everyone and announced that the next Council meeting is June 8<sup>th</sup> to further discuss the budget, and the next regular Council meeting will be June 9<sup>th</sup>. He invited everyone to the ribbon cutting for the Main Street Mural on June 5<sup>th</sup>, during First Friday.

**B. PUBLIC COMMENT**

There was no public comment.

**C. ADDITIONS OR DELETIONS TO THE AGENDA**

***A motion was made by Councilmember Boyd, seconded by Councilmember Feichter, to remove item b. from the consent agenda and place it on the regular agenda, and approve the agenda as presented. The motion passed unanimously.***

#### **D. CONSENT AGENDA**

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

2. a. Motion to approve May 12th, 2026 Regular Meeting Minutes
- c. Motion to appoint all renewing applicants to serve another term on their respective boards.
- d. Motion to appoint Bill Revis and Steve Lloyd to serve an additional 3-year term.

***A motion was made by Sutton, seconded by Councilmember Feichter, to approve the consent agenda as amended. The motion passed unanimously.***

#### **E. PUBLIC HEARINGS**

- 2(b). Call for a public hearing on June 9<sup>th</sup>, 2026, to consider the text amendments for the establishment of the Rural Conservation zoning district and related changes.
  - Alex Mumby, Land Use Administrator

Councilmember Sutton explained that the proposed public hearing includes three general proposals, when each proposal should be a separate hearing and discussion. He said one proposal is for the establishment of the Rural Conservation zoning district, one is for a town-wide reduction in special use permit density, and the other is a 45 foot height cap over all low-density districts.

Mr. Mumby asked if Council would also like the symbology changes to be presented as a separate item as well. Council agreed that it should.

***A motion was made by Councilmember Sutton, seconded by Councilmember Boyd, to call for a public hearing on June 9<sup>th</sup>, 2026 to consider the text amendments for the establishment of the Rural Conservation zoning district and that the other aforementioned proposals go back to the Planning Board as two separate items. The motion passed unanimously.***

3. A public hearing to consider the amendments to the Conditional District for Chick-fil-A Restaurant, Land Development Standards (LDS) Sections 15.2.5.D.
  - Olga Grooman, Assistant Development Services Director

***A motion was made by Councilmember Sutton, seconded by Councilmember Feichter, to open the public hearing at 6:06pm. The motion passed unanimously.***

Assistant Development Services Director Olga Grooman reported that the subject property is a Chick-fil-A located at 45 Barber Boulevard and is zoned Russ Avene Regional Center Conditional District (RA-RC-CD). Ms. Grooman reviewed the history of the zoning for that area: the original Conditional District (CD) for Ingles Markets- consisting of a grocery store (Ingles), I-market, gas station, and a site for a drive-thru restaurant- was approved by the Waynesville's Board of Aldermen on February 8, 2011. She explained that on October 19, 2015, the Chick-fil-A came back to the Board to relocate the drive-thru restaurant building from the center of the parcel to the southeastern side of the lot and change the driveway locations for safety and better traffic flow, with the restaurant being constructed in 2016.

Ms. Grooman presented the proposed amendments resulting from the Planning Board public hearing:

- **Second drive-thru lane:** addition of a second drive-thru lane along the southeastern side of the building and expansion of the existing drive-thru lane. It would result in two (2) ordering and order fulfillment lanes in the drive-thru area and will expedite guests' ordering and departure.
- **Sidewalk, curb and gutter, and retaining wall:** addition of a second drive-thru lane at the pick-up window side of the building will require the removal of the sidewalk along this side of the property, the installation of a retaining wall, the replacement of the existing curb and gutter, and the installation of a proposed NC DOT vehicle impact guardrail.
- **Landscaping:** addition of the lane will also result in the elimination of existing landscaping, specifically five (5) Maple Trees and various ornamental shrubs along the southeastern portion of the site, as indicated on the attached Landscape Plan. The applicant proposes to replace most of the landscaping and "return the site to as close to existing conditions as possible."

Following extensive discussion regarding the loss of landscaping and the importance of appearance of the Russ Avenue corridor, the Planning Board recommended the approval of the amendments to the existing Conditional District with the following conditions:

1. Pay a fee-in-lieu to the Town for the removal of the sidewalk section along the subject property's southeastern side due to the addition of a second drive-thru lane.
2. Work with Town staff and replace the landscaping to be removed from the subject property (LDS Chapter 8).

Ms. Grooman explained that the addition of a second drive-thru lane will require removal of existing landscaping and paving of currently green landscaped areas, which will increase the impervious surface on site. She said that any increase in impervious surface is considered a substantial change under LDS.

Jacob Smith, Applicant- Mr. Smith explained that the volume of customers has doubled from what they had originally predicted ten years ago. He said they are proposing these changes because Chick-Fil-A is concerned they will not be able to meet the demands of the community and he expressed concerns about staff and customer safety. He explained that they will be moving the sidewalk and replacing the five maples with seven other, large trees that will be placed around the parking lot area.

Councilmember Sutton pointed out that the new proposal does not meet the tree canopy requirement. He expressed concern that if Council awards these amendments, it will signal to other potential applicants that have similar site configurations in the corridor to seek a similar amendment for operational expansion.

Ms. Grooman explained the proposed sidewalk relocation would serve more properties. Councilmember Feichter disagreed that this proposal meets Goal 5 in the consistency statement because Chick-Fil-A is a corporate fast food chain and not part of a “makers economy”. He also requested evidence of increased traffic to the restaurant. He said that in his experience, that traffic through the drive-thru does not seem unmanageable, and therefore does not necessitate all of the changes required that would take away from the character of Russ Avenue Corridor. Councilmember Boyd expressed concerns over the loss of the sidewalk and existing foliage. Mr. Smith said that while Chick-Fil-A is corporate, the Waynesville restaurant is owned locally by Robert and that evidence of unmet demand was discovered based on a survey.

Craig Justus, Attorney for Ingles-Mr. Justus said that Ingles would prefer the sidewalk to be relocated. Councilmember Sutton suggested that if Ingles wants a sidewalk at the other location, that Ingles just build the sidewalk regardless. Mr. Justus said that the Land Use Plan encourages more transportation and the drive-thru expansion for Chick-Fil-A would do that. He disagreed with the definition of “street trees”, since technically the area where are supposed to be trees is not a street. Ms. Grooman recited the ordinance defining a street and based on the definition, that area is considered a street and would be required to meet the tree canopy requirement. Ms. Teague said the street trees are part of the conditional district requirement, but it’s technically not a town street. Ms. Teague said in the past they have required trees in public right of way frontages. She added that the Town has historically been flexible with accepting alternative landscaping for compliance.

There was no public comment.

***A motion was made by Councilmember Sutton, seconded by Councilmember Feichter, to close the public hearing at 6:57pm. The motion passed unanimously.***

***A motion was made by Councilmember Sutton, seconded by Councilmember Feichter, to find the Conditional District Map Amendment as proposed as inconsistent with the 2035 Land Use Plan and not reasonable and not in the public interest in that it does not meet Goal 5 of the Comprehensive Plan because it does not create opportunities for a sustainable economy and does not promote the growth of existing local businesses and Waynesville’s “maker economy.” The motion passed unanimously.***

***A motion was made by Councilmember Boyd, seconded by Councilmember Sutton, to deny the Conditional District Map Amendment. The motion passed unanimously.***

4. Budget Public Hearing

- Ian Barrett, Finance Director

***A motion was made by Councilmember Sutton, seconded by Councilmember Feichter, to open the public hearing at 7:01pm. The motion passed unanimously.***

Finance Director Ian Barrett presented the proposed budget for Fiscal Year 2026-2027. The recommendations included:

- A 10% water and sewer rate increase
- A 3.19% electric rate increase
- No property tax rate increase
- Bringing first responder pay to market
- No Cost of Living Adjustment(COLA), but will keep a 2.5% Career Track

Human Resources Director Page McCurry reported that COLAs help make salaries compression proof. Council agreed that a 1% COLA for employees that were not impacted by the pay study would be preferred. Mr. Barrett said that would amount to \$62,023. Town Manager Rob Hites said there's no money in the budget to compensate people who were involved in the last part of the study, but historically, if they are having a good budget year, they can fund the third part of the pay study.

Mr. Barrett reviewed the capital improvement requests from each department: IT Upgrades and worker onsite, replacing aging HVACs in town, replace aging ADA compliant Rec Center van, sewer line and pipe replacement, WWTP bridge repair, clarifier pumps at the sewer plant, and electric improvements on Allsion Acres and Richland Street.

Council reminded everyone that their budget workshop was continued to June 8<sup>th</sup> at 8:30am in the Municipal Building.

There was no public comment.

***A motion was made by Councilmember Sutton, seconded by Councilmember Feichter, to close the public hearing at 7:17pm. The motion passed unanimously.***

**F. OLD BUSINESS**

5. Canton/Clyde/Waynesville Emergency Water Interconnect Agreement

- Rob Hites, Town Manager

Town Manager Rob Hites reported that the Towns of Canton, Clyde and Waynesville have received State Revolving Loans totaling 15.5 million dollars and a Haywood County contribution of \$2,006,840 to construct an emergency potable water interconnect. He said the interconnect will be designed to provide a minimum of 2 million gallons per day of water to Haywood County's incorporated towns to aid in providing fire flows, and emergency water due to failures in the water systems or water treatment plants. He explained that the Waynesville section will end at a 250,000-storage tank located on Ratliff Cove; the Clyde section will extend from the tank to the Town of Clyde Booster Pump Station and meter located on 19/23 near the road to the Carolina Blvd. Tank, and the Canton section will begin at the meter station and extend to Canton's existing water distribution system on UD 19/23 near Balckwell Drive. He said this project will be considered as a single project managed by staff of the Town of Waynesville with staff of the Town of Canton and Clyde serving an unofficial administrative body, and because of that, Waynesville will be compensated for its actual expenses for managing the financial side of the project. Mr. Hites said acquiring rights-of-way will be the responsibility of each individual municipality and that grants will pay for the property acquisition and right-of-way agent's fees. He emphasized that developers and property owners will not be allowed to tap into this line, it is only for emergency use.

Mr. Hites said that Clyde will purchase 40,000 gallons of water from Waynesville each day in order to keep the water potable in the line, so it is more readily available in the event of an emergency. He stated that the project should take three years to complete.

***A motion was made by Councilmember Sutton, seconded by Councilmember Boyd, to approve the Interconnect Agreement. The motion passed unanimously.***

6. Selection of Architectural Firm to design Fire Station #2
  - Councilmember Julia Boyd

Councilmember Julia Boyd reported that staff issued a Request for Qualifications to solicit proposals for Architectural Services for drafting a "Preliminary Architectural Report". Councilmember Boyd explained that a review panel composed of Fire and Administrative staff and herself reviewed six proposals and invited three for interviews. After interviewing the firms, Councilmember Boyd reported the committee recommends McMillan, Pazdan, Smith Architects, Asheville Office to the Council. Mr. Hites explained that the Town received a \$2.97 million dollar earmark from Congressman Edwards, and in order to "qualify" for the earmark the Town must go through the USDA's grant application process. He outlined the process with the first step being that the Town selects an architect who must prepare a Preliminary Architectural Report (PAR) to submit, then the contract that the Town would negotiate would include a lump sum price for preparing the PAR and, if USDA approves the earmark, will provide the remainder of the architectural services typically provided in a design, bid, build contract. He said that if the USDA does not qualify the Town for the earmark, the architectural contract would be placed on hold until adequate funding is secured. In addition to the \$2.97 million earmark, the Town will need to obtain a loan to finance the balance of the project, estimated to be \$3 million. As a "Phase II" of the contract, Mr. Hites said the Town may wish to engage the architect to renovate Fire Station #1 to accommodate four bunk rooms and a second locker room. He added that would be an optional Phase that the Council may choose to use as Fire Station #2 moves through the process. Mr. Hites said it may take up to 36 months to begin construction, and three years to build.

***A motion was made by Councilmember Sutton, seconded by Councilmember Boyd, to approve McMillan, Pazdan, Smith (MPS) Architects as the design firm for Fire Station #2 and authorize the committee to negotiate a lump sum contract to prepare a PAR and a fee for the remaining architectural services. The motion passed unanimously.***

## **G. NEW BUSINESS**

7. Budget Amendment for the Fire Department Vehicle Repair
  - Cody Parton, Assistant Fire Chief

Assistant Fire Chief Cody Parton reported that the Fire Department's 2010 Pierce fire truck requires a complete engine replacement. He explained that due to a variety of vehicle issues this year, the Department does not have funds to cover this emergency repair. He said the Finance Department will cover the repairs and is requesting the Council's approval to reallocate funds from various line items to support the fire department. AC Parton said they have been renting a truck for \$5000 a month and Councilmember Sutton suggested the Town possibly rent their truck to other municipalities once they replace it with the new one.

***A motion was made by Councilmember Boyd, seconded by Councilmember Feichter, to approve the FD/Finance Budget Amendment. The motion passed unanimously.***

8. Special Event permit for Waynesville First Friday
- Jerry Jackson, Salmagundi Gallery Owner & Event Organizer

Jerry Jackson, Event Organizer for First Fridays, requested approval of a Special Event permit for Waynesville’s First Friday event, including a social district, for the monthly events held June through December 2026. Councilmember Sutton requested that the event permit has the box checked “yes” under “serving alcohol”.

***A motion was made by Councilmember Sutton, seconded by Councilmember Feichter, to approve the Special Event permit for Waynesville First Friday and the proposed social district guidelines. The motion passed unanimously.***

9. Policy Adoption: Sale of Burial Plots in Undetermined Areas of Historic Cemetery Property
- Matthew Wright, Public Facilities Supervisor

Public Facilities Supervisor Matthew Wright explained that many of the burial records for the plots located within the historic section of Greenhill Cemetery are incomplete or lost to time and fire. He said the lack of records causes issues for staff when trying to determine which plots are already occupied when attempting to sell plots to new customers. He said that the proposed policy prohibits the sale of new plots in order to prevent accidentally selling any lots that are occupied, or that are rightfully owned by somebody else without our knowledge. Councilmember Feichter confirmed that plots that have verified ownership can still be buried in the historic area or transfer their deeds.

Councilmember Sutton asked how many plots do not have a recorded burial. Mr. Wright said approximately 35% or more of the historic section does not have records. Mr. Hites recommended that staff hire a LiDAR company to find out which plots are occupied. He said there are grants available that can be used to locate ownership of plots. Councilmember Feichter reminded staff that it is the advisory board’s duty to make a recommendation to Council, not the other way around.

Councilmember Feichter introduced Mark Garden. Mr. Garden explained that he has been thoroughly researching the historic area of the cemetery and has been trying to track down proof of ownership of a plot so he can be buried with his wife’s family. He requested that if he pays for the GPR for two lots in the historic area, could he purchase a plot there. Mr. Wright said if the proposed policy gets approved, that Mr. Garden’s wishes and efforts would preclude the policy. Mr. Wright said he will call a special meeting of the cemetery committee to discuss the policy for recommendation to Council.

## **H. COMMUNICATION FROM STAFF**

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

Nothing to report.

11. Town Attorney's Report

- Town Attorney, Martha Bradley

Nothing to report.

**I. COMMUNICATIONS FROM THE MAYOR AND COUNCIL**

Councilmember Sutton said he will be presenting on WNC Rail appropriations at the next Council meeting.

**J. ADJOURN**

***A motion was made by Councilmember Sutton, seconded by Councilmember Feichter, to adjourn at 8:21pm. The motion passed unanimously.***

ATTEST:

\_\_\_\_\_  
Gary Caldwell, Mayor

\_\_\_\_\_  
Robert W. Hites, Jr. Town Manager

\_\_\_\_\_  
Candace Poolton, Town Clerk

**TOWN OF WAYNESVILLE TOWN COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date: June 9, 2026**

**SUBJECT:** Appointment of Allison Richmond to the Waynesville Public Art Commission

**AGENDA INFORMATION**

**Agenda Location:** Consent Agenda  
**Item Number:**  
**Department:** Administration  
**Contact:** Candace Poolton, Town Clerk/Assistant to the Manager  
**Presenter:** Candace Poolton, Town Clerk/Assistant to the Manager

**BRIEF SUMMARY**

The Waynesville Public Art Commission will have one vacancy as of July 1<sup>st</sup>, 2026. If appointed, Allison Richmond's term would end June 30<sup>th</sup>, 2029.

**MOTIONS FOR CONSIDERATION**

Motion to appoint Allison Richmond to the Waynesville Public Art Commission effective July 1<sup>st</sup>, 2026.

**ATTACHMENTS:**

**MANAGER'S COMMENTS AND RECCOMENDATIONS**

**TOWN OF WAYNESVILLE TOWN COUNCIL  
REQUEST FOR COUNCIL ACTION Meeting  
Date: June 9, 2026**

**SUBJECT:** Annual renewal of terms for Board and Commissions Members

**AGENDA INFORMATION**

**Agenda Location:** Consent  
**Item Number:**  
**Department:** Administration  
**Contact:** Candace Poolton, Town Clerk  
**Presenter:** Candace Poolton, Town Clerk

**BRIEF SUMMARY**

Kathy Lalonde (Currently serves as the ETJ member on the Planning Board) and Carly Pugh (Currently serves as an alternate for the Planning Board) are due to be reappointed to their respective boards.

**MOTIONS FOR CONSIDERATION**

Motion to reappoint Carly Pugh to serve another term and to recommend to Haywood County Commissioners that Kathy Lalonde be reappointed for another term.

**ATTACHMENTS:** Applications

**MANAGER'S COMMENTS AND RECCOMENDATIONS**

**TOWN OF WAYNESVILLE COUNCIL MEETING  
REQUEST FOR BOARD ACTION  
Meeting Date: 06.09.2026**

**SUBJECT:** Budget Amendment for the Fire Department Training budget


**AGENDA INFORMATION:**

**Agenda Location:** Consent Agenda  
**Item Number:**  
**Department:** Fire Department  
**Contact:** Assistant Chief Cody Parton  
**Presenter:** Assistant Chief Cody Parton

**BRIEF SUMMARY:** The Town of Waynesville's Administration Department has agreed to move training and travel funds to the FD's training/travel budget so that Assistant Fire Chief Cody Parton can attend the UNC SOC Municipal Admin training.

**MOTION FOR CONSIDERATION:** Approve the FD/Administration Budget Amendment

**FUNDING SOURCE/IMPACT:** Administration and FD line items

  
\_\_\_\_\_  
Ian Barrett, Finance Director

06.01.26  
Date

**ATTACHMENTS:**

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

Ordinance No. O-18-26

Amendment No. 35 to the 2025-2026 Budget Ordinance

WHEREAS, the Town Council of the Town of Waynesville wishes to amend the 2025-2026 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Waynesville that the 2025-2026 Budget Ordinance be amended as follows:

General Fund:

Decrease the following appropriations:

Administration travel/training \$4,500

Increase the following appropriations:

Fire Department travel/training \$4,500

Adopted this 9th day of June 2026.

Town of Waynesville

\_\_\_\_\_  
Gary Caldwell  
Mayor

Attest:

\_\_\_\_\_  
Candace Poolton  
Town Clerk

Approved As To Form:

\_\_\_\_\_  
Martha Sharpe Bradley  
Town Attorney

**TOWN OF WAYNESVILLE TOWN COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date: 6/9/2026**

**SUBJECT** Reimbursement Resolution

**AGENDA INFORMATION:**

**Agenda Location:** Consent

**Item Number:**

**Department:**

**Contact:** Rob Hites

**Presenter:** Rob Hites

**BRIEF SUMMARY** The Town has received a Congressional Earmark of \$2.97 million to fund 50% of Fire Station #2. The balance of the project will be funded through conventional municipal financing. The "Earmark" has been assigned to the USDA. They are treating it as they do grant requests. One of the requirements of their process is to require a "Preliminary Architectural Report (PAR). It must be prepared before the USDA releases the funds. In order for the Town to be reimbursed for the PAR, it must adopt a "Reimbursement Resolution". The Attached "Resolution" permits the Town to request such reimbursement. You will find such a resolution for each SRF Loan and the Fire Station USDA earmark and finance package.

**MOTION FOR CONSIDERATION:** Adopt the "Reimbursement Resolution" for the expenses incurred prior to release of funds by USDA and closing of financing package.

**FUNDING SOURCE/IMPACT** General

**ATTACHMENTS:** Reimbursement Resolution for Fire Station #2 USDA Funding and financing.

**MANAGER'S COMMENTS :** See Above

**RESOLUTION -R-13-26**  
**RESOLUTION DECLARING THE INTENT TO REIMBURSE**  
**EXPENDITURES FOR FIRE STATION #2**

**WHEREAS**, the Town Manager has described to the Council the desirability of adopting a resolution, as provided under federal tax law, to facilitate the Town's using a combination of a Congressional Appropriation administered by USDA and financing proceeds to restore the Town's funds when the Town makes capital expenditures prior to approval of USDA and financing proceeds or other financing.

**BE IT RESOLVED** by the Town as follows:

1. The project is for The design and construction of a facility known as “Fire Station #2” and improvements to Fire Station #1.
2. The project is to be financed through a USDA administered Congressional Appropriation and financing. The currently expected type of financing is an installment financing contract as allowed for under N.C.G.S 160A-20. The currently expected maximum amount of the loan or other obligations to be issued or contracted for the project is \$ \$6,000,000.
3. Funds that have been advanced or may be advanced from the general fund for project costs, are intended to be reimbursed from the USDA administered funds and financing proceeds.

Adopted this 9<sup>th</sup> day of June 2026.

**TOWN OF WAYNESVILLE**

\_\_\_\_\_  
**Gary Caldwell**  
**Mayor**

Attest:

\_\_\_\_\_  
Candace Poolton  
Town Clerk

**TOWN OF WAYNESVILLE TOWN COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date: 6/9/2026**

**SUBJECT** Reimbursement Resolution

**AGENDA INFORMATION:**

**Agenda Location:** Consent

**Item Number:**

**Department:**

**Contact:** Rob Hites

**Presenter:** Rob Hites

**BRIEF SUMMARY** The Town has received a letter of intent to fund the “Little Champion Pump Station. This involves the conversion of the old manual bar screen and junction box located on Little Champion’s property to a low-pressure pump station and raise it above the 500-year flood plain. The \$8,490,531 SRF Loan carries at 100% principal forgiveness. The Town will need to prepare a “Preliminary Engineering Report” in order for the State to approve the loan. The cost of this report can be reimbursed by the Loan if the Town adopts a “Reimbursement Resolution”. The Attached “Resolution” permits the Town to request such reimbursement. You will find such a resolution for each SRF Loan and the Fire Station USDA earmark and finance package.

**MOTION FOR CONSIDERATION:** Adopt the “Reimbursement Resolution” for the “Little Champion Pump Station”.  
VUR-W-0030; SRP-W-0232; SRF-W-HEL-0004

**FUNDING SOURCE/IMPACT** Wastewater

**ATTACHMENTS:** Little Champion Reimbursement Resolution- \$8,490,531

**MANAGER’S COMMENTS :** See Above

**RESOLUTION -R-14-26**  
**RESOLUTION DECLARING THE INTENT TO REIMBURSE**  
**EXPENDITURES FOR LITTLE CHAMPION PUMP STATION**

**WHEREAS**, the Town Manager has described to the Council the desirability of adopting a resolution, as provided under federal tax law, to facilitate the Town's use of a NC State Revolving Loan (SRF) (Project#VUR-W-0030; SRP-W-0232;SRF-D-HEL-0004) in the amount of \$8,490,531 to design and construct Waste Water Improvements that add flood resiliency to the Town's Waste Water collection and treatment system and to restore the Town's funds when the when the Town makes capital expenditures prior to final approval of financing proceeds or other financing.

**BE IT RESOLVED** by the Town as follows:

1. The project is for The design and construction of a facility known as Little Champion Pump Station.
2. The project is to be financed through a SRF Loan with 100% principal forgiveness allowed for under N.C.G.S 160A-20. The currently expected maximum amount of the loan or other obligations to be issued or contracted for the project is \$ \$8,490,531.
3. Funds that have been advanced or may be advanced from the Waste Water or General Funds for project costs, are intended to be reimbursed from proceeds of the above titled Loan proceeds.

Adopted this 9<sup>th</sup> day of June 2026.

**TOWN OF WAYNESVILLE**

\_\_\_\_\_  
**Gary Caldwell**  
**Mayor**

Attest:

\_\_\_\_\_  
Candace Poolton  
Town Clerk

**TOWN OF WAYNESVILLE TOWN COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date: 6/9/2026**

**SUBJECT** Reimbursement Resolution

**AGENDA INFORMATION:**

**Agenda Location:** Consent

**Item Number:**

**Department:**

**Contact:** Rob Hites

**Presenter:** Rob Hites

**BRIEF SUMMARY** The Town has received a letter of intent to fund the “Clyde/Canton/Waynesville Emergency Water Interconnect. This involves the design and construction of an emergency water line and storage tank that would connect Waynesville’s water system with Clyde and Canton’s system. The project budget is made up of SRF Loans from Clyde, Canton and Waynesville and a grant of \$2 million dollars from Haywood County. Waynesville’s SRF Loan of \$2,084,960 permits 100% principal forgiveness. The Town will need to prepare a “Preliminary Engineering Report” in order for the State to approve the loan. The cost of this report can be reimbursed by the Loan if the Town adopts a “Reimbursement Resolution”. The Attached “Resolution” permits the Town to request such reimbursement. You will find such a resolution for each SRF Loan and the Fire Station USDA earmark and finance package.

**MOTION FOR CONSIDERATION:** Adopt the “Reimbursement Resolution” for the “Clyde/Canton, Waynesville, Emergency Water Interconnect, SRF-D-HEL-0034.

**FUNDING SOURCE/IMPACT** Water

**ATTACHMENTS:** Clyde/Canton, Waynesville Emergency Water Interconnect Reimbursement Resolution-\$2,084,960

**MANAGER’S COMMENTS :** See Above

**RESOLUTION -R-15-26**  
**RESOLUTION DECLARING THE INTENT TO REIMBURSE**  
**EXPENDITURES FOR CLYDE/CANTON/WAYNESVILLE EMERGENCY**  
**WATER INTERCONNECT**

**WHEREAS**, the Town Manager has described to the Council the desirability of adopting a resolution, as provided under federal tax law, to facilitate the Town's use of a NC State Revolving Loan (SRF) (Project# SRF-D-HEL-0034) in the amount of \$2,084,960 to design and construct Waste Water Improvements that add flood resiliency to the Town's Waste Water collection and treatment system and to restore the Town's funds when the when the Town makes capital expenditures prior to final approval of financing proceeds or other financing.

**BE IT RESOLVED** by the Town as follows:

1. The project is for The design and construction of a facility known as Little Champion Pump Station.
2. The project is to be financed through a SRF Loan with 100% principal forgiveness allowed for under N.C.G.S 160A-20. The currently expected maximum amount of the loan or other obligations to be issued or contracted for the project is \$ \$8,490,531.
3. Funds that have been advanced or may be advanced from the Wastewater or General Funds for project costs, are intended to be reimbursed from proceeds of the above titled Loan proceeds.

Adopted this 9<sup>th</sup> day of June 2026.

**TOWN OF WAYNESVILLE**

\_\_\_\_\_  
**Gary Caldwell**  
**Mayor**

Attest:

\_\_\_\_\_  
Candace Poolton  
Town Clerk

**TOWN OF WAYNESVILLE TOWN COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date: 6/9/2026**

**SUBJECT** Reimbursement Resolution

**AGENDA INFORMATION:**

**Agenda Location:** Consent

**Item Number:**

**Department:**

**Contact:** Rob Hites

**Presenter:** Rob Hites

**BRIEF SUMMARY** The Town has received a letter of intent to fund a number of “resiliency” projects at the waste treatment plant. The projects would involve a septic waste receiving station, renovating the old bar screen, and renovation of the old primary clarifiers. The State Revolving Fund (SRF) loan (with 100% principal forgiveness) is \$6,500,000. The Town will need to prepare a “Preliminary Engineering Report” in order for the State to approve the loan. The cost of this report can be reimbursed by the Loan if the Town adopts a “Reimbursement Resolution”. The Attached “Resolution” permits the Town to request such reimbursement. You will find such a resolution for each SRF Loan and the Fire Station USDA earmark and finance package.

**MOTION FOR CONSIDERATION:** Adopt the “Reimbursement Resolution” for the Resiliency Project” VUR-W-0031.

**FUNDING SOURCE/IMPACT** Wastewater

**ATTACHMENTS:** Resiliency Resolution- \$6,500,000 Loan

**MANAGER’S COMMENTS :** See Above

**RESOLUTION -R-16-26**  
**RESOLUTION DECLARING THE INTENT TO REIMBURSE**  
**EXPENDITURES FOR WASTEWATER RESILIENCY PROJECT**

**WHEREAS**, the Town Manager has described to the Council the desirability of adopting a resolution, as provided under federal tax law, to facilitate the Town's use of a NC State Revolving Loan (SRF) (Project # VUR-W-0031) in the amount of \$6,500,000 to design and construct Waste Water Improvements that add flood resiliency to the Town's Waste Water collection and treatment system and to restore the Town's funds when the when the Town makes capital expenditures prior to final approval of financing proceeds or other financing.

**BE IT RESOLVED** by the Town as follows:

1. The project is for The design and construction of a facility known as 2025 Waste System Resiliency.
2. The project is to be financed through a SRF Loan with 100% principal forgiveness allowed for under N.C.G.S 160A-20. The currently expected maximum amount of the loan or other obligations to be issued or contracted for the project is \$ \$6,500,000.
3. Funds that have been advanced or may be advanced from the waste water or general fund for project costs, are intended to be reimbursed from SRF-VUR-W-0031 financing proceeds.

Adopted this 9<sup>th</sup> day of June 2026.

**TOWN OF WAYNESVILLE**

\_\_\_\_\_  
**Gary Caldwell**  
**Mayor**

Attest:

\_\_\_\_\_  
Candace Poolton  
Town Clerk



# Application for Special Events Permit

## I. General Information

EVENT NAME: Fourth of July Neighborhood Block Party

EVENT DATE(S): July 4th

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: Lowell St.

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

SET-UP TIME (START/END): 12:00 pm - 5:00 pm

EVENT HOURS: 12:00 pm - 5:00 pm

DISMANTLE HOURS (START/END): \_\_\_\_\_

ESTIMATED ATTENDANCE: 100 ppl.

BASIS ON WHICH THIS ESTIMATE IS MADE: past attendance

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

## II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Carrie Brown

ARE YOU A NON PROFIT CORPORATION?	<input checked="" type="radio"/> No	<input type="radio"/> Yes	If yes, are you	501c(3)	501c(6)	Place of Worship
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APPLICANT NAME: Carrie Brown TITLE: \_\_\_\_\_

ADDRESS: 85 Lowell St. CITY: Waynesville STATE: NC ZIP: 28786

PHONE: (828) 231-8661 FAX#: \_\_\_\_\_ EMAIL: carriejbbrown@gmail.com

ON-SITE CONTACT: Carrie Brown TITLE: \_\_\_\_\_

ADDRESS: same

PHONE #: same CELL PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**III. Brief Description of Event**

Simple neighborhood gathering with families, waterplay, picnic, yard games

**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. Lowell St.

2.

3.

**V. Event Details**

YES NO

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

Does the event involve the sale of food? \_\_\_\_\_  
If "YES", has the health department been notified? \_\_\_\_\_ Have you applied for a temporary permit? \_\_\_\_\_

Will there be musical entertainment at your event? IF "YES" provide the following information:  
Number of Stages: \_\_\_\_\_ 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: 4 Will any tent exceed 400 sq. feet in area?  NO  YES

Does the event involve the use of pyrotechnics? Explain \_\_\_\_\_

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

Will you require electrical hookup for the event? Generators? \_\_\_\_\_

Will you require access to water for the event? Explain \_\_\_\_\_

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

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

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

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

**VI. Additional Questions**

How will parking be accommodated for this event?

personal driveways

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?

residents of the street will handle this

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](mailto:bethgilmore@waynesvillenc.gov)**  
**[jfowler@waynesvillenc.gov](mailto: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 COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date: June 9<sup>th</sup>, 2026**

**SUBJECT:** A public hearing to consider the text amendments for the establishment of the Rural Conservation zoning district and related changes

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:**  
**Department:** Development Services  
**Contact/Presenter:** Elizabeth Teague, Development Services Director  
Alex Mumby, Land Use Administrator

**BRIEF SUMMARY:**

Pursuant to the Waynesville 2035 Comprehensive Land Use Plan, Staff had been working with members of the planning board, council, and a consultant to analyze the current zoning and look for areas where the zoning could be reduced. Before Staff could bring the recommendation forward as a text amendment, the North Carolina General Assembly passed an omnibus bill, preventing local governments from initiating downzoning.

The current text amendment reflects what can be done under the current rules. It creates a new zoning district on paper without applying it anywhere on the zoning map. Per Council's request, the amendments related to density thresholds, building height, and the table of uses symbology have been sent back to the Planning Board who will review and recommend / not recommend each one individually.

**MOTIONS FOR CONSIDERATION:**

1. To find the proposed amendment consistent / inconsistent with the 2035 Land Use Plan.
2. To adopt / not adopt the proposed amendment.

**FUNDING SOURCE/IMPACT:**

**ATTACHMENTS:**

- Staff report
- Planning Board Report
- Proposed Ordinance
- Public Notice

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

## **Town of Waynesville Staff Report for Town Council**

**Subject:** Rural Conservation District Text Amendment (Legislative Proceeding)

**Ordinance Section:** Multiple

**Meeting Date:** June 9<sup>th</sup>, 2026

**Presenter:** Elizabeth Teague, Development Services Director

Alexander Mumby, Land Use Administrator

### **Background:**

Pursuant to the Waynesville 2035 Comprehensive Plan, the Planning Board and Town Council established a Density Work Group to examine areas of the 2035 Future Land Use Map of the Comprehensive Plan and current zoning. Working with Jake Petrosky of Stewart, multiple areas were targeted for potential reduction of density, or “down-zoning.” The areas that the future land use map recommended reducing density included parts of Allen’s Creek, Country Club, Raccoon Creek, Francis Cove, Pigeon Street, Howell Mill and Hazelwood zoning districts. The group also discussed building height and allowable uses for the proposed district.

The resulting recommendation was to create a Rural Conservation District which would encompass primarily rural, undeveloped, and agricultural land in these areas. Minutes and Summaries of the Density Work Group can be found on the Town website at:

<https://www.waynesvillenc.gov/departments/development-services/density-work-group>

Before the amendment could be brought forward as a text amendment, however, the North Carolina State Legislature passed an omnibus bill at the end of 2024 that prohibited downzoning without the express initiation of the landowner. This would not prevent the creation of a text amendment for a new, lower-density district, but would prevent the Town’s initiating a map amendment to apply such an ordinance without a property owners’ agreement.

At the Planning Board’s direction, staff brought forward a version of the Rural Conservation District text amendment for review. The proposal creates the RCON district within the land development standards but does not apply the district to any property. Individuals or groups of property owners could voluntarily rezone their property to this new zoning district.

The planning board voted to recommend the proposed amendment to the Town Council in a vote of 6:3.

### **Ordinance:**

The proposed ordinance would establish the RCON district as a new zoning option. It would:

- Add a new purpose and need statement to the descriptions of zoning types in LDS Section 2.2.
- Amend the Dimensional Standards Table (LDS Section 2.4.1) to establish a maximum base density of 2.5 units per acre and set a maximum allowed density through a special use permit set at 6 units per acre.
- Set the minimum lot size at half an acre. However, this may be reduced with a conservation design to a minimum lot size to 4,000 square feet by setting aside 40% of land for civic and open space (overall density would remain the same).

- Use the same setbacks as the Low-Density Districts, unless part of a conservation or cottage subdivision.
- Caps the maximum building height in the RCON, to 45’.
- Amend the Permitted Uses Table (LDS Section 2.5.3) to create a new district column and allow the same uses as in Waynesville’s low-density districts along with agricultural uses.

**Consistency with the Comprehensive Plan:**

The creation of the Rural Conservation District is an action item identified in the 2035 Comprehensive Plan. It specifically meets the following goals:

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

- Encourage in-fill, mixed use, and context-sensitive development.
- Promote conservation design to preserve the important natural resources

Goal 3: Protect and enhance Waynesville’s natural resources

- Conserve open space and farmland by promoting infill and encouraging development in the urbanized areas of town.
- Protect rural lands, iconic views, and mountain vistas

**Suggested Motions for Action:**

1. Motion to find the changes consistent / inconsistent with the 2035 Comprehensive Plan
2. Motion to adopt / not adopt the proposed text amendment.

**Attachments:**

- Proposed Text Amendment Ordinance
- Public Notice

**ORDINANCE NO. O-19-26**

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

**WHEREAS**, the Town of Waynesville has the authority, pursuant to Article 7 of Chapter 160D of the North Carolina General Statutes, to adopt land development regulations, clarify such regulations, and may amend said regulations from time to time in the interest of the public health, safety, and welfare; and

**WHEREAS**, the Town of Waynesville has an adopted Comprehensive Plan, Waynesville 2035, Planning With Purpose,” which sets goals and provides a Future Land Use map to identify where certain types of growth and density should be allowed, and where growth should be restricted.

**WHEREAS**, the Comprehensive Plan includes the continuation of an urban services boundary which limits the extent to which the Town would extend utility services, and that the urban services boundary lies within the Town’s corporate and extra-territorial jurisdiction;

**WHEREAS**, the Town of Waynesville created a committee of Town Council and Planning Board representatives to make recommendations on suggested changes to zoning regulations based on the future land use map and the goals of the Comprehensive Plan, and that the committee brought forward several recommendations for text amendments to the Land Development Standards;

**WHEREAS**, the Town of Waynesville Planning Board has reviewed the proposed text amendments to the Land Development Standards (LDS) and recommends that they are consistent with the 2035 Comprehensive Plan and that they are reasonable and in the public interest because they implement goals of the plan to:

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

- Encourage in-fill, mixed use, and context-sensitive development.
- Promote conservation design to preserve the important natural resources

Goal 3: Protect and enhance Waynesville’s natural resources

- Conserve open space and farmland by promoting infill and encouraging development in the urbanized areas of town.
- Protect rural lands, iconic views, and mountain vistas

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

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

**WHEREAS**, after notice duly given, a public hearing was held May 11, 2026 at a special called meeting of the Waynesville Planning Board, and on June 9<sup>th</sup>, 2026, at the regularly scheduled meeting of the Town Council;

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

Part A: Amend Chapter 2 District Provisions to establish the Rural Conservation District as follows:

**2.2 Districts by District Type.**

The following 31 base districts are organized into categories that standardize various regulations while allowing some limited customization of each district.

District Category	District Name
Rural Conservation (RCON)	Rural Conservation District – Low Density (RCON)
Residential—Low Density (RL)	Country Club Residential - Low Density (CC-RL) Eagles Nest Residential - Low Density (EN-RL) Francis Cove Residential - Low Density (FC-RL) Hall Top Residential - Low Density (HT-RL)
Residential—Medium Density (RM)	Chestnut Park Residential - Medium Density (CP-RM) Dellwood Residential - Medium Density (D-RM) Howell Mill Residential - Medium Density (HM-RM) South Waynesville Residential - Medium Density (SW-RM)
Neighborhood Residential (NR)	Allens Creek Neighborhood (AC-NR) Love Lane Neighborhood (LL-NR) Main Street Neighborhood (MS-NR) Ninevah Neighborhood (N-NR) Pigeon Street Neighborhood (PS-NR) Plott Creek Neighborhood (PC-NR) Raccoon Creek Neighborhood (RC-NR) Sulphur Springs Neighborhood (SS-NR) Walnut Street Neighborhood (WS-NR)
Urban Residential (UR)	East Waynesville Urban Residential Neighborhood (EW-UR) Hazelwood Urban Residential Neighborhood (H-UR) Howell Mill Urban Residential Neighborhood (HM-UR)
Neighborhood Center (NC)	North Main Street Neighborhood Center (NM-NC) Pigeon Street Neighborhood Center (PS-NC) Raccoon Creek Neighborhood Center (RC-NC)
Business District (BD)	Central Business District (CBD) Hazelwood Business District (H-BD) South Main Street Business District (SM-BD)
Regional Center (RC)	Dellwood/Junaluska Regional Center (DJ-RC) Hyatt Creek Regional Center (HC-RC) Russ Avenue Regional Center (RA-RC)

Commercial  
Industrial (CI)

Commercial-Industrial (CI)

## 2.3 Purpose and Intent by District

### 2.3.1 Residential—Low Density Districts (RL) Purpose and Intent.

#### 2.3.1 Rural Conservation District (RCON) Purpose and Intent.

- A. **The Rural Conservation District (RCON)** is established pursuant to the 2035 Comprehensive Plan as an owner-initiated district designation that promotes the preservation of agricultural lands, undeveloped floodplain, forest, mountainous areas, and open space. This district is primarily single-family homes, hobby farms, bona-fide farms, and other agricultural land, with limited allowance for other uses within the civic/institutional, agricultural, and infrastructure categories. New development and subdivisions shall promote low impact development approaches, focusing on large lot single family development with the option for higher density clustered development by conserving significant area for open and civic space. Use of the cottage development and conservation subdivision options found in section 15.9.5 is encouraged.



#### Re-format numbering on other Residential low-density districts starting at B as follows:

- B. **The Country Club Residential—Low Density District (CC-RL)** is an area predominately comprised of large lot subdivisions with the Waynesville Country Club serving as its social and recreational center. While single-family homes are the dominant residential use in this area, townhouses and accessory apartments are also permitted. Connections to the South Main Street Business District should be enhanced as new development takes place. A residential scale is required for all new development. Tree preservation and proliferation along the South Main Street corridor is critical to the ambiance of the area.
- C. **The Eagles Nest Residential—Low Density District (E-RL)** is a rural district characterized by beautiful views afforded by steep terrain. Water service is available throughout much of the area but sewer service is limited. Future development shall be sensitive to the terrain with grading minimized through the use of good design, clustered development and large lot development. Clear cutting for views is unacceptable; appropriate trimming of trees for vistas is preferred. As this is an area dominated by private development, it will be important in the future to acquire public park land especially at elevations exceeding three thousand (3,000) feet above mean sea level. Land conservation easements are encouraged. Possible road connections shall be evaluated as new streets are constructed in an effort to improve connectivity without jeopardizing the natural beauty of the area. Sidewalks are not required except in major residential developments due to the rural mountain character of the district.
- D. **The Francis Cove Residential—Low Density District (FC-RL)** is an area that will remain as a very sparsely developed area. Few urban services are available in this area to support dense development and the topography poses a limitation on development as well. Agricultural and residential uses will be the predominant future land use. Maintaining the rural character of this area will be an important focus. Clustering future development in small areas while leaving large areas undeveloped will be critical in achieving this goal.
- E. **The Hall Top Residential—Low Density District (HT-RL)** is a rural district characterized by steep terrain and narrow winding roads. Despite the difficulty of developing in this district and the limited provision of services, the proximity to the Russ Avenue and Dellwood/Junaluska Town Centers makes the location an attractive one for the variety of residential developments permitted in this area. Large lot development is the standard with cluster development respecting the terrain encouraged so as to leave as much open space as possible. Road design will also consider the terrain with narrow road widths permitted and sidewalks not required. Linking developments with trails is encouraged.

2.4.1 Table of Dimensional Standards by Residential District.

*Alternative to PB Recommendation adjusting density threshold back to original table (as it is now)*

Standard	Rural Conservation (RCON)	Residential—Low Density (RL)	Residential—Med. Density (RM)	Neighborhood Residential (NR)	Urban Residential (UR)
<b>1. Applicable Districts</b>	RCON	CC-RL, EN-RL, FC-RL, HT-RL	CP-RM, D-RM, HM-RM, SW-RM	AC-NR, LL-NR, MS-NR, N-NR, PS-NR, PC-NR, RC-NR, SS-NR, WS-NR	EW-UR, H-UR, HM-UR
<b>2. Development Standards</b>					
a. Density (max base)	2.5 units/acre	6 units/acre	8 units/acre	10 units/acre	16 units/acre
b. Density (max with SUP)	6 units/acre	12 units/acre	12 units/acre	16 units/acre	24 units/acre
c. Civic Space (min) CH 7	Refer to Section 7.3	Refer to Section 7.3	Refer to Section 7.3	Refer to Section 7.3	Refer to Section 7.3
<b>3. Lot Standards</b>					
a. Lot Area—House	½ acre	½ acre	¼ acre	¼ acre	¼ acre
b. Lot Area—All bldg. types with rear vehicular access	4000 sqft with 40% Civic Space	Subject to density	Subject to density	Subject to density	Subject to density
c. Lot Width (min)—With rear vehicular access	60 ft	60 ft. n/a	50 ft. 16 ft.	50 ft. 16 ft.	50 ft. 16 ft.
d. Frontage at Fr Setback	n/a	n/a	n/a	n/a	n/a
e. Pervious Surface (min)	20%	20%	20%	10%	10%
<b>4. Building Setback (min)</b>					
a. Principal Front <sup>1</sup>	20 ft	20 ft.	10 ft.	10 ft.	10 ft.
b. Street Side/Secondary Front <sup>1</sup>	20 ft	20 ft.	5 ft.	5 ft.	5 ft.
c. Side (from adjacent lot)	10 ft	10 ft.	10 ft.	10 ft.	10 ft.
d. Setback Between Bldgs.	15 ft (10 ft)	15 ft. (10 ft.)	6 ft.	6 ft.	6 ft.
e. Rear	20 ft	20 ft.	6 ft.	6 ft.	6 ft.
<b>5. Accessory Structure Setback</b>					
a. Side	5 ft	5 ft.	5 ft.	5 ft.	5 ft.
b. Rear	5 ft	5 ft.	5 ft.	5 ft.	5 ft.
c. Other Standards	See Section 4.5	See Section 4.5	See Section 4.5	See Section 4.5	See Section 4.5
<b>6. Building Height in Stories</b>					
a. Principal Building (max)	3 stories	3 stories	3 stories	3 stories	3 stories
b. Acc. Structure (max)	2 stories	2 stories	2 stories	2 stories	2 stories
c. Max Height in Feet	45 ft	60 ft	60 ft	60 ft	60 ft
<b>7. Outdoor Storage</b>					
a. Residential Uses	Permitted in all districts <sup>2</sup>	Permitted in all districts <sup>2</sup>	Permitted in all districts <sup>2</sup>	Permitted in all districts <sup>2</sup>	Permitted in all districts <sup>2</sup>
b. Nonresidential Uses	Not permitted	Not permitted	Not permitted	Not permitted	Not permitted

<sup>1</sup> Where no right-of-way exists or if the right-of-way is only inclusive of the street pavement add 10 ft. See also 4.3.1.A.3.

<sup>2</sup> Customary storage as an accessory to residential use of the property.

<sup>3</sup> A maximum of 60' in Building Height from highest adjacent grade to highest point on a roof.

**2.5 Table of Permitted Uses as shown in red and attached.**

Part B: Amend LDS Section 4.4 Measurement of Building Height as follows (in Red):

**4.4.1 Applicability.**

Building heights shall be specified in Section 2.4. Dimensional Standards by District and use "stories" and height as the standard unless otherwise regulated in Chapter 5 Building and Development Design. Where a specific dimension is used in the calculation of maximum height for certain types of buildings in Chapter 5, the height shall be measured from the highest adjacent grade to the highest point of the structure or at the structure's "primary façade." Wherever one Section of the Town's Land Development Standards may differ from another, the more restrictive ordinance shall apply. All structures are subject to regulations under the North Carolina State Building Codes in addition to this Section.

**4.4.2 Measurement of Building Height.**

The Town regulates building height by limiting the number of allowable stories within zoning district types in accordance with Section 2.4 of the Land Development Standards. In addition, the following regulations apply:

- A. **Maximum within residential districts:** All structures within the Rural Conservation District are limited to a maximum height of 45'. Structures within other residential districts (RL, RM, NR, and UR), including mixed-use overlays, are limited to a maximum height of 60 feet as measured from the highest adjacent grade to the top of a flat roof or the peak of a sloped roof. The 60-foot maximum height is inclusive of floodplain elevations and the number of stories allowed in Section 2.4.1 Table of Dimensional Standards by Residential District.
- B. **Maximum height and measurement of a story:** A story is a habitable level within a building of no more than 14 feet in height from finished floor to finished floor, not including space above the eaves and within the slope structure of a pitched roof. The number of stories is measured from the highest adjacent grade or at the structure's "primary façade." The primary façade is that side of the building that is considered the front of the structure architecturally, and that contains the primary entrance or front door.

....

**4.4.3 Items Not Included in Height Calculations.**

The height limitations of this Ordinance shall not apply to silos, barns for agricultural or animal use, church spires, belfries, cupolas, and domes not intended for human occupancy, monuments, water towers, mechanical penthouses (provided they are set back 20 feet from the front elevation), observation towers, transmission towers, chimneys, smokestacks, conveyors, masts and antennas (provided evidence from appropriate authorities is submitted to the effect that such building or buildings will not interfere with any airport zones or flight patterns). See Chapter 3 Supplemental Standards related to communication towers and wireless communication facilities.

**ADOPTED** this \_\_\_\_\_ Day of \_\_\_\_\_, 2025.

TOWN OF WAYNESVILLE

\_\_\_\_\_  
J. Gary Caldwell, Mayor

ATTEST:

\_\_\_\_\_  
Candace Poolton, Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Martha Bradley, Town Attorney

**2.5.3 Table of Permitted Uses.**

For uses permitted in the Railroad Overlay District (-O), see Section 2.6 Overlay Districts of the LDS.

	P Permitted	PC Permitted on corner lots only	PL Permitted in Mixed Use Overlays	PS Permitted subject to Additional Standards in Ch. 3	SUP Special Use Permit Required (See Ch. 3 and Ch. 15)	CD Conditional District (See Ch. 3 and Ch. 15)	[-] Not Permitted																									
	Residential – Rural Conservation (RCON)	Residential—Low Density Districts (RL)				Residential—Medium Density Districts (RM)				Neighborhood Residential (NR)						Urban Residential (UR)			Neighborhood Center (NC)			Business District (BD)			Regional Center (RC)			Commercial Industrial (CI)				
USE TYPES	RCON	CC-RL	EN-RL	FC-RL	HT-RL	CP-RM	D-RM	HM-RM	SW-RM	AC-NR	LL-NR	MS-NR	N-NR	PS-NR	PC-NR	RC-NR <sup>1</sup>	SS-NR	WS-NR	EW-UR	H-UR <sup>2</sup>	HM-UR	NM-NC	PS-NC	RC-NC	CBD	H-BD	SM-BD	DJ-RC	HC-RC	RA-RC	CI	
<b>RESIDENTIAL</b>																																
Dwelling—Single-Family	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	-
Dwelling—Two-Family	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	-
Dwelling—Townhome	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	-
Dwelling—Cottage	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	-
Dwelling—PLItifamily	P	-	-	-	-	P	P	-	P	P	P	P	P	P	P	P	-	P	P	P	P	P	P	P	P	P	P	P	P	P	P	-
Dwelling—Accessory	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	P	P	P	P	P	P	P	P	P	P	-
Family Care Home (6 or fewer residents)	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	-
Halfway Houses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	-
Home Occupation	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	P	P	P	P	P	P	P	P	P	P	-
Live-Work Units	-	PL/PS	-	-	-	-	PL/PS	-	PL/PS	-	PL/PS	PL/	PL/PS	-	-	PL/PS	-	PL/PS	PC/PL/PS	PL/PS	PC/PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	-
Manufactured Home Parks	-	-	-	-	-	-	-	-	-	SUP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Manufactured Housing	PS	-	-	PS	PS	PS	PL/PS	-	PS	PS	-	-	PS	-	-	PS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Residential Care Facilities (More than 6 residents)	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	P	P	P	P	P	P	P	P	P	P	-
Temporary Emergency Housing	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	-
<b>LODGING</b>																																
Bed and Breakfast Homes (Up to 4 Rooms)	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	P	P	P	P	P	P	P	P	P	P	-
Boarding House	-	-	-	PS	-	PS	-	-	PS	PS	PS	PS	-	-	-	-	-	PS	-	-	-	P	P	P	P	P	P	P	P	P	P	-
Inn (Up to 20/30 Rooms)	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	P	P	P	P	P	P	P	P	P	-
Hotel/Motels (More than 30 Rooms)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	P	P	-	
<b>OFFICE/SERVICE</b>																																
Animal Services	-	PL	-	PL	-	-	PL	-	-	-	-	-	-	-	-	-	-	PL	-	-	-	P	P	P	P	P	P	P	P	P	P	
ATM	-	PL	-	-	-	-	PL	-	PL	-	PL	PL	PL	-	-	PL	-	PL	-	-	-	P	P	P	P	P	P	P	P	P	-	
Banks, Credit Unions, Financial Services	-	PL	-	-	-	-	PL	-	PL	-	PL	PL	PL	-	-	PL	-	PL	-	-	-	P	P	P	P	P	P	P	P	P	-	
Business Support Services	-	PL	-	-	-	-	PL	-	PL	-	PL	PL	-	-	-	P	-	PL	PC/PL	-	PC	P	P	P	P	P	P	P	P	P	P	
Child/Adult Day Care Home (8 or less persons)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	-	
Child/Adult Day Care Center (More than 8 persons)	-	-	-	-	-	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	P	P	P	P	P	P	P	P	P	-	
Civic/Social/Fraternal Organization	-	-	-	-	-	-	-	PS	-	PS	PS	PS	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	P	P	P	
Construction and Maintenance Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	P	P	P	
Drive Thru Service	-	PL/PS	-	-	-	-	PL/PS	-	-	-	PL/PS	-	-	-	-	-	-	PL/PS	-	-	-	PS	PS	PS	SUP	SUP	SUP	PS	PS	PS	P	
Dry PCleaning and Laundry Services	-	-	-	-	-	-	-	-	-	-	PL	PL	PL	-	-	PL	-	PL	-	-	-	P	P	P	P	P	P	P	P	P	P	
Funeral Homes	-	PL	-	-	-	-	PL	-	PL	-	PL	-	-	-	-	PL	-	PL	-	-	-	P	P	P	P	P	P	P	P	P	P	
Government Services	P	-	-	P	-	-	PL	PC	PL	-	PL	PL	PL	-	-	PL	-	PL	-	PL 1	PL	P	P	P	P	P	P	P	P	P	P	
Kennels	-	-	PS	-	-	-	-	PS	-	PS	-	-	-	-	-	-	-	-	-	-	-	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	

Medical Outpatient Care Center	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	P	P	P	-
Personal Services	-	PL	-	PL	-	-	PL	-	PL	PC	PL	PL/	PL	-	-	PL	-	PL	PL	PL	PL	P	P	P	P	P	P	P	P	P	-
Post Office	-	-	-	-	-	-	-	PC	PL	-	PL	-	PL	-	-	-	-	PL	-	-	-	P	P	P	P	P	P	P	P	P	-
Professional Services	-	PL	-	PL	-	-	PL	-	PL	PC	PL	PL/PC/	PL	-	-	PL	-	PL	PC/PL	PL	P	P	P	P	P	P	P	P	P	P	-
Studio - Art, dance, martial arts, PLsic	P	P	P	P	P	-	P	P	PL	P	PL	P	PL	-	-	P	-	PL	P	PL	P	P	P	P	P	P	P	P	P	P	-
<b>COMMERCIAL</b>																															
Adult Establishment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	PS	
Alcoholic Beverage Sales Store	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	P	-	
Auto Parts Sales	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	PS	PS	PS	PS	PS	PS	P	P	P	
Bar/Tavern/Night PCub	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	PS	PS	PS	PS	PS	PS	PS	PS	PS	-
Cryptocurrency Mining Facility	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Data Center Facility	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	
Drive-Thru Commercial	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	PS	PS	PS	PS	PS	PS	P	P	P	-
Event Space	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Gas/Fueling Station	-	-	-	-	-	-	-	-	-	PC/PS	-	-	-	-	-	-	-	PL/PS	-	-	-	PS	PS	PS	PS	PS	PS	PS	PS	PS	
General Commercial - Less than 100,000 sf	-	-	-	-	-	-	-	-	-	-	-	PL	PL	-	-	PL	-	PL	-	PL	-	P	P	P	P	P	P	P	P	-	
General Commercial - Greater than 100,000 sf	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	
Neighborhood Commercial (as defined in section 17.30 adopted 8/2018)	-	-	-	-	-	-	PL	-	PL	-	PL	-	PL	-	-	PL	-	PL	PL	PL	-	-	-	-	-	-	-	-	-	-	
Neighborhood Restaurant (as defined in section 17.30 adopted 8/2018)	-	-	-	-	-	-	PL	-	PL	-	PL	-	PL	-	-	PL	-	PL	PL	PL	-	-	-	-	-	-	-	-	-	-	
Outside Sales	-	-	-	-	-	-	-	-	-	-	-	-	PL	-	-	PL	-	PL	-	-	-	P	P	P	P	P	P	P	P	-	
Outside Storage	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	PS	PS	PS	PS	PS	PS	PS	PS	PS	P
Pawnshops	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	P	-	
Restaurant	-	-	-	-	-	-	-	-	-	-	-	PL	PL	-	-	PL	-	PL	-	-	-	P	P	P	P	P	P	P	P	-	
VehiPCe & Heavy Equipment Sales/Rental	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	PS	PS	-	-	PS	PS	PS	PS	PS	
VehiPCe Services -Minor Maintenance/Repair/Wash	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	PS	PS	PS	PS	PS	PS	PS	PS	PS	
VehiPCe Services - Major Repair/Body Work	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	PS	PS	PS	PS	PS	
Video gaming parlor	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	PS-	PS-	PS-	-	
<b>ENTERTAINMENT/ RECREATION</b>																															
APLsements, Indoor	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	P	-	
APLsements, Outdoor	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	-	
Billiard/Pool Hall	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	-	
Campground	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Cultural or ComPLnity Facility	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	-
Golf Course/Country PCub	P	P	P	P	P	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Racetrack	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	
Recreation Facilities, Indoor	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	P	P	P	P	P	P	P	P	-
Recreation Facilities, Outdoor	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	P	P	P	P	P	P	P	P	-
Recreational VehiPCe Park	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Riding Stables	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	-	-	PS	PS	PS	PS	-	-	PS	-	PS	-	-	-	-	-	-	PS	PS	-	





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# 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](http://www.waynesvillenc.gov)

FOR PUBLICATION IN THE MOUNTAINEER: May 27<sup>th</sup> and June 3<sup>rd</sup> (Wednesday) editions

Date: May 22<sup>nd</sup>, 2026

Contact: Alex Mumby, Land Use Administrator

## **Notice of Public Hearing Waynesville Town Council**

Waynesville Town Council will hold a public hearing on **June 9<sup>th</sup> 2026**, at 6:00 pm in the Town Hall Board Room, located at 9 South Main Street, Waynesville, NC 28786, to consider a text amendment to establish the Rural Conservation District and lower density thresholds.

For more information contact the Development Services Department at: (828) 452-0401, email: [amumby@waynesvillenc.gov](mailto:amumby@waynesvillenc.gov), mail: 9 South Main Street, Suite 110, Waynesville, NC 28786.

**TOWN OF WAYNESVILLE COUNCIL MEETING  
REQUEST FOR BOARD ACTION  
Meeting Date: 06.09.2026**

**SUBJECT:** Continue discussion of the Fiscal Year 2027 Budget

**AGENDA INFORMATION:**

**Agenda Location:** Old Business  
**Item Number:**  
**Department:** Finance, Council, and Town Manager  
**Contact:** Ian Barrett  
**Presenter:** **Ian Barrett**

**BRIEF SUMMARY:** The Town of Waynesville's Council continued their work session on 6/8. They will report their progress at this meeting.

**MOTION FOR CONSIDERATION:** Adopt the proposed 2026-2027 Budget Ordinance *or* Continue discussion on the budget.

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

**TOWN OF WAYNESVILLE TOWN COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date: 9/9/2026**

**SUBJECT** Preliminary Architectural Report Contract- McMillan, Pazdan, Smith Architects

**AGENDA INFORMATION:**

**Agenda Location:** New Business

**Item Number:**

**Department:** Fire

**Contact:** Rob Hites

**Presenter:** Rob Hites

**BRIEF SUMMARY** The Council selected McMillan, Pazdan, Smith Architects to design Fire Station #2. The initial Phase of this project is to prepare a "Preliminary Architectural Report (PAR) for submission to USDA. Upon approval of the PAR, USDA should release the \$2.97 million Congressional Earmark to the Town. The next step in the approval of architectural services is to contract for the preparation of the PAR. Should the project be moved forward, the Town and architects will determine a lump sum fee for the remainder of the design/bid/construction services. This will depend, in large part, on the complexity and cost of the structure. Should the project go well, the contract permits the Town to use MPS for design services to renovate Fire Station #1 in order to accommodate additional bunk rooms and a second locker facility .

The lump sum quote for preparation and submission of a PAR is \$99,850.00. Should the project be approved by USDA, the Town may request that the sum be paid from proceeds of the appropriation. The "Reimbursement Resolution" you have in the consent agenda gives you the ability to use proceeds of the earmark for such a reimbursement. The timeline for the PAR is approval by September of 2027.

**MOTION FOR CONSIDERATION:** Approve the Contract with PAR for preparation of the PAR.

**FUNDING SOURCE/IMPACT** General (with reimbursement from proceeds of Congressional Appropriation)

**ATTACHMENTS:** Proposed Contract with MPS

**MANAGER'S COMMENTS:** See Above

June 2, 2026

Rob Hites  
Town of Waynesville  
16 South Main Street  
Waynesville, NC 28786  
Email: [rhites@waynesvillenc.gov](mailto:rhites@waynesvillenc.gov)

**RE: New Town of Waynesville Fire Station Number 2 PAR**

Dear Mr Hites,

McMillan Pazdan Smith Architecture is pleased to present the following proposal for Architectural Design services to replace the existing Fire Station 2 on the Town's selected site on Mosaic Place off of Hazelwood Avenue in southwest Waynesville. We thank the Town and the Fire Department for the opportunity to work with you on this exciting new project.

Our proposal contains the following information:

- I. General Description
- II. Scope of Architectural Services
- III. Compensation
- IV. Additional Services
- V. Acceptance of Agreement

## I. GENERAL DESCRIPTION

The Town of Waynesville seeks to build a new fire station on a 3.5 acre site on Mosaic Drive. This site includes access to Hazelwood Avenue across Browning Branch via an existing bridge. The Town intends to pursue USDA development grants to fund the project and the initial phase of the project will consist of the development of the Preliminary Architectural Report (PAR) for USDA review. The project is expected to be a new single-story fire station with up to 4 apparatus bays covering approximately 15,000 square feet. MPS and its design partners (Civil, MEP/FP, Structural, & Cost Estimators) are to pursue sustainable principles and develop a design concept that is appropriate for the site's immediate industrial context as well as the Town's overall architectural environment.

## II. SCOPE OF SERVICES:

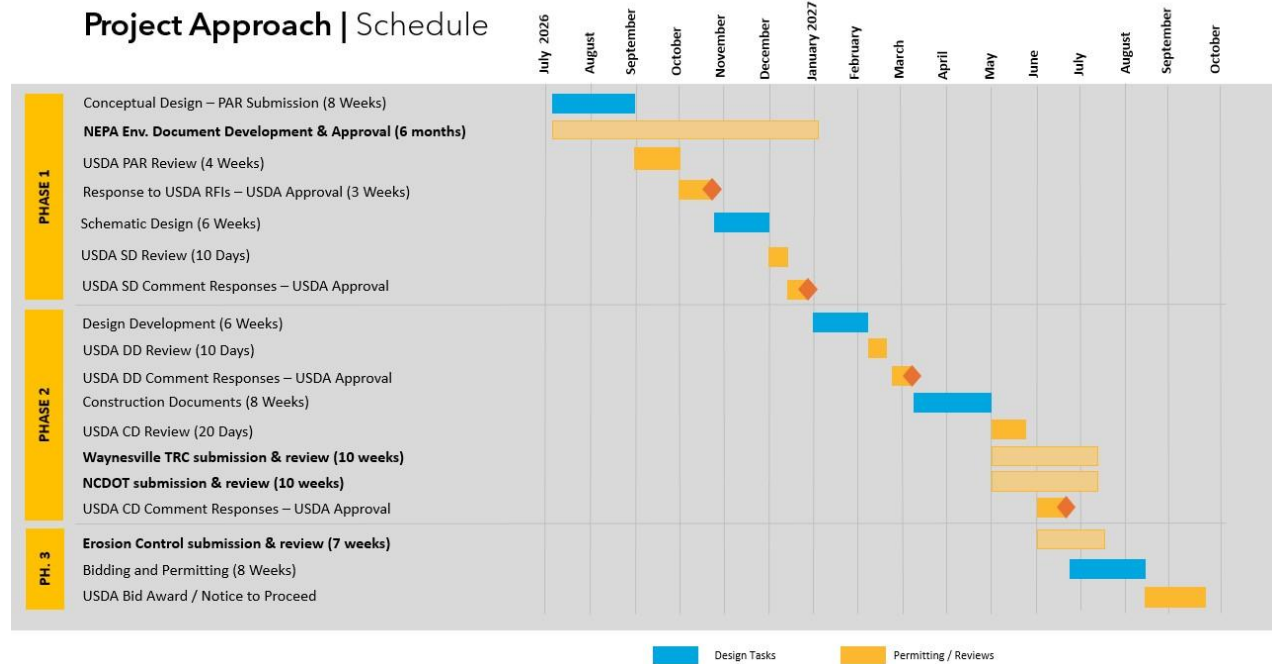
### A. Phase 1A – PAR

- a. **Initiation** MPS will engage with Fire Department and Town personnel to review overall project requirements and timeline, including requirements for PAR documentation.
- b. **Discovery** MPS will gather, synthesize and review required information.
- c. **Ideation** MPS will provide space needs assessment, site plan study, and building concept.
- d. **Report** MPS will generate USDA-required PAR documentation.

Project Timeline: based on an assumed a notice-to-proceed start date of July 1, 2026, MPS assumes issuance of the PAR on September 9, 2026, with a subsequent review period of approximately 6 weeks.

### B. Phase 1B – Schematic Design

a. the Town of Waynesville may modify the contract to proceed into Schematic Design immediately following the PAR review period. Design and approval phases are expected to follow the schedule attached to this document



**C. Phase 2 – Design Development and Construction Documents**

a. The Town of Waynesville may modify the contract to continue into Phase 2 documentation as required.

**PAR Documentation**

MPS and its consultant partners will provide the following deliverables as part of the final Report:

- Narrative of Facility Need
- Narratives of Proposed Facility (Architectural, Structural, Mechanical, Electrical, Plumbing and Fire Protection)
- Narrative of Existing Site Conditions
  - Aerial Map and Site Photos
  - Flood Map
- Schematic Site Plan
- Schematic Building Plans and Elevations
  - Conceptual Image of Building Front
- Narrative of civil/site and constructability concerns
- Proposed Construction Contracting Method
  - AIA B101 Design Contract
  - Statement of Probable Cost
  - Tentative Project Schedule
- Build America/Buy America Act documentation
- Conclusions and Recommendations

MPS anticipates the following items to be provided by the Town and/or third parties not subcontracted to MPS.

- Annual Operating Budget
- Amount of Federal Funding Requested
- Tract Survey
- Legal Description of Tract
- Phase 1 Environmental Site Assessment
- Archaeological Research Proposal
- Geotechnical Engineering Proposal

- Construction Services Proposal
- Relevant meeting minutes or land sales documentation.

**III. COMPENSATION:** The following is the professional fee allocation for the services:

Services	Fee
Phase 1A - PAR	\$99,850.00
Phase 1B – Phase 2	*
Fire Station #1 option	##

\* Upon approval from USDA we will provide and negotiate the fee for these remaining phases as listed

## If there is an opportunity, we can amend the contract to include a space needs study, design and bid documentations, and construction administration for the renovation of Fire Station #1

**IV. Additional Services, Clarifications and Exclusions**

**Additional Services** will be provided on a time and expense basis per our 2026 rate schedule. We will not proceed with any additional services without approval. The following are items not included in our scope of services:

- Interior Design
- Landscape design
- Site surveys including locating utilities and assessment of sites other than the site selected by the Town
- LiDAR documentation or other means of building scanning
- Community Engagement Sessions
- LEED Certification or other Sustainability metrics (While sustainability strategies will be incorporated, it is not intended that certifications will be sought)

**Exclusions**

The following items are excluded from our scope of services:

- Survey
- Geotechnical
- Hazardous Materials
- Special Inspections
- Construction Materials Testing
- Permit Fees for all local authorities having jurisdiction

The following services are to be contracted directly by the Owner or Contractor.

**Owner Requirements**

- A Topographical Survey. A third party will provide site boundary and topographical survey information for this project, if deemed necessary.
- A Geotechnical Report. A third party will provide site analysis and soil reports for use by MPS and subconsultants in the design of the building and structure, if deemed necessary.
- Phase 1 Environmental Site Assessment. If deemed necessary.
- Special Inspections. If Special Inspections are required for this project, please be aware that code requires that those services are an expense which must be paid for by the Owner. No special Inspection services are included in the basic services other than identifying which inspections will be required and any paperwork which must be submitted to the permitting agency.

**Reimbursable Expenses**

Reimbursable expenses will be provided on an expense basis and are not included in our proposed compensation. These include travel, printing, etc; and will be billed at 1.15 multiplier. We anticipate our delivery method of drawings for each milestone to be PDFs for Owner to determine printing needs. Physical copies can be provided if required as a reimbursable expense. We anticipate the reimbursements not to exceed \$10,000

**Payment Terms**

Invoices will be sent monthly for the percentage amount of the work completed. Terms: net 15 days. A service charge of 1.5% per month will be added to all unpaid invoices, 45 days past date of invoice.

**V. Acceptance of Agreement**

Upon acceptance of this agreement, please sign below and return one copy to our offices. If MPS has omitted any work or misrepresented the scope of work in any way, please let us know. We are committed to offering the Town of Waynesville with the right level of service for your needs. Again, we appreciate the opportunity to build a relationship with the Town and help the Waynesville Fire Department transition to its next chapter. Thank you.

Sincerely,



Brian T.H. Cook, AIA, NCARB  
Principal / Asheville Office Director

cc: Ethan Ward, Chris Steude, Jenny Heim

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2026

\_\_\_\_\_

**TOWN OF WAYNESVILLE TOWN COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date: 6/9/2026**

**SUBJECT:** Sanctuary Drive Culvert Replacement and Road Repair Project

**AGENDA INFORMATION:**

**Agenda Location:** New Business

**Department:** Public Works

**Contact:** Hutch Reece

**Presenter:** Hutch Reece

**BRIEF SUMMARY:**

The Sanctuary Drive Culvert Replacement and Road Repair Project is one of several infrastructure recovery efforts resulting from the impacts of Hurricane Helene. The storm exposed and exacerbated deficiencies within two existing culvert systems that provide critical stream and stormwater conveyance for residents along Sanctuary Drive. The resulting damage compromised portions of the roadway, retaining structures, and associated drainage infrastructure.

Following the Town's competitive bidding process, Enterprise G was determined to be the lowest responsive and responsible bidder and was awarded the project in the amount of \$240,141.00. Construction is anticipated to take approximately five to six weeks to complete.

The project scope includes the replacement of two existing culvert systems, installation of new headwalls and wingwalls, reconstruction of retaining walls, and repair of roadway damage caused by flood-related erosion and washout. Upon completion, these improvements will enhance the long-term resilience, safety, and reliability of the transportation and stormwater infrastructure serving the Sanctuary Drive community.

**MOTION FOR CONSIDERATION:**

Approve the contract award for the Sanctuary Drive Culvert Replacement and Road Repair Project to Enterprise G in the amount of \$240,141.00.

**FUNDING SOURCE/IMPACT:**

FEMA Reimbursement

**ATTACHMENTS:**

Town of Waynesville RFP – Sanctuary Drive Project  
Sanctuary Drive – Culvert Replacement – Bid Tab  
Enterprise G Bid Document

**Public Works DIRECTOR'S COMMENTS AND RECOMMENDATIONS:**

DRAFT



**Town of Waynesville**  
**Request for Proposals**

**SANCTUARY DRIVE CULVERT REPLACEMENT AND ROAD  
REPAIR PROJECT**

**Location:** Sanctuary Drive, Waynesville, NC 28786

**Starting Coordinates:** 35° 27' 45" N 82° 58' 56" W

**Ending Coordinate:** 35° 27' 42" N 82° 58' 56" W

**FROM:** Hutch Reece  
Town of Waynesville

**DATE:** 4/10/2026

## **Purpose**

The Town of Waynesville, North Carolina, is seeking proposals from qualified firms to replace existing culverts at two different locations along Sanctuary Drive that have failed as a result of severe storm events associated with Hurricane Helene in the fall of last year.

Companies shall direct any questions and inquiries to Hutch Reece, Deputy Director Public Works (Operations), by email at [hreece@waynesvillenc.gov](mailto:hreece@waynesvillenc.gov) or by phone at 828-456-3706.

## **Project Overview**

The project will be constructed at the location shown on the attached map (Latitude: 35.462 – Longitude: 82.982). Projects must meet Federal wage and hour guidelines as specified by FEMA.

## **Objectives**

The Town of Waynesville, North Carolina, proposes to retain a highly qualified construction firm to provide services to replace existing culverts located beneath Sanctuary Drive and to repair the existing roadway at Sanctuary Drive, Waynesville NC.

## **Pre-Bid and Pre-Construction Meetings**

A pre-bid meeting and a pre-construction meeting shall be required for this project. **Pre-bid meetings will take place on April 15, 2026 and April 22, 2026, at 9:00 AM, at the Public Works Facility, located at 129 Legion Drive Waynesville NC 28786.** A pre-construction meeting will be scheduled once the bid has been awarded.

Meetings will be conducted in person and are intended to ensure that all contractors fully understand the scope of work, site conditions, project requirements, and expectations prior to bidding and prior to the start of construction.

## **Submittal Requirements**

- Firm Information: Name and address of the construction company. If it is a firm, the names of officers, directors and owners.
- Experience: Demonstrated firm experience.
- References: List of client references for related projects with contact information, i.e., name, telephone number, and email address.
- Litigation History: Documentation of any history of litigation associated with project performance or professional liability and all matters settled out of court.
- Certification: A statement in which the applicant certifies that the information provided is correct under the penalties of perjury.

All proposals must be received in a sealed envelope clearly labeled RFP – Sanctuary Drive – Culvert Replacement by May 1, 2026, no later than 2:00 pm Eastern Standard Time at the contact address below:

**Town of Waynesville**

**Attn: Sebrina Love, Purchasing Supervisor**

**129 Legion Drive, Waynesville, NC 28786**

**Evaluation Criteria**

- Experience: Previous task related experience
- Quality of Work: Previous projects will be viewed and/or customers interviewed to determine the quality of and commitment to the work provided.
- Capacity: The ability of the applicant to undertake and complete the project in the time frame established. Time is of the essence. The company's ability to undertake and complete the job as quickly as possible will be an essential consideration.
- Public Sector Knowledge: Previous experience and knowledge of current North Carolina public construction laws.
- Professional References: Positive performance evaluations from prior clients.
- Timeliness: Ability to complete the project within the defined timeframe, from the date of "Notice to Proceed". This project has a thirty-day completion date once "Notice to Proceed" has been given.

**Selection Process**

Town of Waynesville staff will evaluate each submitted quotation to determine if the bidder has adhered to the plans and specifications and can meet the time constraints established by the Town. Upon selection, a recommendation will be made to the Town Manager and to the Town Council.

The Town of Waynesville reserves the right to reject all proposals received, as well as waive any irregularities as they see fit.

**Overall Project Scope of Work**

The project consists of the removal and replacement of existing culvert infrastructure at two locations along Sanctuary Drive, including installation of new stormwater conveyance

systems and associated structural components. Work includes demolition of existing pipes, installation of new HDPE and large-diameter aluminized culvert piping, construction of reinforced concrete headwalls, wingwalls, and footings, and integration with existing stormwater systems as directed.

Additional work includes repair of roadway subbase failures, asphalt restoration, and repair or replacement of an existing retaining wall. The Contractor shall also provide all necessary traffic control, erosion and sediment control, utility coordination, and bypass pumping to maintain safe and continuous site operations.

All disturbed areas shall be restored, and the completed project shall be left in a safe, stable, and fully functional condition in accordance with applicable standards.



## 1. Project: Sanctuary Drive – Culvert Replacement

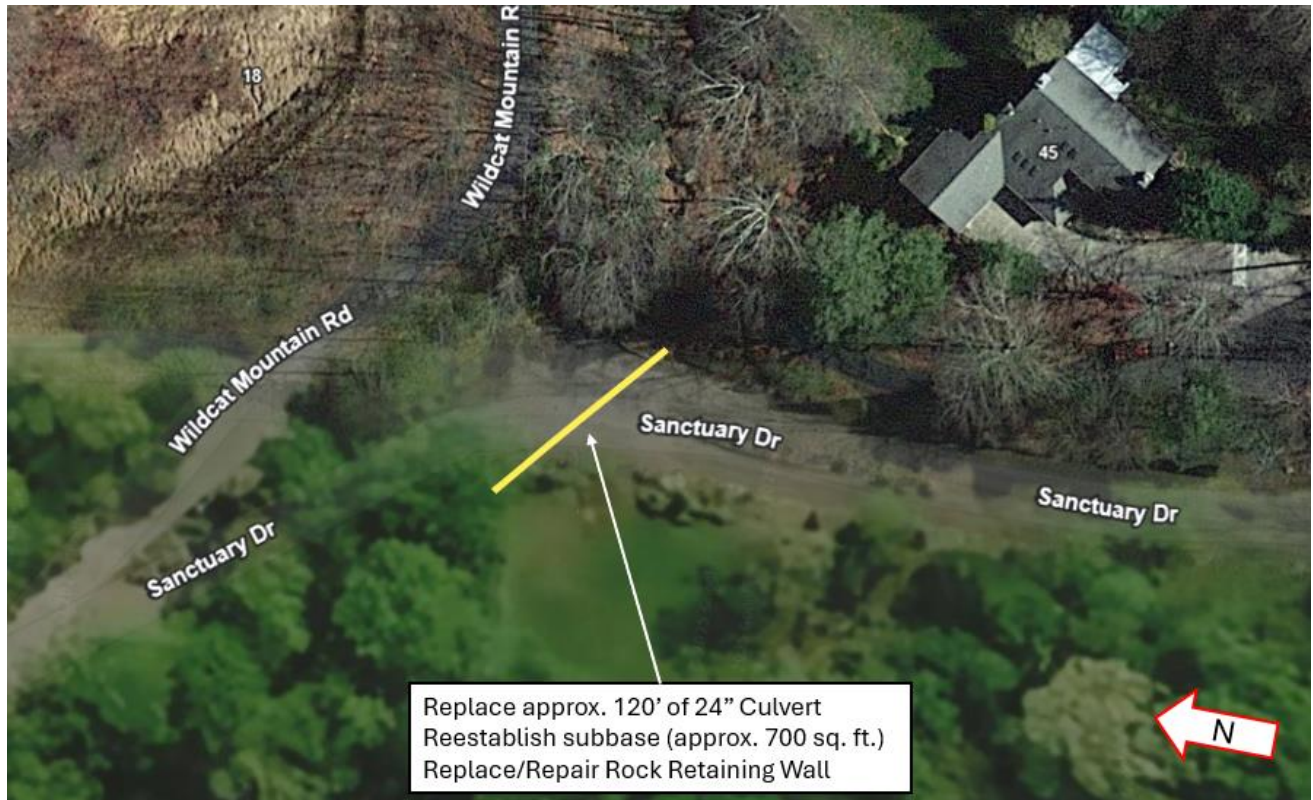
**Location:** Sanctuary Drive

**Coordinates:** 35° 27' 45" N 82° 58' 56" W

The work consists of replacing an existing **18-inch CMP culvert** on Sanctuary Drive with approximately **120 linear feet of 24-inch double-wall HDPE culvert**, including proper bedding, backfill, and compaction. The project also includes repair and reestablishment of approximately **700 square feet of roadway subbase failures**, and repair or replacement of the **stone retaining wall** at the culvert discharge.

Additionally, the Contractor shall assess the structural stability of an existing stormwater culvert conveying flow from **Wildcat Mountain Road into Sanctuary Drive** and, if directed by the Owner, modify or tie this culvert into the new culvert system.

The Contractor shall provide all necessary traffic control, erosion control, and site restoration, and shall leave the project area in a safe, stable, and fully functional condition.



## 2. Project: Sanctuary Drive Culvert Replacement #2

**Location:** Sanctuary Drive

**Coordinates:** 35° 27' 42" N 82° 58' 56" W

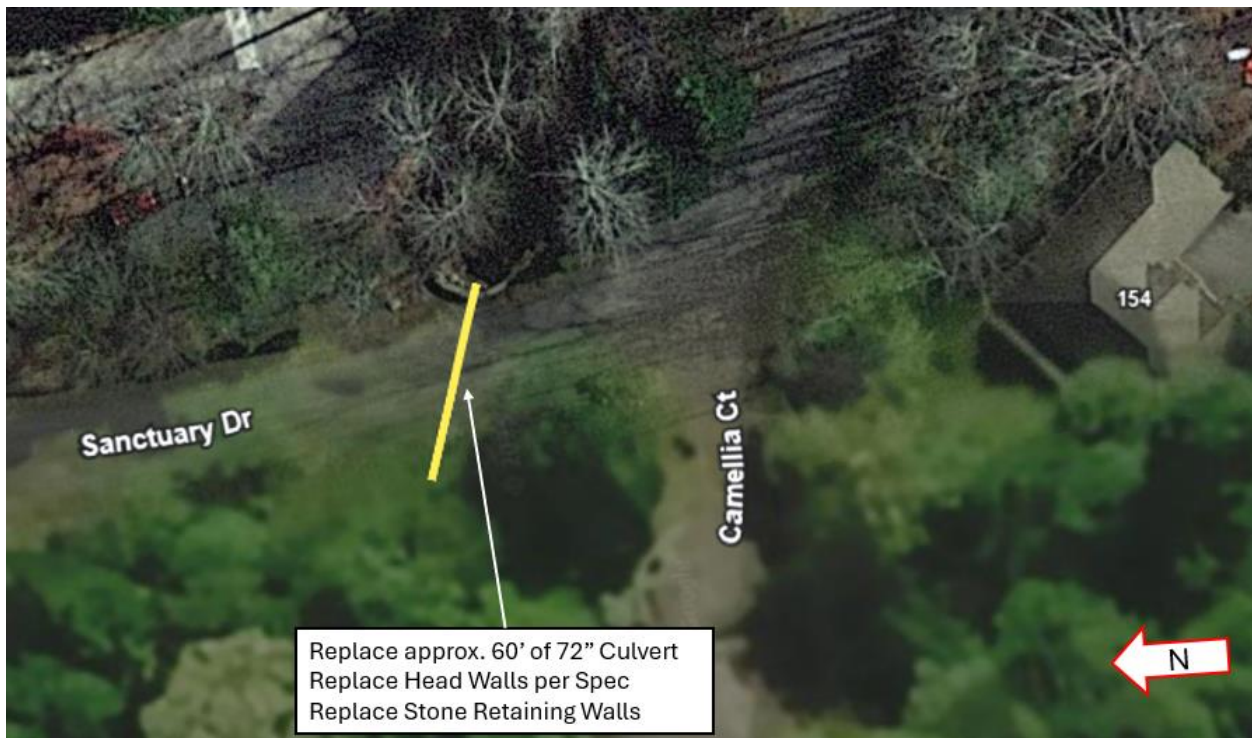
The work consists of installing a new culvert system on Sanctuary Drive, including reinforced concrete footings, headwalls, and wingwalls at both the inlet and outlet, installation of a new large-diameter culvert pipe, and placement of structural backfill.

The Contractor shall install reinforced concrete **footings** at each end of the culvert, **18 inches thick and 5 feet wide**, reinforced with **two mats of #6 rebar at 12 inches on-**

**center (O.C.). Headwalls and wingwalls shall be 12 inches thick, reinforced with a single mat of #6 rebar at 12 inches O.C.**

The Contractor shall furnish and install approximately **40 linear feet of 72-inch oval aluminized culvert pipe**, installed to proper alignment and grade and buried to an approximate depth of **14 inches**.

Backfill shall consist of **structural fill (ABC stone or approved equivalent)** placed in lifts not exceeding **12 inches** and compacted to a minimum of **95% Standard Proctor density**. The Contractor shall restore all disturbed areas and leave the site in a safe, stable, and functional condition.





Assumptions and Clarifications:

1. Town of Waynesville to assist moving water/sewer out of conflict during construction.
2. Alternate routes can be utilized so that roads can be closed during construction.
3. Contractor to coordinate with other utility companies for relocation during construction.
4. Bypass pumping required during initial phases of construction.

## GENERAL INFORMATION FOR SUBMITTING PROPOSALS

1) *EXCEPTIONS*: All proposals are subject to the terms and conditions outlined herein. All responses shall be controlled by such terms and conditions, and the submission of other terms and conditions, price lists, catalogs, and/or other documents as part of an offeror's response will be waived and have no effect either on this Request for Proposals or on any contract that may be awarded resulting from this solicitation. The offeror agrees explicitly to the conditions set forth in the above paragraph by signing the proposal.

- 2) *CERTIFICATION*: By executing the proposal, the signer certifies that this proposal is submitted competitively and without collusion (G.S. 143-54), that none of our officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that we are not an ineligible vendor as set forth in

G.S. 143-59.1. False certification is a Class I felony.

- 3) *ORAL EXPLANATIONS*: The Town of Waynesville shall not be bound by oral explanations or instructions given at any time during the competitive process or after the award.
- 4) *COST OF PROPOSAL PREPARATION*: Any costs incurred by offerors in preparing or submitting offers are the offerors' sole responsibility; the Town of Waynesville will not reimburse any offeror for any costs incurred.
- 5) *TIME FOR ACCEPTANCE*: Each proposal shall state that it is a firm offer that may be accepted within a period of 45 days. Although the contract is expected to be awarded prior to that time, the 45-day period is requested to allow for unforeseen delay.
- 6) *HISTORICALLY UNDERUTILIZED BUSINESSES*: The Town of Waynesville invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises, and non-profit work centers for the blind and severely disabled.

The Contractor agrees to maintain open hiring and employment practices and to receive applications for employment in compliance with all requirements of applicable federal, state, and local laws and regulations issued pursuant to its relating to nondiscriminatory hiring and employment practices. Each Contractor shall undertake an affirmative action program to ensure that no person shall be excluded from participation in any employment activities because of age, sex, race, religion, color, national origin, or handicap.

- 7) *PROTEST PROCEDURES*: If an offeror wants to protest a contract awarded pursuant to this solicitation, they must submit a written request to the Purchasing Office, 129 Legion Drive, or P.O. Box 100, Waynesville, NC 28786. This request must be received by the Purchasing Division within thirty (30) consecutive calendar days from the date of the contract award and must contain specific sound reasons and any supporting documentation for the protest. NOTE: Contract award notices are sent only to those actually awarded contracts and not to every person or firm responding to this solicitation. Contract status and award notices are available through the purchasing division (828) 456-3706.
- 8) *TABULATIONS*: Bidders may call the purchasing division to obtain a verbal status of contract award.

## **CONTRACT TERMS & CONDITIONS**

- 1) *INDEPENDENT CONTRACTOR*: The Contractor shall be considered to be an independent contractor and, as such, shall be wholly responsible for the work to be performed and for the supervision of its employees. The Contractor represents that it has, or will secure at its own expense, all personnel required to perform the services under this agreement. Such employees shall not be employees of or have any individual contractual relationship with the Town of Waynesville.
- 2) *KEY PERSONNEL*: The Contractor shall not substitute key personnel assigned to the performance of this contract without prior written approval by the Town Manager. The individuals designated as key personnel for the purposes of this contract are those specified in the Contractor's proposal.

- 3) *SUBCONTRACTING*: Work proposed to be performed under this contract by the Contractor or its employees shall not be subcontracted without prior written approval by the Town Manager. Acceptance of an offeror 's proposal shall include any subcontractor(s) specified therein.
- 4) *PERFORMANCE AND DEFAULT*: If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner the obligations under this agreement, the Town of Waynesville shall thereupon have the right to terminate this contract by giving written notice to the Contractor and specifying the effective date thereof. In that event, all finished or unfinished deliverable items under this contract prepared by the Contractor shall, at the option of the Town, become its property, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials. Notwithstanding, the Contractor shall not be relieved of liability to the Town for damages sustained by the Town by virtue of any breach of this agreement, and the Town may withhold any payment due to the Contractor for the purpose of setoff until such time as the exact amount of damage due the Town of Waynesville from such breach can be determined.
- 5) *TERMINATION*: The Town may terminate this agreement at any time by giving 15-day notice in writing from the Town to the Contractor. In that event, all finished or unfinished deliverable items prepared by the Contractor under this contract shall, at the option of the Town, become its property. If the contract is terminated by the Town of Waynesville, as provided herein, the Contractor shall be paid for services satisfactorily completed, less payment or compensation previously made.
- 6) *CARE OF PROPERTY*: The Contractor agrees that it shall be responsible for the proper custody and care of any property furnished for use in connection with the performance of this contract or purchased by it for this contract and will reimburse the Town for loss or damage of such property.
- 7) *ASSIGNMENT*: No assignment of the Contractor's obligations nor the Contractor's right to receive payment hereunder shall be permitted. However, upon a written request approved by the issuing purchasing authority, the Town of Waynesville may:
  - a. Forward the contractor's payment check(s) directly to any person or entity designated by the Contractor or
  - b. Include any person or entity designated by the Contractor as joint payee on the Contractor's payment check(s).

In no event shall such approval and action obligate the Town to anyone other than the Contractor, and the Contractor shall remain responsible for fulfilling all contract obligations.

8) **COMPLIANCE WITH LAWS:** The Contractor shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements (permits) that are applicable to the conduct of its business, including those of federal, state, and local agencies having jurisdiction and/or authority.

9) **AFFIRMATIVE ACTION:** The Contractor shall take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of people with disabilities and concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex, national origin, or disability.

10) **INSURANCE:** During the term of the contract, the contractor, at its sole cost and expense, shall provide commercial insurance of this type and with such terms and limits as may be reasonably associated with the contract. As a minimum, the contractor shall provide and maintain the following coverage and limits:

a. **Worker's Compensation -** The contractor shall provide and maintain Worker's Compensation Insurance, as required by the laws of North Carolina, as well as employer's liability coverage with minimum limits of \$150,000.00, covering all the Contractor's employees who are engaged in any work under the contract. If any work is subcontracted, the contractor shall require the subcontractor to provide the same coverage for any of its employees engaged in any work under the contract.

b. **Commercial General Liability - General Liability Coverage on a Comprehensive Broad Form on an occurrence basis in the minimum amount of \$1,000,000.00 Combined Single Limit.**

c. **Automobile - Automobile Liability Insurance, to include liability coverage, covering all owned, hired, and non-owned vehicles used in connection with the contract. The minimum combined single limit shall be \$500,000.00 for bodily injury and property damage, \$500,000.00 for uninsured/underinsured motorists, and \$100,000.00 for medical payment.**

Providing and maintaining adequate insurance coverage is a material obligation of the contractor and is of the essence of this contract. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner

insurance to do business in North Carolina. The contractor shall at all times comply with the terms of such insurance policies and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this contract. The limits of coverage under each insurance policy maintained by the contractor shall not be interpreted as limiting the contractor's liability and obligations under the contract.

The Contractor shall furnish a Certificate of Insurance as proof of the above coverages. The certificate will contain a provision that the insurance coverage cannot be canceled, reduced in amount, or eliminated without 30 days' written notice to the Town of Waynesville. Owner's Protective insurance must list the Town of Waynesville as a "Named Insured" as its interest may appear. The owner's approval of Certificate of Insurance does not decrease or relieve the contractor's responsibility for maintaining insurance coverage as required in this Request for Proposal.

*11) ENTIRE AGREEMENT:* This contract and any documents explicitly incorporated by reference represent the entire agreement between the parties and supersede all prior oral or written statements or agreements. This Request for Proposals, any addenda thereto, and the offeror's proposal are incorporated herein by reference as though set forth verbatim.

All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable Federal or State statute of limitation

*12) AMENDMENTS:* This contract may be amended only by written amendments duly executed by the Town and the Contractor.

*13) GENERAL INDEMNITY:* The contractor shall hold and save the Town of Waynesville, its officers, agents, and employees, harmless from liability of any kind, including all claims and losses with the exception of consequential damages accruing or resulting to any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged by the contractor in the performance of this contract.

*14) MATERIALS:* The Town of Waynesville is not responsible for any materials, equipment, or tools lost or stolen from the site.

- 15) *CLEAN-UP*: The area of work shall be cleaned daily so that the Town shall not incur additional costs to make the area suitable for the work process. Also, the Contractor shall keep the public safe from construction debris by taking appropriate steps to close off access to the work area.
- 16) *PERFORMANCE OF WORK*: All work shall be performed at the highest level of quality. The owner shall be responsible for determining the quality of work and may notify the Contractor of same. ANY WORK COMPLETED THAT IS NOT SUITABLE FOR THE OWNER SHALL BE REPEATED BY THE CONTRACTOR AT NO COST TO THE OWNER. Any damage to existing area or utilities will be the responsibility of the Contractor. NO EXCEPTIONS.

### **ADDITIONAL INSTRUCTIONS FOR BIDDERS**

- 1) *SCOPE*: Work shall consist of furnishing all labor, materials, equipment, and services incidental for the completion of work as described herein. All items not specifically mentioned in the specifications, but which obviously are required to make the job complete, should be included automatically.
- 2) *QUALIFICATIONS*: All bidders must furnish a list of North Carolina Contractor Licenses which they hold.
- 3) *CONTRACTOR'S RESPONSIBILITY*: The Contractor shall be responsible for the construction site during the performance of the work. The Contractor shall be responsible for any and all damages to persons and property during the performance of the work and shall further provide all necessary safety measures and shall fully comply with all federal, state, and local laws, building rules, rules, and regulations to prevent accidents or injury to persons or property on or about the location of the work site. This is to include OSHA 1910, General Construction, or those regulations mandated by these specifications. Special attention will be paid to proper barricading of the work areas due to the work progressing within an actively operating office atmosphere.
- 4) *SAFETY REGULATIONS*: The Contractor shall adhere to the rules, regulations, and interpretations of the North Carolina Department of Labor relating to Occupational Safety and Health Standards for the Construction Industry (Title 29, Code of Federal

Regulations, Part 1926, published in Volume 39, Number 122, Part II, June 24, 1974, Federal Register) which is hereby incorporated in these specifications.

- 5) *CODES*: All work shall be done in accordance with the specifications and shall comply with the North Carolina Building Code, Underminers' Rules, and Regulations, and Federal, State, and Local Regulations covering work of this nature. Whenever drawings or specifications are in excess of such laws, codes, and regulations, the specifications shall hold. All equipment shall have U. L. Labels attached.
- 6) *WORK SCHEDULE*: *Construction* can begin immediately.
- 7) *WORKERS ON JOB*: All employees of the Contractor shall act in a professional and courteous manner.
- 8) *E-VERIFY*: Contractor shall comply with E-Verify, the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law and as in accordance with N.C.G.S. 564-25 et seq. In addition, to the best of Contractor's knowledge, any subcontractor employed by Contractor as a part of this contract shall follow the requirements of E-Verify and N.C.G.S. S64-25 et seq.
- 9) *IRAN INVESTMENT ACT*: North Carolina Local Government Units may not enter into contracts with any entity or individual found on The State Treasurer's Iran Final Divestment List N.C.G.S. 143C-6A. By bidding on this project, the bidder certifies it is not listed on the Final Divestment List created by the State Treasurer.
- 10) *DRUG FREE WORKPLACE*: The Town of Waynesville has adopted a Drug-Free Workplace Policy requiring the contractor to ensure that a drug-free workplace is provided in the performance of this agreement. The requirements of that policy are included in the invitation to bid and included in the agreement of the Project.
- 11) *MINORITY/WOMAN BUSINESS ENTERPRISE (MIWBE)*: It is the policy of the Town of Waynesville to ensure that all businesses, including MIWBE's, are afforded the maximum practical opportunity to participate in the Town's purchasing and contracting processes. Therefore, the Town will not enter into a contract with any business entity that has discriminated in the solicitation, selection, hiring, or

commercial treatment of vendors, suppliers, subcontractors, or commercial customers on the basis of race, color, religion, national origin, sex, age, or handicap.

**\*\* THE IDENTIFICATION OF THE MINORITY BUSINESS PARTICIPATION FORM AND THE LISTING OF GOOD FAITH EFFORTS, AFFIDAVIT "A" MUST BE INCLUDED WITH EACH BID FOR THE BID TO BE RESPONSIVE \*\***

- 12) *CONFLICT OF INTEREST: No officer, employee, or agent of the Town and no sub-grantee or sub-recipient of any federal or state funds from the Town shall participate in the selection or the award or administration of a contract supported by federal, state, or City funds if a conflict of interest, real or apparent, is involved. Such a conflict of interest arises when any of the following people or entities have a financial or other interest in the firm selected for the award:*
- i) The employee, officer, agent,*
  - ii) Any member of his or her immediate family,*
  - iii) His or her partner, or*
- iv) An organization that employs or is about to employ anyone listed in (1) and (2) above.*

The grantee or subgrantee's officers, employees, or agents will not solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements except as may be allowed in the Town's Gift Policy.

*13 )DIVESTMENT FROM COMPANIES BOYCOTTING ISRAEL CERTIFICATION: As of the date of this Agreement, the Contractor certifies that it is not listed on the Final Divestment and Do-Not Contract List of Restricted Companies Boycotting Israel created by the State Treasurer pursuant to N.C.G.S. 147-86.81 and that the Contractor will not utilize any subcontractor found on the State Treasurer Final Divestment and Do-Not Contract List. All individuals signing this contract on behalf of the Contractor certify that they are authorized by the Contractor to make this certification*

## AFFIDAVIT A – LISTING OF THE GOOD FAITH EFFORTS

### Town of Waynesville

Affidavit of \_\_\_\_\_  
(Name of Bidder)

Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive.

I have made a good faith effort to comply under the following areas checked

- 1 – (10 pts)** Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or Local Government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- 2 – (10 pts)** Made the construction plans, specifications and requirements available for review by prospective minority businesses or providing these documents to them at least 10 days before the bids are due.
- 3 – (15 pts)** Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- 4 – (10 pts)** Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- 5 – (10 pts)** Attended Prebid meetings scheduled by the public owner.
- 6 – (20 pts)** Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- 7 (15 pts)** Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- 8 – (25 pts)** Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- 9 – (20 pts)** Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- 10 – (20 pts)** Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

The undersigned, if apparent low bidder, will enter into formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d). Failure to abide by this statutory provision will constitute a breach of the contract.

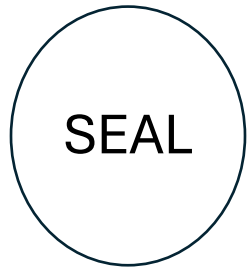
The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: \_\_\_\_\_ Name of Authorized Officer: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_



State of \_\_\_\_\_, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2026

Notary Public \_\_\_\_\_

My Commission expires \_\_\_\_\_

# AFFIDAVIT B – INTENT TO PERFORM CONTRACT WITH OWN WORKFORCE

## Town of Waynesville

Affidavit of \_\_\_\_\_  
\_\_\_\_\_

(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the \_\_\_\_\_ contract.

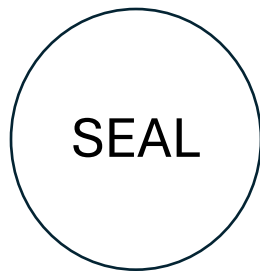
In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and

The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement. The Bidder agrees to make a Good Faith Effort to utilize minority suppliers where possible.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Date: \_\_\_\_\_ Name of Authorized Officer: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
\_\_\_\_\_



State of \_\_\_\_\_, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2026

Notary Public \_\_\_\_\_

My Commission expires \_\_\_\_\_



**Town of Waynesville-Sanctuary Drive-Culvert Replacement- Solicitation #3**

<b>Company</b>	<b>Date &amp; Time Bid Was Received</b>	<b>Meets Requirements: Experience, Previous Projects and References</b>	<b>Bid Amount</b>	<b>Project Completion Timeframe</b>
Enterprises G	5/1/2026 12:07PM	Meets Requirements/ Lowest Bidder	\$240,141.00	5-6 wks
Cherokee Enterprises	5/1/2026 1:54PM	Meets Requirements/ Highest Bidder	\$495,980.00	N/A



## SANCTUARY DRIVE CULVERT REPLACEMENT PROJECT

### BID TABULATION

Town Estimate: Town of Waynesville      Date: 4/30/26  
 Project Name: Sanctuary Dr. Culvert Replacement  
 Proposed Location: Sanctuary Dr.  
 Address: Sanctuary Dr., Waynesville, NC  
                   Hutch Reece - Town of  
 Supt. Waynesville

LUMP SUM BID QUANTITIES					<b>CONTRACTOR ESTIMATE</b>
Ref #	Bid Item #	Item Description	Estimate d QTY.	UNIT	Total Amount
4	1.004	18" CMT Demolition, Excavation, Pipe Removal		LS	\$10,800
5	1.005	24" HDPE Installation	120	LF	\$13,500
6	1.006	Retaining Wall Repair/Replace		CY	\$33,966
7	1.007	72" CMT Demolition, Excavation, Pipe Removal		LS	\$24,600
8	1.008	72" Aluminized CMT Installation	40	LF	\$39,150
9	1.009	Headwall Installation	40	CY	\$25,650
10	1.010	Wingwall Installation	30	CY	\$37,800
13	1.013	S9.5C Asphalt Pavment Mix	55	TON S	\$15,525
14	1.014	Traffic Control (Flaggers and Detour)		LS	\$3,375
15	1.015	Creek Bypass Pump		LS	\$6,075
16	1.016	Engineering		LS	\$29,700
<b>TOTAL ESTIMATE</b>					<b>\$ 240,141.00</b>

**Assumptions and Clarifications:**

1. Town of Waynesville to assist moving water/sewer out of conflict during construction.
2. Alternate routes can be utilized so that roads can be closed during construction.
3. Contractor to coordinate with other utility companies for relocation during construction.
4. Bypass pumping required during initial phases of construction.

## AFFIDAVIT A – LISTING OF THE GOOD FAITH EFFORTS

**Town of Waynesville**

Affidavit of Enterprises G Inc

(Name of Bidder)

Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive.

I have made a good faith effort to comply under the following areas checked

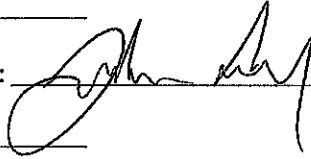
- 1 – (10 pts)** Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or Local Government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- 2 – (10 pts)** Made the construction plans, specifications and requirements available for review by prospective minority businesses or providing these documents to them at least 10 days before the bids are due.
- 3 – (15 pts)** Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- 4 – (10 pts)** Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- 5 – (10 pts)** Attended Prebid meetings scheduled by the public owner.
- 6 – (20 pts)** Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- 7 (15 pts)** Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- 8 – (25 pts)** Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- 9 – (20 pts)** Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- 10 – (20 pts)** Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

The undersigned, if apparent low bidder, will enter into formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d). Failure to abide by this statutory provision will constitute a breach of the contract.

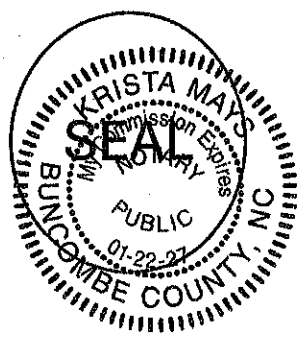
The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: 5-1-26

Name of Authorized Officer: JOHN J GUZMAN

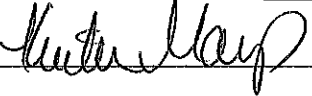
Signature: 

Title: VP



State of North Carolina, County of Buncombe

Subscribed and sworn to before me this 1 day of May, 2026

Notary Public 

My Commission expires 01-22-27

## **Enterprises G, Inc.**

1412 Sand Branch Road, Black Mountain, NC 28711

Phone: (252) 367-0902 | Email: jguzmanenterprises@gmail.com

## **SUBMITTAL FOR CONSTRUCTION SERVICES**

Town of Waynesville – Sanctuary Drive Culvert Replacement & Roadway Repair

### **1. Firm Information**

Company Name: Enterprises G, Inc.

Address: 1412 Sand Branch Road, Black Mountain, NC 28711

Officers and Key Personnel:

- Isabel Rojas, President
- John Guzman, Vice President & Project Manager
- Matthew Wentworth, Superintendent

### **2. Experience**

Enterprises G, Inc. has over 15 years of experience in heavy civil construction, specializing in culvert replacement, stormwater infrastructure, and rehabilitation projects throughout North Carolina. Our firm has completed multiple projects for municipalities and state agencies, consistently delivering high-quality work on schedule and within budget. Our team is proficient in managing environmentally sensitive sites and maintaining traffic flow and public access during construction.

#### **Representative Projects Include:**

- Pedestrian Bridges over Dye Branch, Flat Rock, NC – 2024

Scope: Constructed two pedestrian bridges over Dye Branch and completed associated grading, stream bank and bed stabilization, paving, and erosion control.

Budget: \$210,000 | Client: Village of Flat Rock

- Governor's Western Residence Retaining Wall, Asheville, NC – 2024

Scope: Repairs to front storm door, retaining wall, parking lot and exterior at the Governor's Western Residence.

Budget: \$255,000 | Client: State of North Carolina

- Health and Human Services Building Drainage Improvements

Scope: Installed 700 LF of new drainage system to repair flooding issues.

Budget: \$110,000 | Client: City of Hendersonville

### 3. Client References

1. Michael Dages – Park Director, Village of Flat Rock

Phone: (330) 267-7691 | Email: mdages@villageofflatrock.org

2. Myles Alexander – Principal Architect, Form & Function Architecture, PC

Phone: (828) 575-2423 | Email: myles@ffarchitecture.com

3. Christopher Hill – Maintenance Manager, Henderson County Facility Services

Phone: (828) 458-4662 | Email: chill@hendersoncountync.gov

### 4. Litigation History

There is no litigation history associated with Enterprises G, Inc. relating to project performance or professional liability. Additionally, there have been no matters settled out of court.

### 5. Quality of Work

Enterprises G, Inc. is committed to delivering high-quality construction services with a strong emphasis on compliance, safety, and workmanship. We maintain rigorous quality control procedures including pre-construction checklists, daily superintendent inspections, and coordination with project engineers to verify compliance with all design specifications.

### 6. Public Sector Construction Knowledge

Our team is well-versed in North Carolina public construction regulations, including bidding laws, bonding requirements, and E-Verify compliance. We are familiar with NCDOT standards for pipe installation, traffic control, and erosion control (NCDOT Section 300 & 815), and have successfully worked on municipal projects requiring coordination with state and local agencies.

### 7. Commitment to Timely Completion

Enterprises G, Inc. is committed to completing the Sanctuary Drive Culvert Replacement & Roadway Repair project efficiently and in full compliance with the Town of Waynesville's construction standards. Based on current material availability and weather conditions.

This timeline allows for a three-week lead time to procure the new culvert materials and ensure all components are on site prior to mobilization. Once materials are received, the proposed work schedule is as follows (weather permitting):

#### **Sanctuary Drive Culvert**

- Week 1: Remove and haul off the existing culvert and headwalls.

- Week 2: Install reinforced concrete footings.
- Week 3: Install new culvert pipe and form for headwalls and wingwalls.
- Week 4: Pour concrete walls, backfill, and perform site cleanup.
- Week 5-6: Install retaining wall footing and stone wall

### **Secondary Culvert**

- Days 1–2: Remove and install the new culvert.
- Day 3: Backfill and compact.
- Days 4–5: Reconstruct the existing stone wall as required.

Enterprises G, Inc. will maintain flexibility to adjust this schedule as needed based on weather conditions and site access and will provide timely communication to Town representatives regarding any changes or delays.

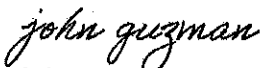
## **8. Permits and Fees**

Enterprises G, Inc. acknowledges the need to coordinate with the appropriate authorities for all required construction permits related to the project. However, our firm will not be responsible for payment of any permitting fees or associated regulatory costs. Should the Town of Waynesville require assistance with permit preparation or submission, we will do so professionally, but all permitting costs remain the Owner's responsibility.

## **9. Certification Statement**

I hereby certify, under penalties of perjury, that the information contained in this submittal is true and complete to the best of my knowledge.

Signed,



John Guzman

Vice President & Project Manager

Enterprises G, Inc.

Date: April, 30 2026

## **10. Scope of Work**

Enterprises G, Inc. shall furnish all labor, materials, equipment, and supervision necessary to complete the Sanctuary Drive Culvert Replacement & Roadway Repair project in accordance with the Town of Waynesville's specifications, standards, and approved drawings. The work shall include, but not be limited to, the following:

## 1. Demolition and Removal

- Remove and haul away existing boulder headwalls at both inlet and outlet ends of the current culvert system.
- Sawcut the roadway and remove approximately 80 LF of 18" corrugated metal pipe (CMP).

## 2. Utility Coordination

- Coordinate with the Town of Waynesville (Water and Sewer Departments) and all applicable utility providers (power, cable, etc.) to ensure safe relocation or protection of existing utilities as necessary.

## 3. Culvert Installation

- Install new reinforced concrete footings, headwalls, and wingwalls at both inlet and outlet ends of the new culvert pipe.
- Footings: 18" thick, 5' wide, reinforced with two mats of #6 rebar at 12" on-center (O.C.).
- Headwalls and Wingwalls: 12" thick, reinforced with a single mat of #6 rebar at 12" O.C.

## 4. New Culvert Pipe

- Install approximately 40 LF of 72" oval aluminized culvert pipe, to be buried to a depth of approximately 14".

## 5. Backfill

- Backfill using structural fill material (ABC Stone or approved equivalent), compacted to a minimum of 95% standard Proctor density, in lifts not exceeding 12".

## 6. Drainage Improvements

- Remove approximately 120 LF of existing pipe.
- Replace the existing 18" culvert with a 24" double-wall plastic pipe.
- Tie in the drainage pipe from Quail Ridge.
- Reconstruction of retaining wall as required.

**Estimate does not include unforeseen sub-grade issues, unsuitable soil conditions, or drainage corrections unless otherwise noted**

Submitted by:

*John Guzman*

John Guzman  
Vice President & Project Manager  
Enterprises G, Inc.  
Date: 4/30/26

Expiration Date

2026

Licenses No.

86907

# North Carolina

## Licensing Board for General Contractors

This is to Certify That:

Enterprises G, Inc

Black Mountain, NC

is duly registered and entitled to practice

### General Contracting

Limitation: Unlimited

Classification: Building

until

December 31, 2026

when this Certificate expires.

Witness our hands and seal of the Board.

Dated, Raleigh, N.C.

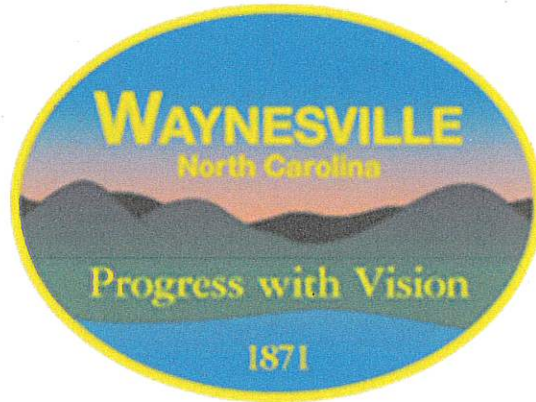
01/07/2026

This certificate may not be altered.



*[Signature]*  
Chairman

*[Signature]*  
Secretary-Treasurer



**Town of Waynesville**  
**Request for Proposals**

**SANCTUARY DRIVE CULVERT REPLACEMENT AND ROAD  
REPAIR PROJECT**

**Location:** Sanctuary Drive, Waynesville, NC 28786

**Starting Coordinates:** 35° 27' 45" N 82° 58' 56" W

**Ending Coordinate:** 35° 27' 42" N 82° 58' 56" W

**FROM:** Hutch Reece  
Town of Waynesville

**DATE:** 4/10/2026

All proposals must be received in a sealed envelope clearly labeled RFP – Sanctuary Drive – Culvert Replacement by May 1, 2026, no later than 2:00 pm Eastern Standard Time at the contact address below:

**Town of Waynesville**

**Attn: Sebrina Love, Purchasing Supervisor**

**129 Legion Drive, Waynesville, NC 28786**

**Evaluation Criteria**

- Experience: Previous task related experience
- Quality of Work: Previous projects will be viewed and/or customers interviewed to determine the quality of and commitment to the work provided.
- Capacity: The ability of the applicant to undertake and complete the project in the time frame established. Time is of the essence. The company's ability to undertake and complete the job as quickly as possible will be an essential consideration.
- Public Sector Knowledge: Previous experience and knowledge of current North Carolina public construction laws.
- Professional References: Positive performance evaluations from prior clients.
- Timeliness: Ability to complete the project within the defined timeframe, from the date of "Notice to Proceed". This project has a thirty-day completion date once "Notice to Proceed" has been given.

**Selection Process**

Town of Waynesville staff will evaluate each submitted quotation to determine if the bidder has adhered to the plans and specifications and can meet the time constraints established by the Town. Upon selection, a recommendation will be made to the Town Manager and to the Town Council.

The Town of Waynesville reserves the right to reject all proposals received, as well as waive any irregularities as they see fit.

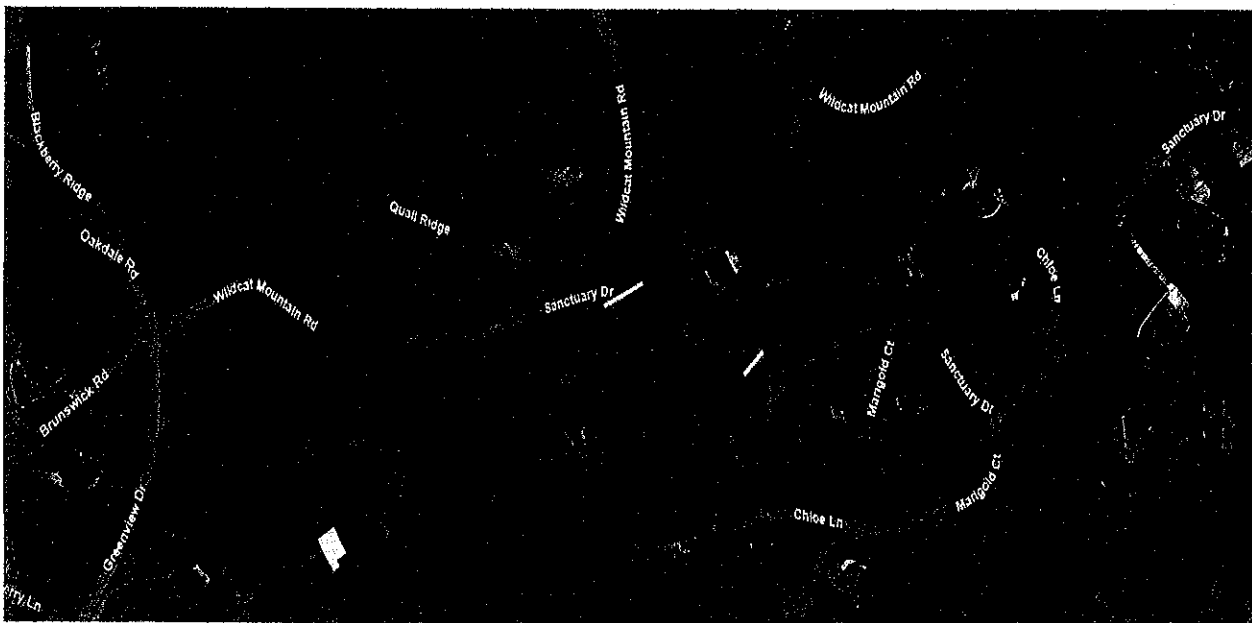
**Overall Project Scope of Work**

The project consists of the removal and replacement of existing culvert infrastructure at two locations along Sanctuary Drive, including installation of new stormwater conveyance

systems and associated structural components. Work includes demolition of existing pipes, installation of new HDPE and large-diameter aluminized culvert piping, construction of reinforced concrete headwalls, wingwalls, and footings, and integration with existing stormwater systems as directed.

Additional work includes repair of roadway subbase failures, asphalt restoration, and repair or replacement of an existing retaining wall. The Contractor shall also provide all necessary traffic control, erosion and sediment control, utility coordination, and bypass pumping to maintain safe and continuous site operations.

All disturbed areas shall be restored, and the completed project shall be left in a safe, stable, and fully functional condition in accordance with applicable standards.



### 1. Project: Sanctuary Drive – Culvert Replacement

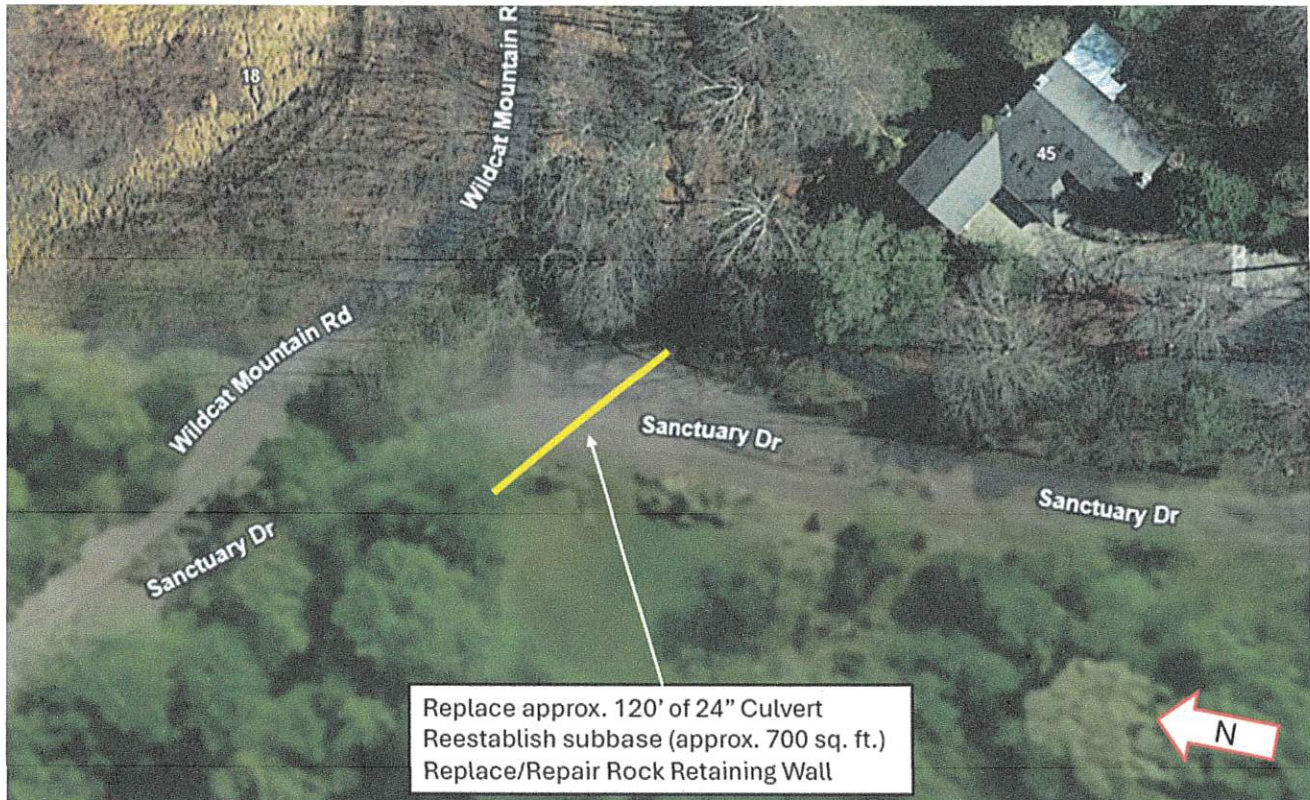
**Location:** Sanctuary Drive

**Coordinates:** 35° 27' 45" N 82° 58' 56" W

The work consists of replacing an existing **18-inch CMP culvert** on Sanctuary Drive with approximately **120 linear feet of 24-inch double-wall HDPE culvert**, including proper bedding, backfill, and compaction. The project also includes repair and reestablishment of approximately **700 square feet of roadway subbase failures**, and repair or replacement of the **stone retaining wall** at the culvert discharge.

Additionally, the Contractor shall assess the structural stability of an existing stormwater culvert conveying flow from **Wildcat Mountain Road into Sanctuary Drive** and, if directed by the Owner, modify or tie this culvert into the new culvert system.

The Contractor shall provide all necessary traffic control, erosion control, and site restoration, and shall leave the project area in a safe, stable, and fully functional condition.



## 2. Project: Sanctuary Drive Culvert Replacement #2

**Location:** Sanctuary Drive

**Coordinates:** 35° 27' 42" N 82° 58' 56" W

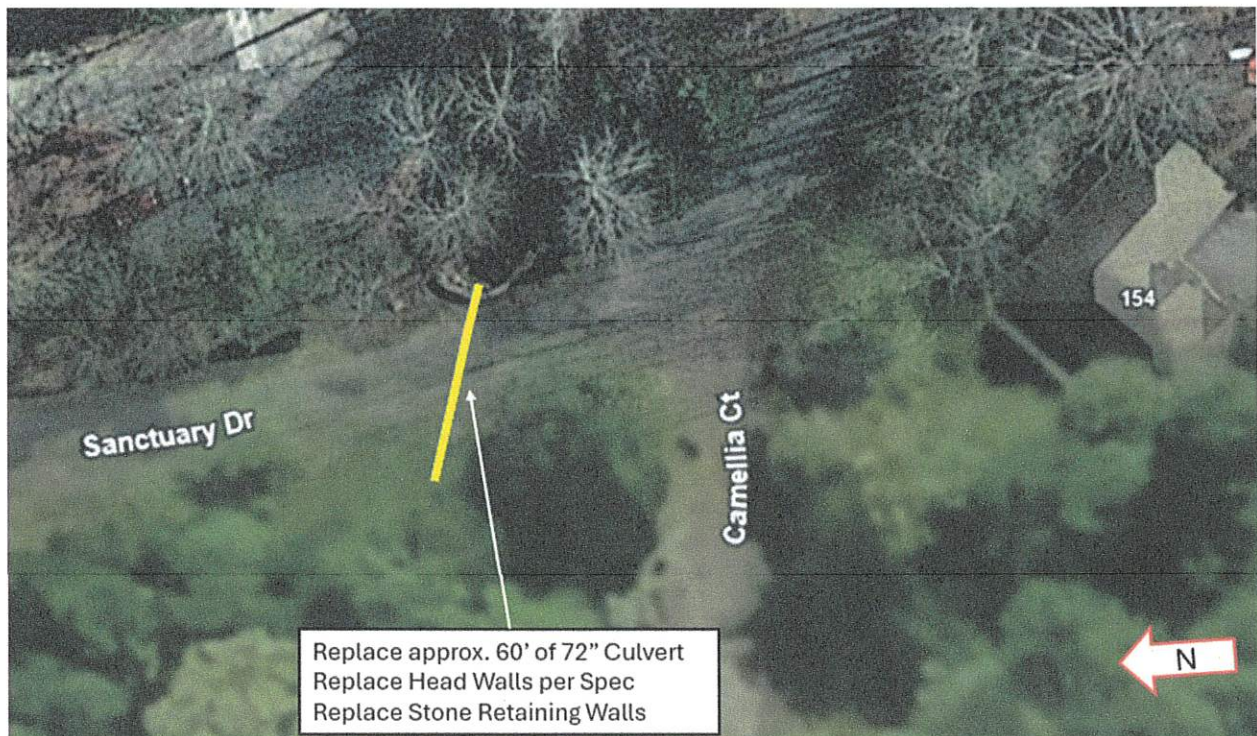
The work consists of installing a new culvert system on Sanctuary Drive, including reinforced concrete footings, headwalls, and wingwalls at both the inlet and outlet, installation of a new large-diameter culvert pipe, and placement of structural backfill.

The Contractor shall install reinforced concrete **footings** at each end of the culvert, **18 inches thick and 5 feet wide**, reinforced with **two mats of #6 rebar at 12 inches on-**

**center (O.C.). Headwalls and wingwalls shall be 12 inches thick, reinforced with a single mat of #6 rebar at 12 inches O.C.**

The Contractor shall furnish and install approximately **40 linear feet of 72-inch oval aluminized culvert pipe**, installed to proper alignment and grade and buried to an approximate depth of **14 inches**.

Backfill shall consist of **structural fill (ABC stone or approved equivalent)** placed in lifts not exceeding **12 inches** and compacted to a minimum of **95% Standard Proctor density**. The Contractor shall restore all disturbed areas and leave the site in a safe, stable, and functional condition.



**TOWN OF WAYNESVILLE COUNCIL MEETING  
REQUEST FOR BOARD ACTION  
Meeting Date: 06.09.2026**

**SUBJECT:** Budget Amendment for Development Services


**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:**  
**Department:** Development Services Department  
**Contact:** Alex Mumby  
**Presenter:** Alex Mumby

**BRIEF SUMMARY:** The Town of Waynesville's Development Services Department, on May 28<sup>th</sup>, was awarded a Haywood County TDA grant in the amount of \$127,500, with local matching funds of \$127,357, for a total of \$254,857 for the Boyd Avenue Greenway Connector Project.

**MOTION FOR CONSIDERATION:** Approve the Budget Amendment

**FUNDING SOURCE/IMPACT:** Boyd Avenue Connector Project

  
\_\_\_\_\_  
Ian Barrett, Finance Director

06.02.26  
Date

**ATTACHMENTS:** Award letter/Application Budget

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**



May 28, 2026

Dear Alex,

Thank you for applying for funding through Visit Haywood's Tourism Capital Grant program. We are pleased to let you know that the Haywood County TDA Board met on May 27, 2026 and voted to approve grant funding to the Town of Waynesville for the Boyd Ave Greenway Connector in the amount of \$127,500, with the funds coming from the Waynesville 1% Tourism Expenditures Fund.

Please thoroughly review the following important reminders and guidelines for use and reimbursement of these occupancy-tax funded grants:

- This grant is for the July 1, 2026 - June 30, 2027, fiscal year, so funds must be spent within that timeframe.
- Adhere to the required procurement process per NC G.S. §143- 131 or NC G.S. §143-129 and submit proof of bids to Visit Haywood. See page 2 of the [grant guidelines](#) for more information.
- [Publicly recognize Visit Haywood](#) as a funding partner in three (3) ways and provide proof of each. One recognition must include permanent signage, with design and placement coordinated with Visit Haywood staff.
- Submit the required [Final Evaluation & Reimbursement Request Form](#), supporting documentation, and Funding Reimbursement Worksheet (if applicable) within 45 days of the completion of the project and by July 15, 2027, whichever is sooner.
- If the project requires an extension, the [Grant Extension Request Form](#) must be submitted at least 45 days prior to the original project deadline, and by April 9<sup>th</sup>.
- Ineligible uses of funding will not be reimbursed. Non-adherence to guidelines, failure to properly recognize Visit Haywood, missing deadlines, or lack of proper receipts/documentation will result in non-payment. See [grant guidelines](#) for details.

If you have any questions, please reach out to me or Hayley Printz and we'll be happy to help.

Sincerely,

A handwritten signature in blue ink that reads "Corrina Ruffieux".

Corrina Ruffieux, CDME  
Executive Director,  
Haywood County TDA



## Capital Grant Application Budget

A complete, detailed budget inclusive of all revenues and expenses is required for a complete grant application. You may add additional line items appropriate for your project. Please reference the Grant Guidelines for more information, and for examples of eligible and ineligible expenses.

Basic Information	
Project Name: Boyd Ave Greenway Connector	
Total Cost of Project	\$254,115
Tourism Funding Requested	\$126,757
Organization Match Amount	\$127,357

Revenues	
Cash on hand	\$20,000
Loan(s)	\$
Private Grants	\$
Governmental Grants	\$
Donations / Sponsorships	\$35,500
Other (Explain) Public Works Dept Labor	\$71,857
Other (Explain)	\$
<b>Total Revenues</b>	<b>\$ 127,357.00</b>

Expenses	

Land	\$20,000
Building	\$
Other (Explain)	
<b>Acquistition Sub-Total</b>	<b>\$ 20,000.00</b>
Feasibility Study	\$
Site Plan Evaluation	\$
Environmental Assessment/Study	\$
Consultant Fees	\$19,500
Permit Fees	\$
Inspections (building, fire safety, ADA, environmental)	\$
Insurance & Bonds	\$
Contingency Funds	\$
Other (Explain)	\$
Other (Explain)	\$
<b>Planning &amp; Compliance Sub-Total</b>	<b>\$ 19,500.00</b>
Architect	\$
Engineering Fees	\$
Project Management	\$
Legal Fees	\$
Marketing & PR (community outreach, grand opening)	\$
Other (Explain)	
Other (Explain)	
<b>Professional Services Sub-Total</b>	<b>\$ -</b>
Site Preparation (demolition, grading, groundwork)	\$42,700
General Contractor Labor	\$43,100
Construction Materials	\$92,300
Electrician / Plumber Labor	\$4,000
IT Services	\$
Other (Explain) GC Overhead	\$31,515
Other (Explain)	\$
<b>Contruction &amp; Infrastructure Sub-Total</b>	<b>\$ 213,615.00</b>
Furniture, Fixtures, Equipment	\$1,000
Consumables & Supplies	\$
Staffing & Salaries	\$
Utilities (electric, water, gas, heat/AC, internet, phone)	\$
Maintenance Contract(s) (Landscaping, pest control, etc.)	\$

Extended Service Agreements / Warranties	\$
Other (Explain)	\$
Other (Explain)	\$
<b>Operational &amp; Maintenance Sub-Total</b>	\$ 1,000.00
<b>Total Expenses</b>	\$ 254,115.00

Total Expenses	\$ 254,115.00
Total Revenue	\$ 254,115.00
<b>Net Profit / Loss</b>	\$ -

Ordinance No. O-20-26

Amendment No. 36 to the 2025-2026 Budget Ordinance

WHEREAS, the Town Council of the Town of Waynesville wishes to amend the 2025-2026 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Waynesville that the 2025-2026 Budget Ordinance be amended as follows:

General Fund:

Decrease the following appropriations:

Miscellaneous Grant Income	\$127,500
2023 Land Acquisition	\$20,000
PW Labor (In-Kind)	\$71,857
Haywood Waterways (In-Kind)	\$35,500

Increase the following appropriations:

Boyd Avenue Connector Project	\$254,587
-------------------------------	-----------

Adopted this 9th day of June 2026.

Town of Waynesville

\_\_\_\_\_  
Gary Caldwell  
Mayor

Attest:

\_\_\_\_\_  
Candace Poolton  
Town Clerk

Approved As To Form:

\_\_\_\_\_  
Martha Sharpe Bradley  
Town Attorney

**TOWN OF WAYNESVILLE TOWN COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date: 6/9/26**

**SUBJECT** Floodproofing Finance Department

**AGENDA INFORMATION:**

**Agenda Location:** New Business

**Item Number:**

**Department:** Finance

**Contact:** Rob Hites

**Presenter:** Rob Hites

**BRIEF SUMMARY** The Fire/Finance Building has flooded twice in the last 10 years, once from a thunderstorm and the other from Helene. As you know, a creek flows under the parking lot. The Town received an insurance settlement on the flood damage to the building. That settlement has a balance of \$342,000. In addition, FEMA has indicated that they may partially fund the flood proofing using "Mitigation Funding". I requested McGill Associates to design a floodproofing plan for the building. The plan involves the removal of the 2' x 2' metal panels below the aluminum windows and replace them with a porcelain tile (style to be selected by Town). The brick surrounding the doors and windows shall be removed and cleaned for reinstallation according to the door and window specifications. Flood proof doors will be installed in place of existing doors. The apparatus bays will not be flood-proofed since the height of the water during Helene did not reach the cabs of the trucks. When the Fire Department departs, the renovation of the fire bays into office space should be designed with the flood height in mind.

The door units will be brown metal with a 22" x 22" window. They will not be as attractive as the glass doors presently in place, but they will withstand considerable inward pressure from flooding and be watertight.

**MOTION FOR CONSIDERATION:** Authorize the staff to bid out the flood proofing project with bids to be approved by the Council.

**FUNDING SOURCE/IMPACT** Insurance proceeds, FEMA Mitigation

**ATTACHMENTS** Specifications, Cut Sheets on Door Units. Floor Plan.

**MANAGER'S COMMENTS:** The creek has been piped under the parking lot. It's a matter of time before the area floods again. There are funds available to flood proof the building. I recommend that the Council approve the project and select a member to aid the staff in choosing a style of 2' x2' porcelain tile that will replace the metal panel below the windows.

SPECIFICATIONS FOR FLOOD PROOFING  
280 GEORGIA AVENUE

The scope of work includes, but not limited to: mobilization, costs for insurance, payment and performance bonds, temporary facilities, safety measures, layout, existing utilities verification, potholing, overhead and other general requirements, careful removal of existing bricks, salvage and storage of existing materials, reinstallation of existing materials, removal and disposal of existing door assemblies, procurement of doors and materials, installation of new door assemblies per manufacturer specifications, supplementation of broken/damaged brick as necessary, coordination with owner for selection of porcelain tile & door colors, procurement of materials, field measuring and cutting of porcelain tiles, adhering porcelain tile to existing metal panels (mastic or approved equal), installation of metal flashing, application of waterproof caulk sealant in joints, field locating and verifying existing sewer service to receive backwater valve, sawcut and removal of existing asphalt pavement, installation of a manhole, installation and connection of a backwater valve, testing of backwater valve, backfill with stone base and compaction, restoration of existing asphalt pavement, removal and replacement of all exterior electrical receptacles (new device box and duplex receptacle) application of waterproof sealant for the following items: annular space around conduits and inside conduit around conductors for all electrical conduits routing underground to the exterior of the building, around all conduit penetrations in building (including removal of existing boxes as necessary for access), around hose bibb(s) and pipe penetrating wall, and around penetrations of existing exterior electrical receptacles being removed and relocated. The amount for "Mobilization" in the approved schedule of values shall not exceed 5% of the total project bid. Mobilization shall include all costs for contractor's insurance, temporary facilities, safety measures, layout, general requirements for the contract, and all other miscellaneous costs.

# FINANCE BUILDING FLOODPROOFING

# TOWN OF WAYNESVILLE

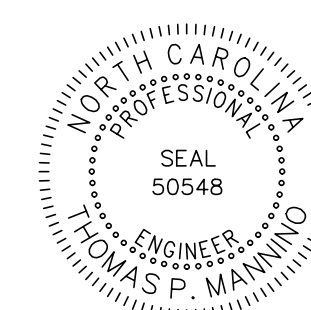
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## HAYWOOD COUNTY, NORTH CAROLINA



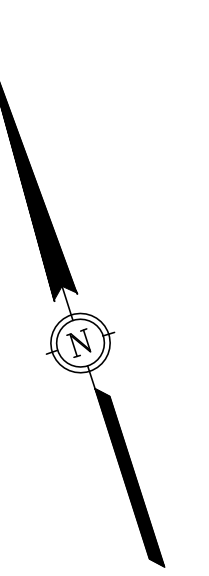
### SCHEDULE OF DRAWINGS

G-001	COVER SHEET
EX-1	FLOODPROOFING PLAN
EX-2	TYPICAL BUILDING SECTIONS
EX-3	FLOODPROOFING PRODUCT INFORMATION AND INSTALLATION INSTRUCTIONS
MEP-1	MEP FLOODPROOFING MEASURES

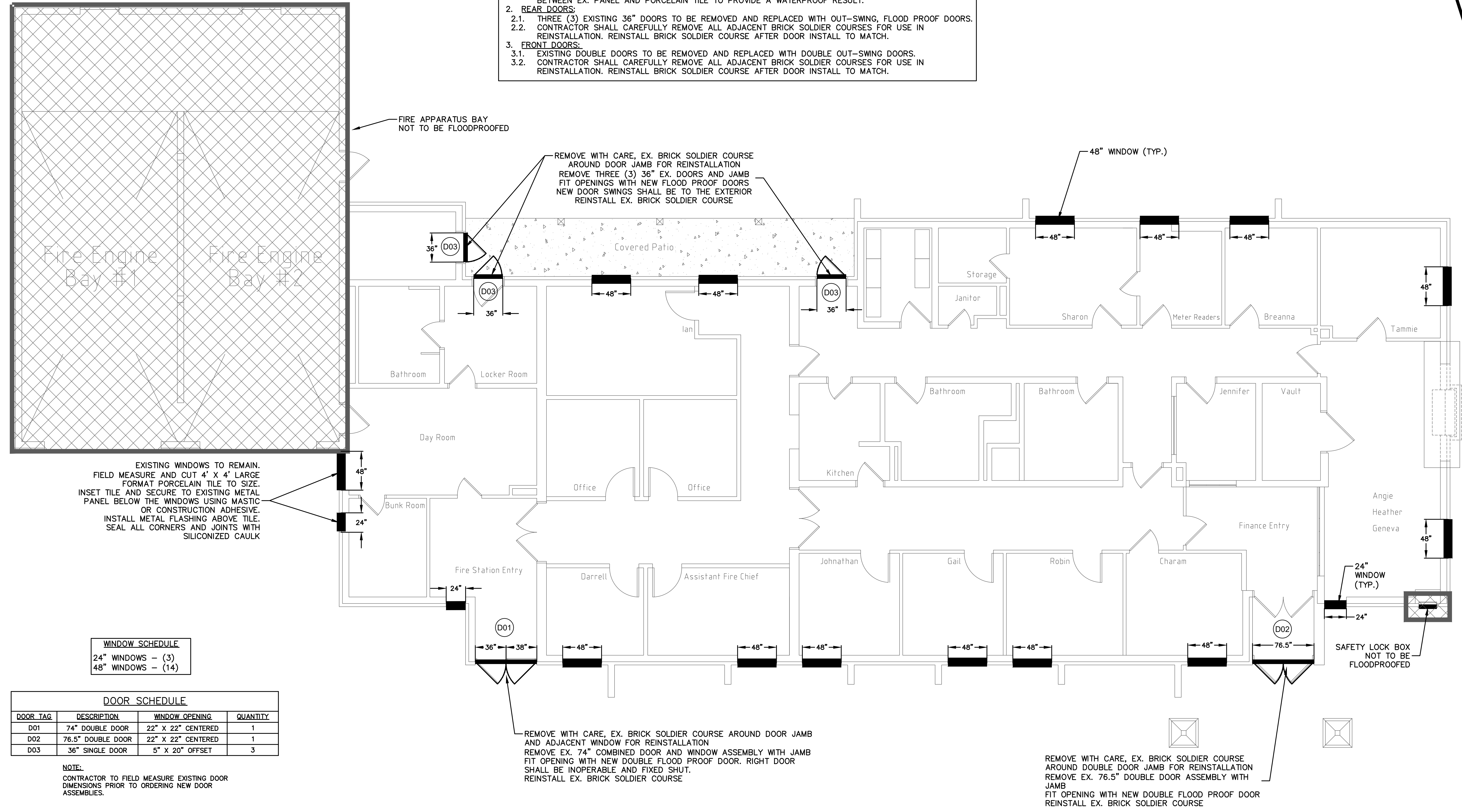


MAY 2026

NO.	DATE	BY	DESCRIPTION



- FLOODPROOFING ACTION ITEM LIST:**
1. **WINDOWS:**
    - 1.1. EXISTING WINDOWS TO REMAIN.
    - 1.2. APPLY OWNER-SELECTED PORCELAIN TILE PRODUCT OVER EX. LOWER-PANEL WITH ADHESIVE PRODUCT (MASTIC OR APPROVED EQUAL) PER MANUFACTURER'S RECOMMENDATIONS.
    - 1.3. PORCELAIN TILE TO BE FIELD-CUT TO FIT WITH NO INTERMEDIATE JOINTS.
    - 1.4. UTILIZE METAL FLASHING AT TOP OF PORCELAIN TO PREVENT RAIN-WATER FROM SEEPING IN FROM ABOVE.
    - 1.5. APPLY WATER PROOF CAULK SEALANT AROUND ALL JOINTS OF EX. PANEL AND EX. BRICK FACADE AND BETWEEN EX. PANEL AND PORCELAIN TILE TO PROVIDE A WATERPROOF RESULT.
  2. **REAR DOORS:**
    - 2.1. THREE (3) EXISTING 36" DOORS TO BE REMOVED AND REPLACED WITH OUT-SWING, FLOOD PROOF DOORS.
    - 2.2. CONTRACTOR SHALL CAREFULLY REMOVE ALL ADJACENT BRICK SOLDIER COURSES FOR USE IN REINSTALLATION. REINSTALL BRICK SOLDIER COURSE AFTER DOOR INSTALL TO MATCH.
  3. **FRONT DOORS:**
    - 3.1. EXISTING DOUBLE DOORS TO BE REMOVED AND REPLACED WITH DOUBLE OUT-SWING DOORS.
    - 3.2. CONTRACTOR SHALL CAREFULLY REMOVE ALL ADJACENT BRICK SOLDIER COURSES FOR USE IN REINSTALLATION. REINSTALL BRICK SOLDIER COURSE AFTER DOOR INSTALL TO MATCH.



EXISTING WINDOWS TO REMAIN. FIELD MEASURE AND CUT 4' X 4' LARGE FORMAT PORCELAIN TILE TO SIZE. INSET TILE AND SECURE TO EXISTING METAL PANEL BELOW THE WINDOWS USING MASTIC OR CONSTRUCTION ADHESIVE. INSTALL METAL FLASHING ABOVE TILE. SEAL ALL CORNERS AND JOINTS WITH SILICONIZED CAULK

**WINDOW SCHEDULE**

24" WINDOWS - (3)
48" WINDOWS - (14)

**DOOR SCHEDULE**

DOOR TAG	DESCRIPTION	WINDOW OPENING	QUANTITY
D01	74" DOUBLE DOOR	22" X 22" CENTERED	1
D02	76.5" DOUBLE DOOR	22" X 22" CENTERED	1
D03	36" SINGLE DOOR	5" X 20" OFFSET	3

**NOTE:**  
CONTRACTOR TO FIELD MEASURE EXISTING DOOR DIMENSIONS PRIOR TO ORDERING NEW DOOR ASSEMBLIES.

REMOVE WITH CARE, EX. BRICK SOLDIER COURSE AROUND DOOR JAMB AND ADJACENT WINDOW FOR REINSTALLATION. REMOVE EX. 74" COMBINED DOOR AND WINDOW ASSEMBLY WITH JAMB FIT OPENING WITH NEW DOUBLE FLOOD PROOF DOOR. RIGHT DOOR SHALL BE INOPERABLE AND FIXED SHUT. REINSTALL EX. BRICK SOLDIER COURSE

REMOVE WITH CARE, EX. BRICK SOLDIER COURSE AROUND DOUBLE DOOR JAMB FOR REINSTALLATION. REMOVE EX. 76.5" DOUBLE DOOR ASSEMBLY WITH JAMB FIT OPENING WITH NEW DOUBLE FLOOD PROOF DOOR. REINSTALL EX. BRICK SOLDIER COURSE

55 Broad Street  
Asheville, NC 28801  
828.252.0575  
NC Firm License # C-0459  
mcgillassociates.com

NO.	DATE	BY	DESCRIPTION

FINANCE BUILDING FLOODPROOFING  
**TOWN OF WAYNESVILLE**  
HAYWOOD COUNTY, NORTH CAROLINA

**NOT TO SCALE**  
(ORIGINAL SIZE: 24"x36")

OFFICE MANAGER M. CATHEY	DESIGNER G. RUDISILL
PROJECT MANAGER T. MANNINO	REVIEWER T. MANNINO

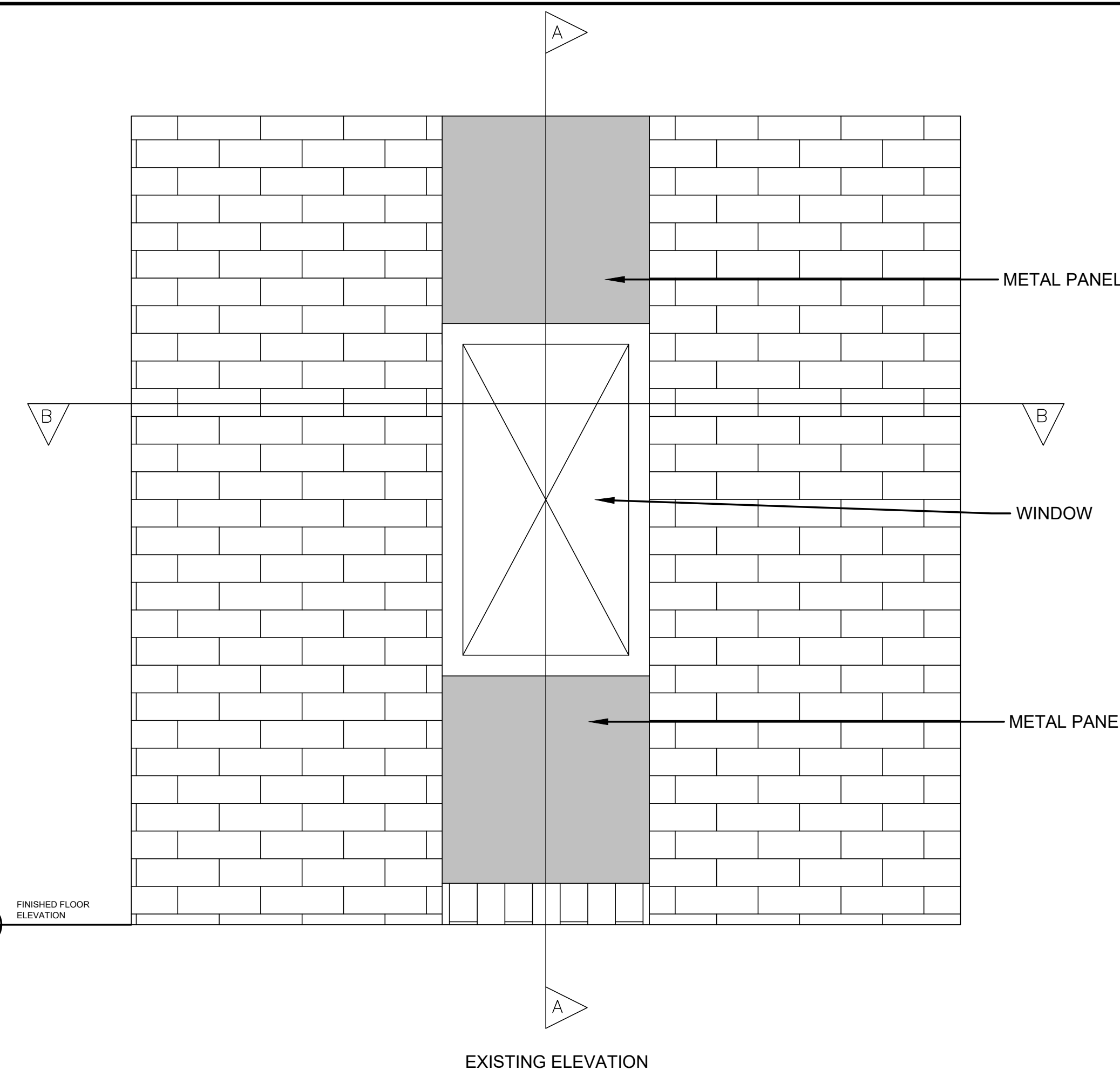
**FLOODPROOFING PLAN**

DATE MAY 2026	PROJECT # 25.00108	FUNDING # N/A
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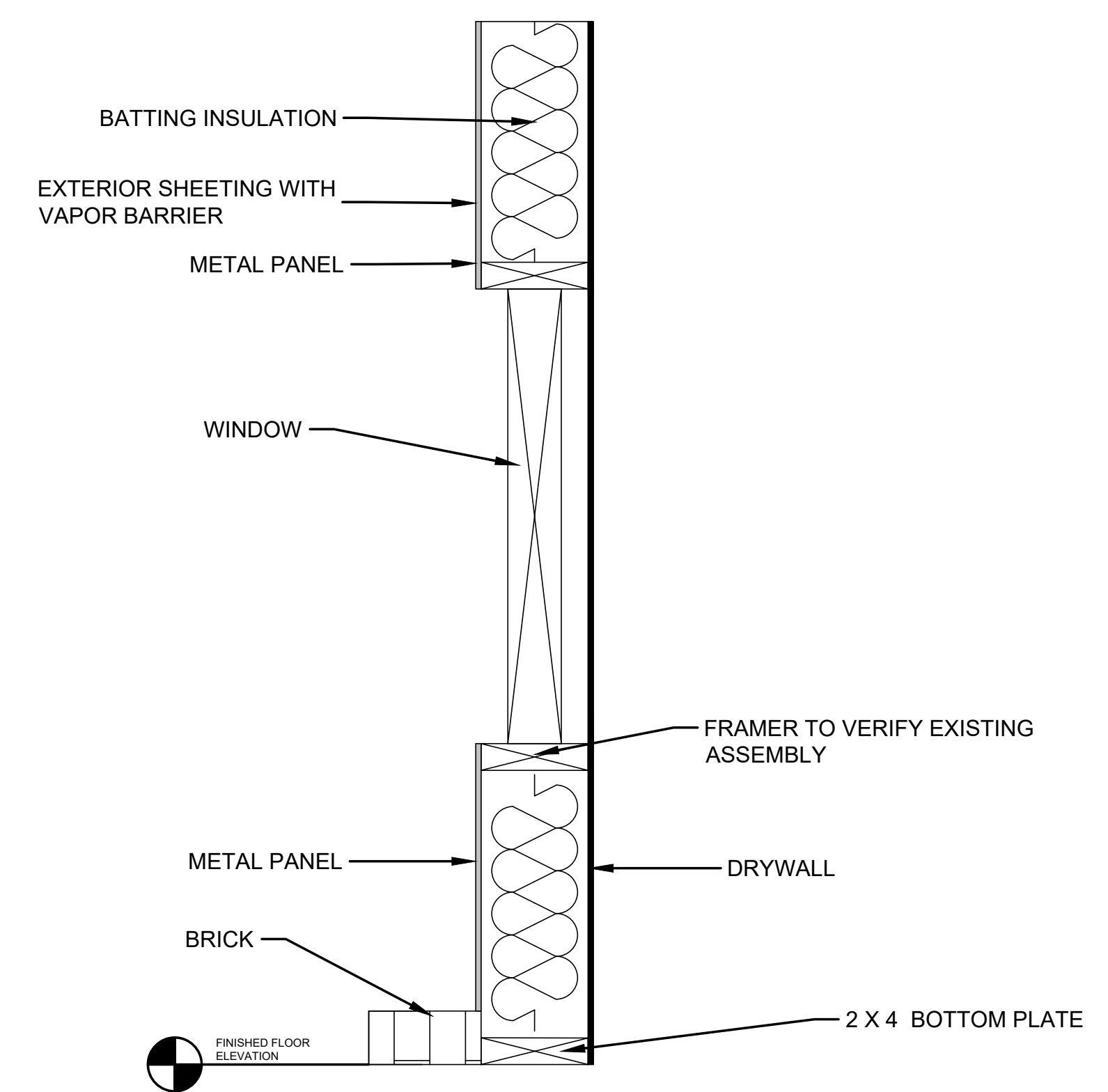
SHEET  
**EX-1**

P:\2025\0108-WAYNESVILLE- FINANCE BUILDING FLOOD PROOFING\DRAWINGS\SHEETS\FINANCE BUILDING\035.00108 SITE PLAN\_REVISED.DWG PLOT DATE 5/12/2025 3:08 PM RIM KLE

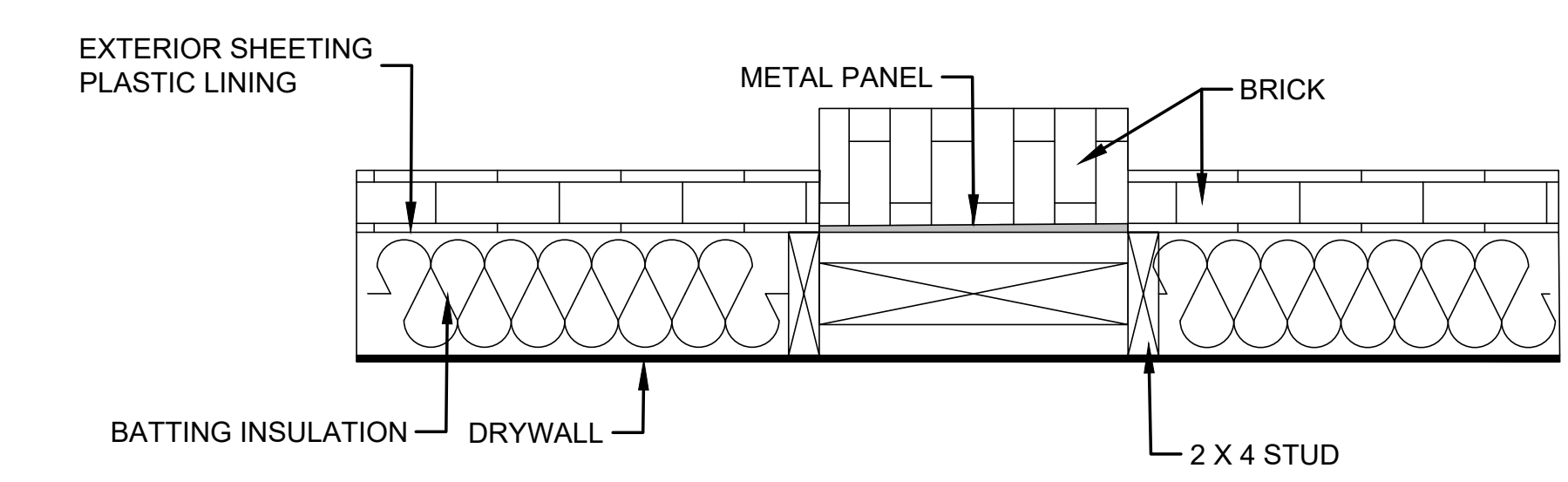
25.00108 - TOWN OF WAYNESVILLE - FINANCE BUILDING FLOODPROOFING - EX2



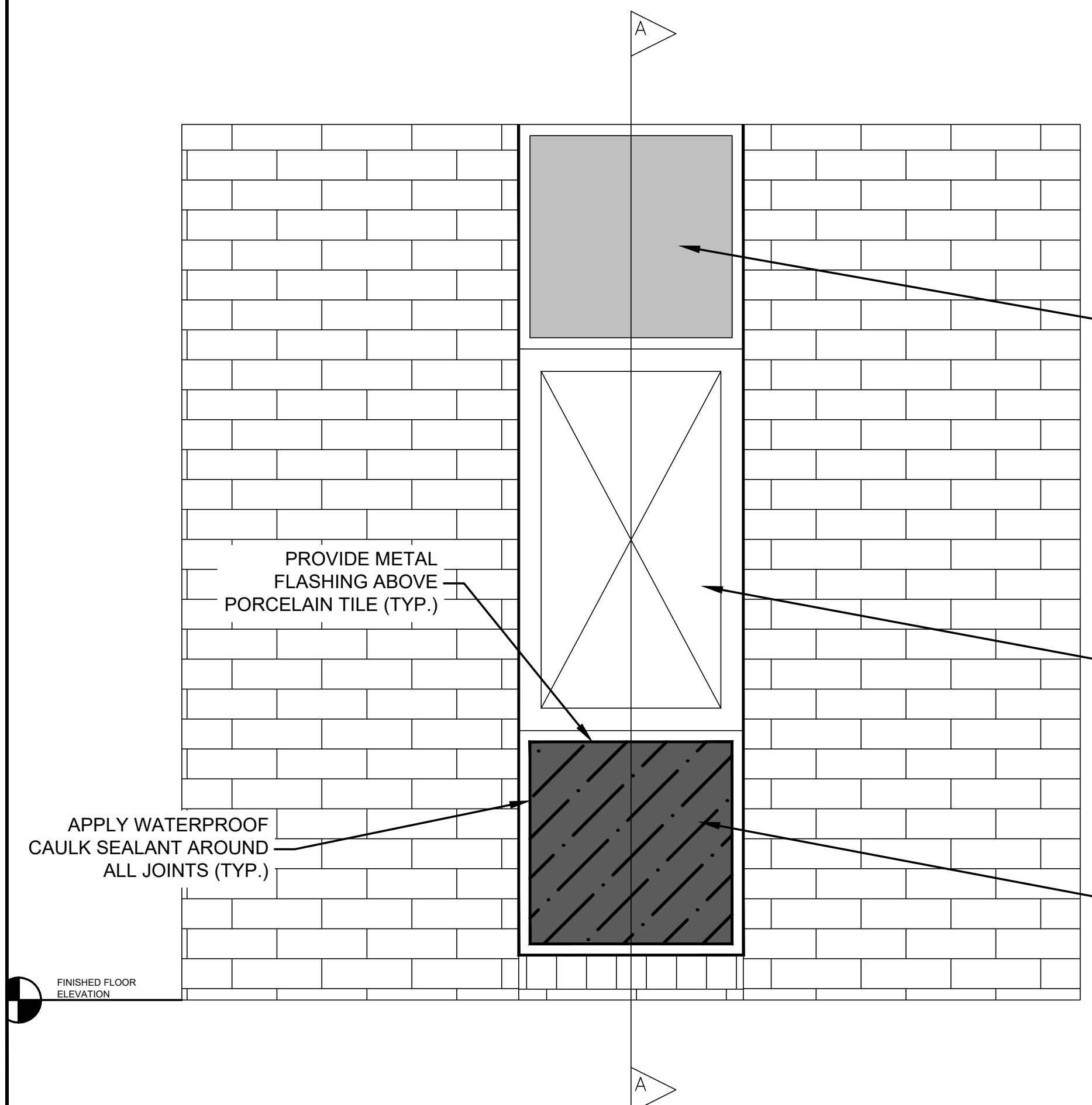
EXISTING ELEVATION



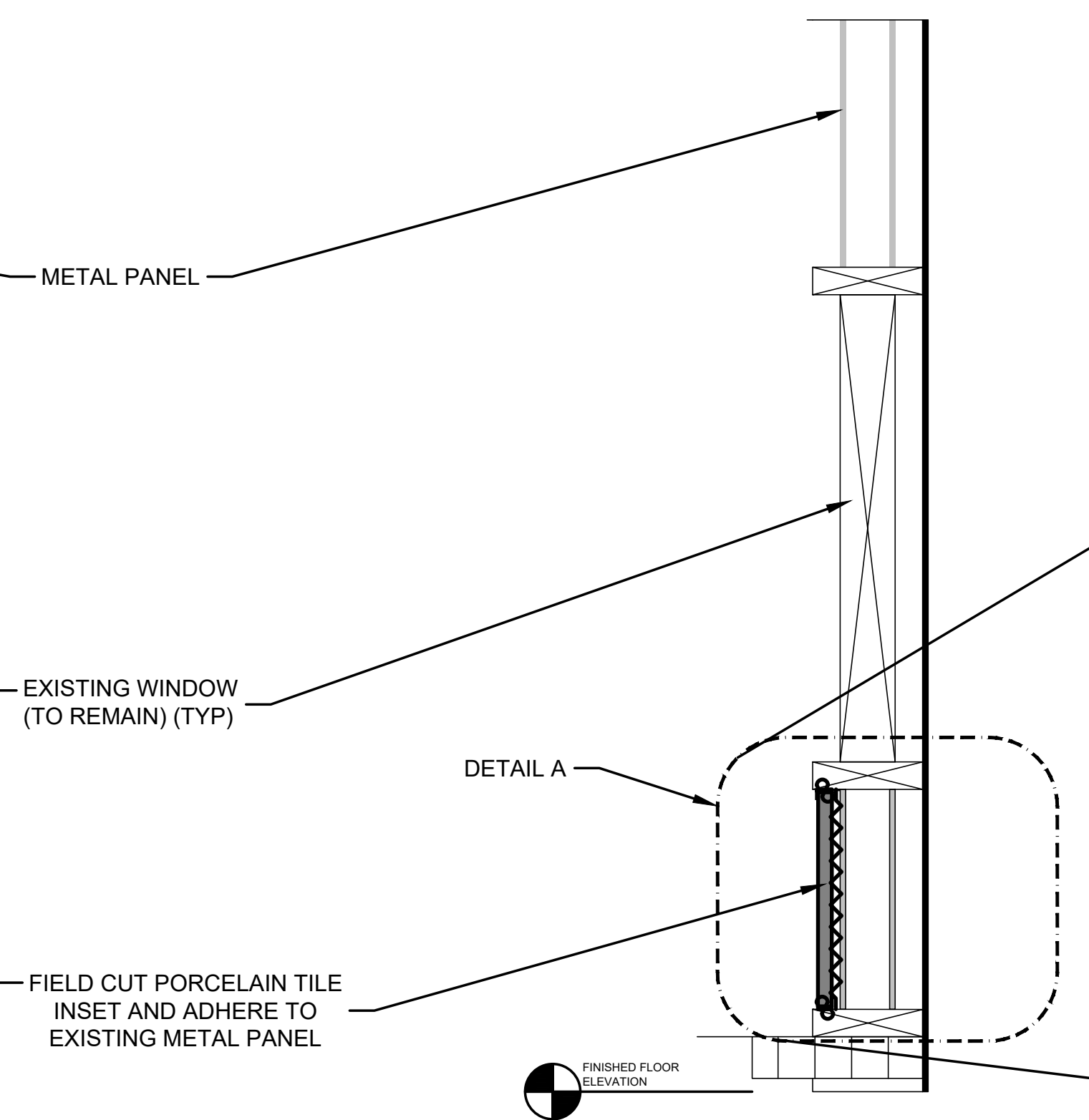
EXISTING SECTION VIEW A-A



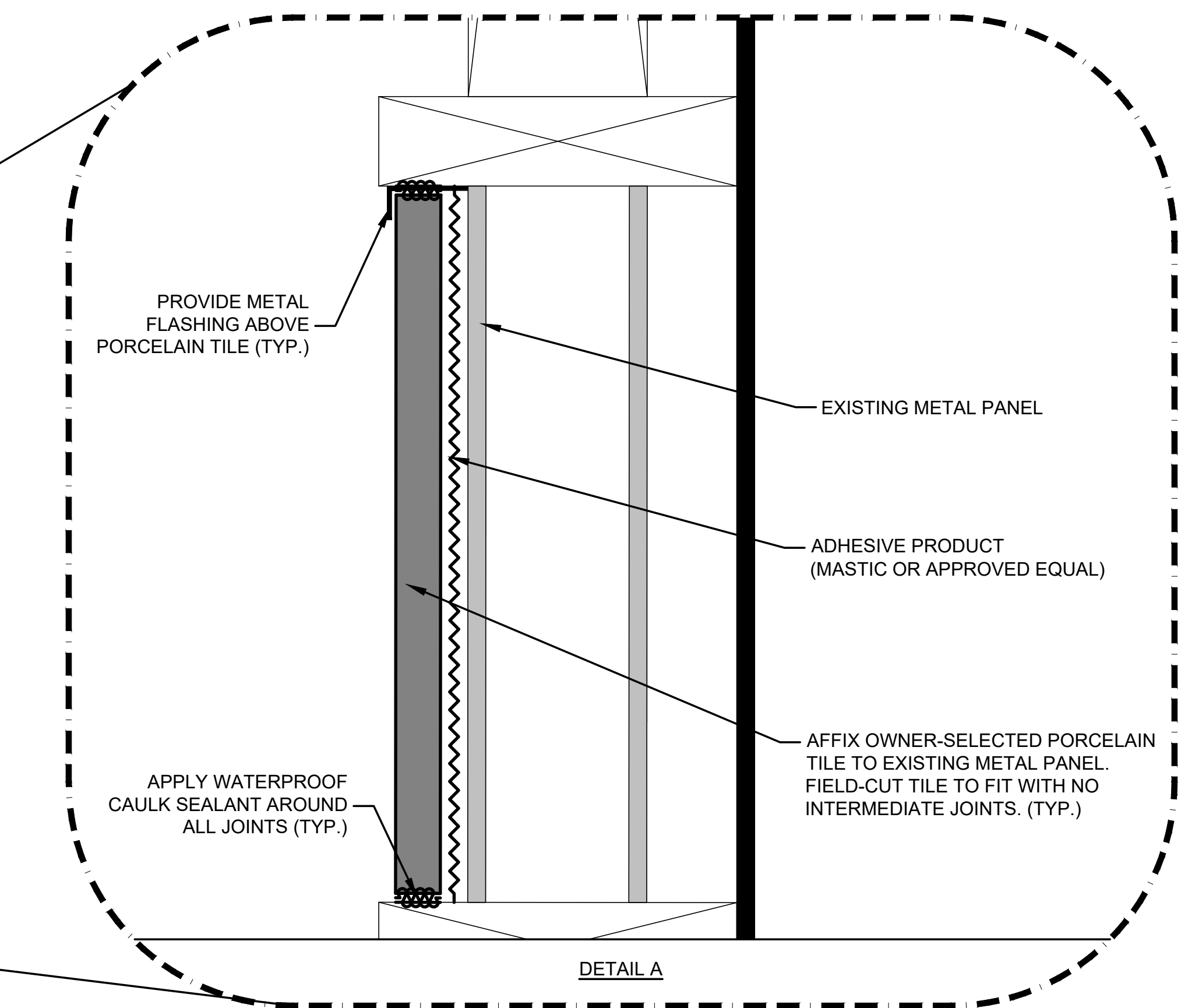
EXISTING PLAN VIEW B-B



PROPOSED ELEVATION VIEW



PROPOSED SECTION VIEW A-A



DETAIL A

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NO.	DATE	BY	DESCRIPTION

FINANCE BUILDING FLOODPROOFING  
**TOWN OF WAYNESVILLE**  
HAYWOOD COUNTY, NORTH CAROLINA

NOT TO SCALE  
(ORIGINAL SIZE: 24"x36")

OFFICE MANAGER M. CATHEY	DESIGNER E. KEPPLER
PROJECT MANAGER T. MANNINO	REVIEWER T. MANNINO

TYPICAL BUILDING SECTIONS

DATE AUGUST 2025	PROJECT # 25.00108	FUNDING # N/A
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SHEET  
**EX-2**



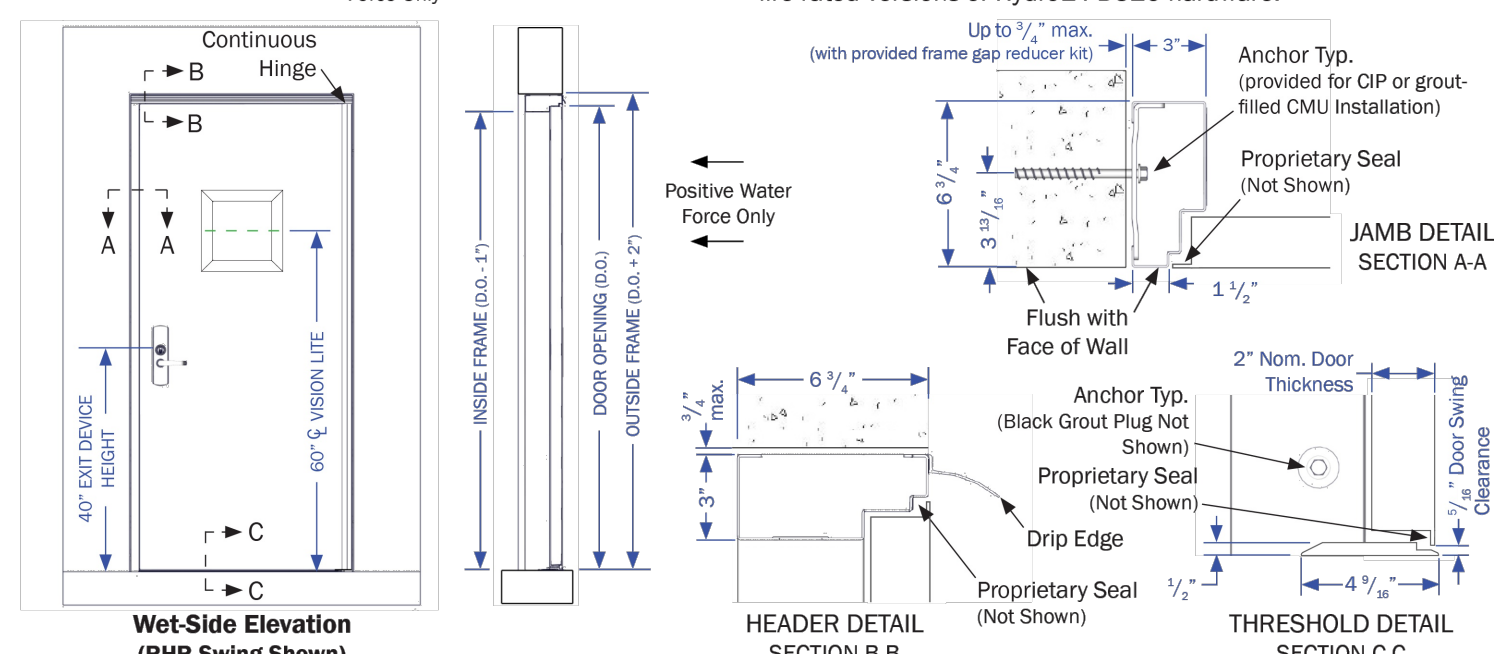
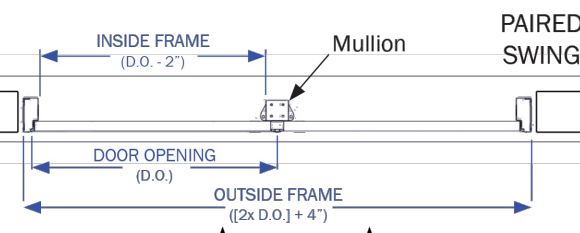
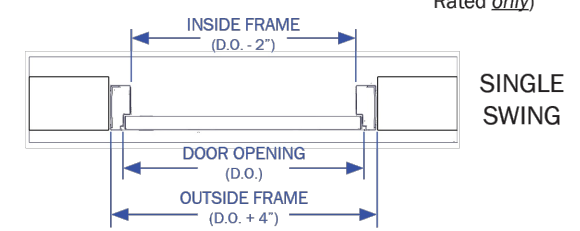
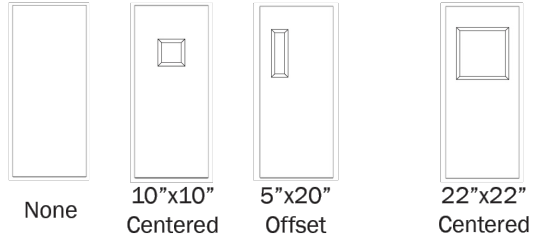
TECH-DATA

**HYDRO1 PEDESTRIAN FLOOD DOOR SYSTEM**

**PASSIVE FLOOD PROTECTION BARRIER**

**STEEL FLOOD DOOR, FRAME, AND HARDWARE**

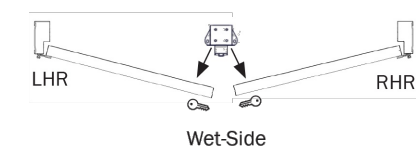
**VISION LITE OPTIONS:**  
(Viewable Opening Size Shown)



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- Hydro1-PD520 Flood Door
- Hydro1-PD522 90 Min Fire Rated Flood Door
- Hydro1-PD525 Mechanical Room Flood Door

**HANDED:**  
(LHR, RHR, or PAIRED)



**SUGGESTED USE:**  
(INTERIOR or EXTERIOR)

Commercial, Health Care, Institutional, Retail, Factory, Warehouse, Government, Transit Authority, or Critical Infrastructure.

**HYDRO1-PD520/PD522 APPROVED/TESTED FLOOD DOOR SYSTEM HARDWARE:**

- Interior: Von Duprin 98/99 series Rim exit device - (US28 Finish).
- Exterior: Von Duprin 996L Lever, classroom function - (US26D Finish).
- Closer: TownSteel TDC40 Cush - (AL689 finish).
- Continuous Aluminum Geared Hinge - (Clear Anodized Finish).
- Threshold: Gasket-Free, ADA Compliant - (Aluminum).
- Anchor, sealants, and waterstop provided.

These hardware sets have been specifically chosen, tested, and factory improved for flood resistance on the Hydro1-PD522 uses fire rated versions of Hydro1-PD520 hardware.



TECH-DATA

DOOR CORE STRUCTURE <sup>1</sup>	AVAILABLE MATERIAL TYPES			AVAILABLE MATERIAL FINISH				
	TYPE	FRAME	DOOR SHEETS	PRIMER	INDUSTRIAL ENAMEL	No. 20 (Mill finish)	No. 4 (Brushed)	No. 6 (Polished)
Mild Steel	Commercial Galvannealed	14 Gauge	16 Gauge	1 Coat	2 Coats	-	-	-
Stainless Steel	316	14 Gauge	16 Gauge	-	-	Standard	Optional	Optional

<sup>1</sup>Door panel core is structural tubing of appropriate size and strength with welded and bonded construction. All door panel edges are hemmed. Door panel insulation is R-8 batt fiberglass full depth of door panel cavity.

PEDESTRIAN FLOOD DOOR MODEL	INDEPENDENT PARTY VALIDATED HYDROSTATIC PERFORMANCE TESTING			
	TESTED WATER PROTECTION HEIGHT	TEST STANDARD <sup>1</sup>	MAX. ALLOWED LEAKAGE RATE <sup>2</sup> (gal/hr/lin. ft. of wetted perimeter) <sup>3</sup>	MAX. TESTED LEAKAGE RATE <sup>3</sup> (gal/hr/lin. ft. of wetted perimeter) <sup>3</sup>
Single HYDRO1-PD520/PD522	3 ft	ANSI/FM 2510-2020	0.080	0.015 ✓
Single HYDRO1-PD520/PD522	20 ft	ANSI/FM 2510-2020	0.080	0.004 ✓
Paired HYDRO1-PD520/PD522	3 ft	ANSI/FM 2510-2020	0.080	0.022 ✓
Paired HYDRO1-PD520/PD522	8 ft	ANSI/FM 2510-2020	0.080	0.025 ✓

<sup>1</sup> Testing conducted under factory test conditions. Field conditions and installation tolerances can differ. Always allow for some seepage and condensation from product and adjacent building structure. Testing conducted according to the latest ANSI/FM Approvals 2510-2020 4.3.3 procedure which requires leakage collection at both 10% and 100% max water protection height.

<sup>2</sup> The MAX. ALLOWED LEAKAGE RATE is 0.080 gal/hr/lin. ft. during ANY 15-minute interval of the 22 hour test duration.

<sup>3</sup> The MAX. TESTED LEAKAGE RATE includes all leakage throughout the entire product assembly including hardware and lock-set. Certificates of Testing Performance available.

<sup>4</sup> gal/hr/lin. ft. of wetted perimeter (Gallons per hour per linear foot of wetted perimeter).

**PERFORMANCE PARAMETERS**

- Passive Barrier or Flood Mitigation Product: A permanent barrier or other flood mitigation product that, after its initial installation, either requires no deployment or requires no human intervention for deployment.
- Gasket-free threshold and walking surface. Continuous flood seal located on panel perimeter.
- All water pressure loads and operating loads are transferred to the mounting surface.
- Flood barrier products are designed to be anchored into 8" grout-filled CMU, 3000 psi (min.) 8" CIP, or 1/2" structural steel (Welded or Drill & Tap). Options available for non-standard wall substrates.
- Field grout joints. Grout to be non-metallic, non-shrink type, capable of developing 3000 PSI compressive strength as placed. Grout material is provided by the installer.
- Flood protection products are engineered to conform to the design requirements that are based on the latest adopted edition of the International Building Code (IBC), while including the application of the representative load combinations and appropriate equivalent load factor as recommended by the following, but not entirely limited to, applicable referenced standard documents and supplements. ASCE/SEI 7 & 24, FEMA (ref. IBC 2012), AISC, ADM, ACI, and ANSI/FM Approvals 2510-2020.
- Except as otherwise indicated, requirements for flood barriers, terminology, tolerances, standards for performance and workmanship are those specified as Type 2 Closures in Chapter 7, Section 701.1.2 of U.S. Army Corps of Engineers, EP-1165-2-314, 15 December 1995.
- These Type 2 Flood Closures/Barriers shall form essentially dry barriers or seals, allowing only slight seepage during the hydrostatic pressure conditions of flooding to the Regulatory Flood Datum (RFD) or the Design Flood Elevation (DFE). Seepage amounts will vary with conditions encountered. This issue should be addressed by the design professional and usage of sump or bilge type pumps should be used to offset potential water build-up.
- This product uses compressible seals, which are not dependent on inflation devices.
- Flood load acts in the direction that forces door panels closed.

Door Panel Size	FLOOD LOADING CAPACITY OF PRE-ENGINEERED PRODUCT DESIGN <sup>1</sup>				
	48" Water Protection Height	72" Water Protection Height	90" Water Protection Height	MAX WPH <sup>1</sup> if HSL only	
Masonry Wall	Welded-in or Z-Frame support <sup>2</sup>	Masonry Wall	Welded-in or Z-Frame support <sup>2</sup>	Masonry Wall	Welded-in or Z-Frame support <sup>2</sup>
36" x 84"	505lbs impact	1850lbs impact	325lbs impact	1500lbs impact	1300lbs impact
48" x 96"	375lbs impact	1100lbs impact	175lbs impact	875lbs impact	625lbs impact

<sup>1</sup> WPH (Water Protection Height). HSL (Hydrostatic Loading).  
<sup>2</sup> Optional: Z-Frame overlaps face of wall opening to provide structural support to achieve greater flood load capacity.  
 All debris impact forces are applied over a 12" x 12" area and include 8ft/s (79.6psf) hydrodynamic load. Localized bending may occur to sheeting, hardware, hinges, or other surfaces directly exposing to an impacting object but not affect barriers ability to withstand loads. All analysis was performed using applicable ASD and LRFD load factors in accordance with ASCE 7-10 chapter 2 for Non-Coastal flood zones.

**Custom Engineered Product Available** for specific loading requirements from 0 to 20 ft water height.

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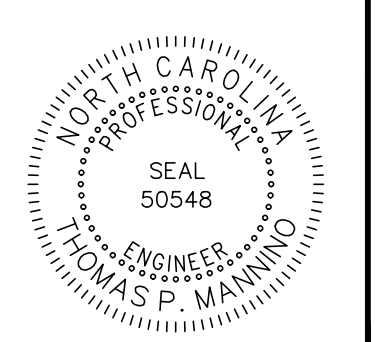
**DOOR SCHEDULE**

DOOR TAG	DESCRIPTION	WINDOW OPENING	QUANTITY
D01	74" DOUBLE DOOR	22" X 22" CENTERED	1
D02	76.5" DOUBLE DOOR	22" X 22" CENTERED	1
D03	36" SINGLE DOOR	5" X 20" OFFSET	3

**NOTE:**  
CONTRACTOR TO FIELD MEASURE EXISTING DOOR DIMENSIONS PRIOR TO ORDERING NEW DOOR ASSEMBLIES.

P:\2025\0108-WAYNESVILLE- FINANCE BUILDING FLOOD PROOFING\DRAWINGS\SHETS\FINACE BUILDING\0108 SITE PLAN\_REVISED.DWG PLOT DATE 5/12/2025 3:00 PM RHM:KLE

25.05108 - TOWN OF WAYNESVILLE - FINANCE BUILDING FLOODPROOFING - EX3



NO.	DATE	BY	DESCRIPTION

FINANCE BUILDING FLOODPROOFING  
**TOWN OF WAYNESVILLE**  
 HAYWOOD COUNTY, NORTH CAROLINA

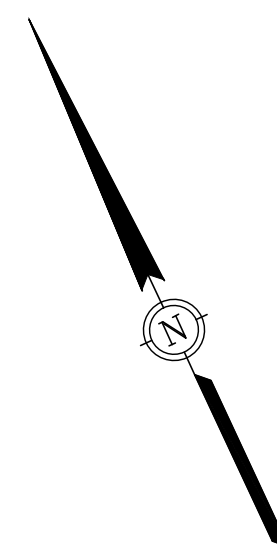
NOT TO SCALE  
(ORIGINAL SIZE: 24"x36")

OFFICE MANAGER	DESIGNER
M. CATHEY	G. RUDISILL
PROJECT MANAGER	REVIEWER
T. MANNINO	T. MANNINO

FLOODPROOFING PRODUCT INFORMATION AND INSTALLATION INSTRUCTIONS

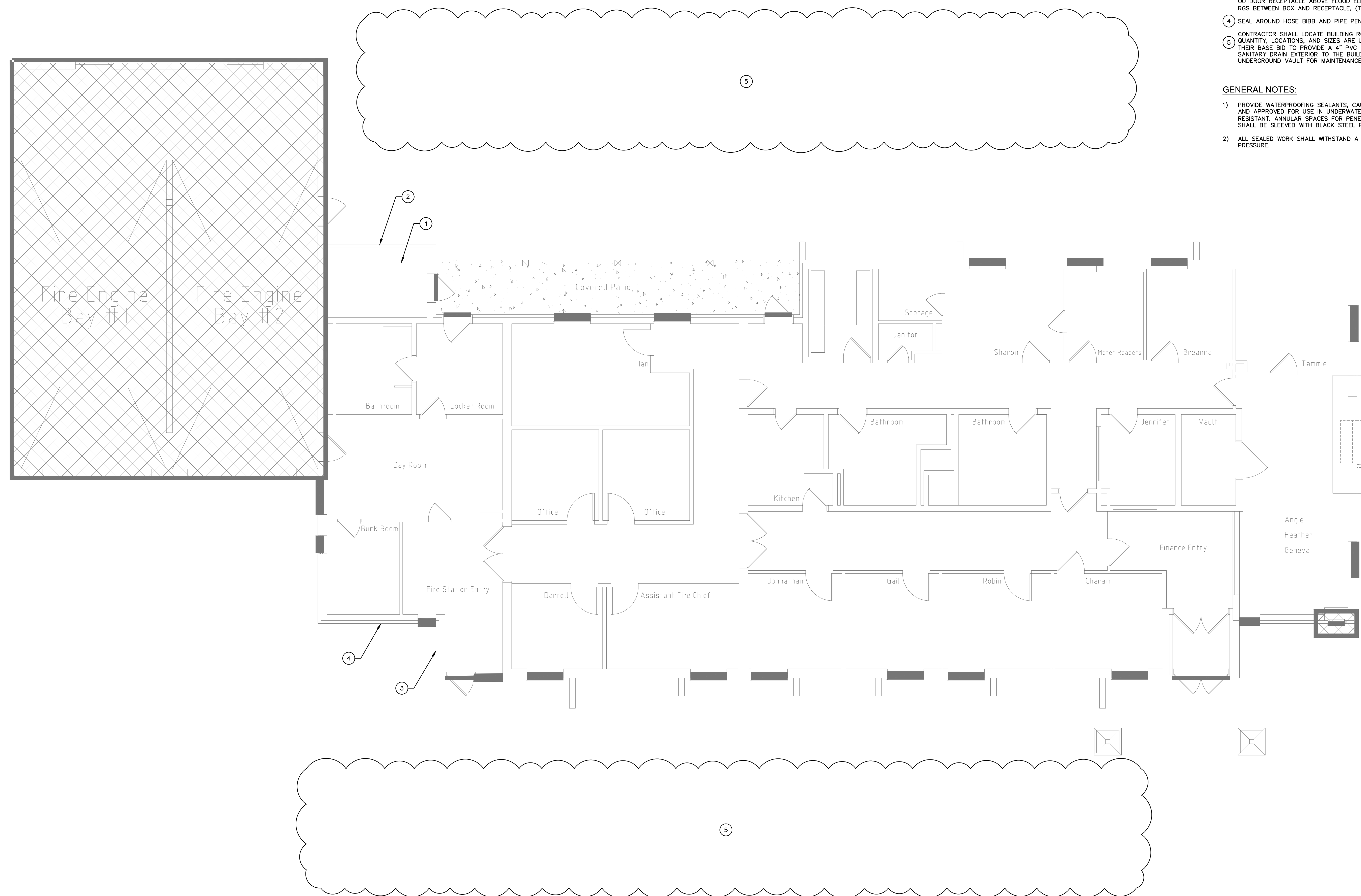
DATE	PROJECT #	FUNDING #
AUGUST 2025	25.00108	N/A

SHEET  
**EX-3**



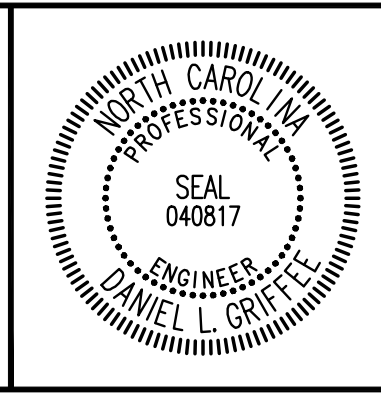
- WORK NOTES:**
- 1) PROVIDE WATER PROOF SEALANT FOR ALL ELECTRICAL CONDUITS ROUTING UNDERGROUND TO THE EXTERIOR OF THE BUILDING. SEAL BOTH ANNULAR SPACE AROUND CONDUITS AND INSIDE CONDUIT AROUND CONDUCTORS.
  - 2) SEAL AROUND ALL CONDUIT PENETRATIONS IN BUILDING. REMOVE BOXES AS NECESSARY TO ACCESS CONDUIT PENETRATIONS.
  - 3) REMOVE EXISTING RECEPTACLE. SEAL AROUND WALL PENETRATION AND PROVIDE NEMA 6 POLYCARBONATE BOX ANCHORED TO THE WALL USING TAPCON ANCHORS. WEATHER SEAL BEHIND AND AROUND BOX. PROVIDE NEW DEVICE BOX AND DUPLEX OUTDOOR RECEPTACLE ABOVE FLOOD ELEVATION. RUN 2#12, #12 GND IN 3/4" RGS BETWEEN BOX AND RECEPTACLE, (TYPICAL FOR ALL EXTERIOR RECEPTACLES).
  - 4) SEAL AROUND HOSE BIBB AND PIPE PENETRATING WALL.
  - 5) CONTRACTOR SHALL LOCATE BUILDING ROOF AND SANITARY DRAINS. EXACT QUANTITY, LOCATIONS, AND SIZES ARE UNKNOWN. CONTRACTOR SHALL INCLUDE IN THEIR BASE BID TO PROVIDE A 4" PVC BACKWATER VALVE IN THE MAIN BUILDING SANITARY DRAIN EXTERIOR TO THE BUILDING. CONTRACTOR SHALL PROVIDE AN UNDERGROUND VAULT FOR MAINTENANCE ACCESS FOR THE BACKWATER VALVE.

- GENERAL NOTES:**
- 1) PROVIDE WATERPROOFING SEALANTS, CAULKS, AND FOAMS THAT ARE DESIGNED AND APPROVED FOR USE IN UNDERWATER APPLICATIONS AND THAT ARE RODENT RESISTANT. ANNULAR SPACES FOR PENETRATIONS THAT ARE LARGER THAN 1/4" SHALL BE SLEEVED WITH BLACK STEEL PIPE. PREPARE THE WALL AS NECESSARY.
  - 2) ALL SEALED WORK SHALL WITHSTAND A MINIMUM OF 10 FEET OF WATER COLUMN PRESSURE.



P:\2025\01\09-WAYNESVILLE- FINANCE BUILDING FLOOD PROOFING\DRAWINGS\MEP\25.00108 - MEP FINANCE BUILDING FLOOD PROOFING.DWG PLOT DATE: 8/22/2025 2:08 PM

55 Broad Street  
Asheville, NC 28801  
828.252.0575  
NC Firm License # C-0459  
mcgillassociates.com



SIGNED AND DATED:  
Daniel Griffie  
THIS DOCUMENT HAS BEEN DIGITALLY SIGNED AND SEALED IN ACCORDANCE WITH THE STANDARD CERTIFICATION REQUIREMENTS FOUND IN NC ADMINISTRATIVE CODE (21-58.103[E]). THIS DIGITAL SIGNATURE HAS BEEN FOUND BY THE NC BOARD OF EXAMINERS FOR ENGINEERS AND SURVEYORS TO MEET THESE STANDARDS. PLEASE CONTACT THE SIGNER IF YOU NEED ASSISTANCE IN VALIDATING THE SIGNATURE.

NO.	DATE	BY	DESCRIPTION

FINANCE BUILDING  
FLOOD PROOFING  
**TOWN OF WAYNESVILLE**  
HAYWOOD COUNTY, NORTH CAROLINA

**NOT TO SCALE**

OFFICE MANAGER M. CATHEY	DESIGNER D. GRIFFEE
PROJECT MANAGER T. MANNINO	REVIEWER D. GRIFFEE

MEP  
FLOOD PROOFING MEASURES

DATE JULY 2025	PROJECT # 25.00108	FUNDING # N/A
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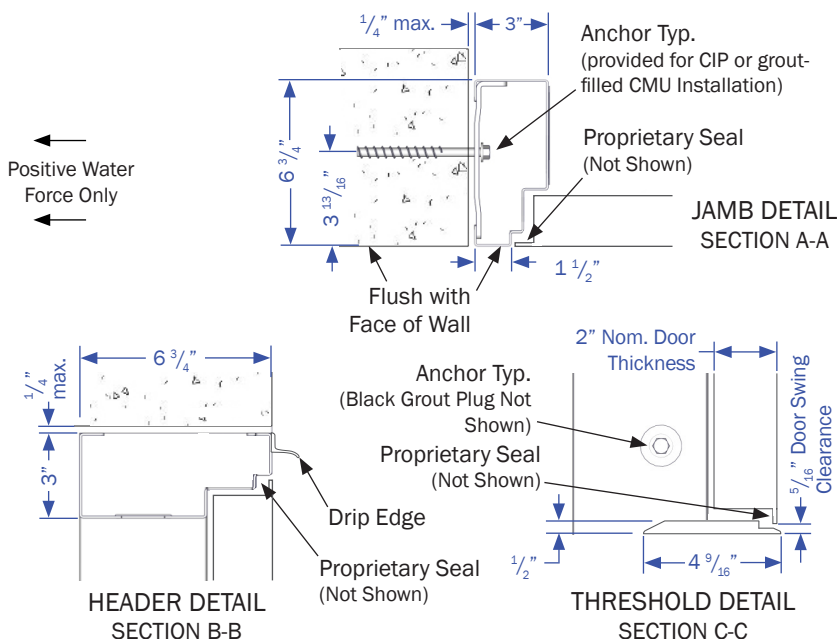
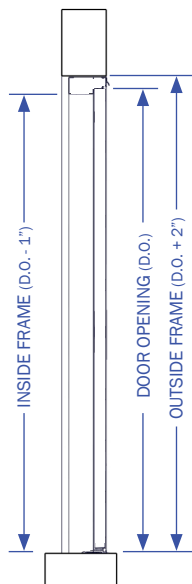
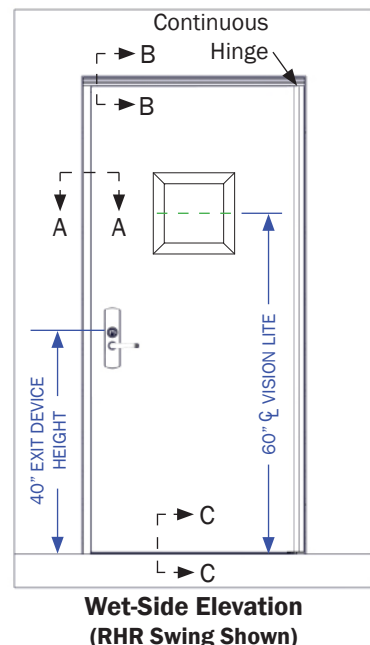
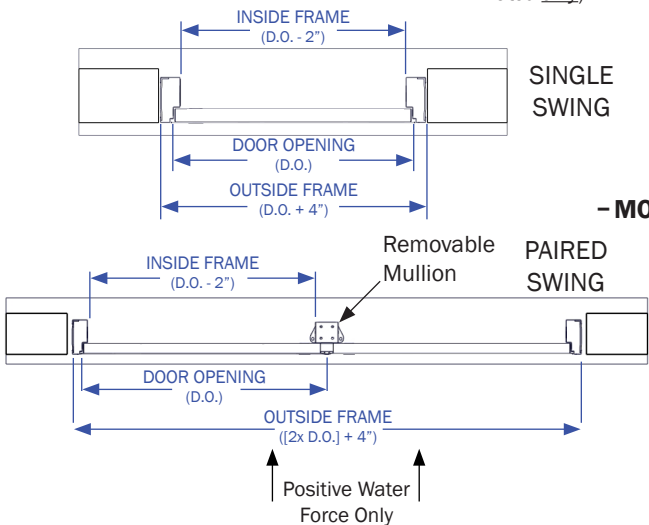
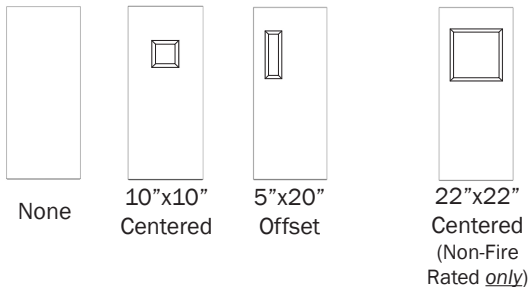
SHEET  
**MEP-1**

# HYDRO1 PEDESTRIAN FLOOD DOOR SYSTEM

## PASSIVE FLOOD PROTECTION BARRIER STEEL FLOOD DOOR, FRAME, AND HARDWARE

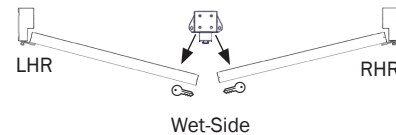
### VISION LITE OPTIONS:

(Viewable Opening Size Shown)



- Hydro1-PD520 Flood Door
- Hydro1-PD522 90 Min Fire Rated Flood Door
- Hydro1-PD525 Mechanical Room Flood Door

**HANDED:**  
(LHR, RHR, or PAIRED)



**SUGGESTED USE:**  
(INTERIOR or EXTERIOR)

Commercial, Health Care, Institutional, Retail, Factory, Warehouse, Government, Transit Authority, or Critical Infrastructure.

### - MODEL: HYDRO1-PD520/PD522 APPROVED/TESTED FLOOD DOOR SYSTEM HARDWARE:

- Interior: Von Duprin 98/99 series Rim exit device - (US28 Finish).
- Exterior: Von Duprin 996L Lever, classroom function - (US26D Finish).
- Closer: TownSteel TDC40 Cush - (AL689 finish).
- Continuous Aluminum Geared Hinge - (Clear Anodized Finish).
- Threshold: Gasket-Free, ADA Compliant - (Aluminum).
- Anchors, sealants, and waterstop provided.

### - MODEL: HYDRO1-PD525 APPROVED/TESTED FLOOD DOOR SYSTEM HARDWARE:

- PS Flood Barriers' 2 Point Wedge Latch
- Continuous Aluminum Geared Hinge - (Clear Anodized Finish).
- Threshold: Gasket-Free, ADA Compliant - (Aluminum).
- Anchors, sealants, and waterstop provided.

These hardware sets have been specifically chosen, tested, and factory improved for flood resistance on the Hydro1, substitutions require manufacturer's engineering review. Hydro1-PD522 uses fire rated versions of Hydro1-PD520 hardware.

AVAILABLE MATERIAL TYPES				AVAILABLE MATERIAL FINISH				
DOOR CORE STRUCTURE <sup>1</sup>	TYPE	FRAME	DOOR SHEETS	PRIMER	INDUSTRIAL ENAMEL	No. 2b (Mill finish)	No. 4 (Brushed)	No. 6 (Polished)
Mild Steel	Commercial Galvanealed	14 Gauge	16 Gauge	1 Coat	2 Coats	-	-	-
Stainless Steel	316	14 Gauge	16 Gauge	-	-	Standard	Optional	Optional

<sup>1</sup> Door panel core is structural tubing of appropriate size and strength with welded and bonded construction. All door panel edges are hemmed.

### PERFORMANCE PARAMETERS

- Passive Barrier or Flood Mitigation Product: A permanent barrier or other flood mitigation product that, after its initial installation, either requires no deployment or requires no human intervention for deployment.
- Gasket-free threshold and walking surface. Continuous flood seal located on panel perimeter.
- Energy Efficiency: Door panels are 2-<sup>1</sup>/<sub>8</sub>" thick and insulated full depth of cavity with fiberglass batt of R-8 (0.125 U-Value) between structural steel members. Steel structural members size and quantity are engineered to withstand the site-specific flood and impact load requirements. A continuous flood gasket provides full perimeter air and water seal. Independent party testing yields zero (unrecordable) air and water penetration, significantly exceeding exterior door industry standards (TAS 202 test standard).
- All water pressure loads and operating loads are transferred to the mounting surface.
- Flood barrier products are designed to be anchored into 8" grout-filled CMU, 3000 psi (min.) 8" CIP, or <sup>3</sup>/<sub>8</sub>" structural steel (Welded or Drill & Tap). Options available for non-standard wall substrates.
- Field grout jambs. Grout to be non-metallic, non-shrink type, capable of developing 3000 PSI compressive strength as placed. Grout material is provided by the Installer.
- Flood protection products are engineered to conform to the design requirements that are based on the latest adopted edition of the International Building Code (IBC), while including the application of the representative load combinations and appropriate equivalent load factor as recommended by the following, but not entirely limited to, applicable referenced standard documents and supplements. ASCE/SEI 7 & 24, FEMA (ref. IBC 2012), AISC, ADM, ACI, and ANSI/FM Approvals 2510-2020.
- Except as otherwise indicated, requirements for flood barriers, terminology, tolerances, standards for performance and workmanship are those specified as Type 2 Closures in Chapter 7, Section 701.1.2 of U.S. Army Corps of Engineers, EP 1165-2-314, 15 December 1995.
- These Type 2 Flood Closures/Barriers shall form essentially dry barriers or seals, allowing only slight seepage during the hydrostatic pressure conditions of flooding to the Regulatory Flood Datum (RFD) or the Design Flood Elevation (DFE). Seepage amounts will vary with conditions encountered. This issue should be addressed by the design professional and usage of sump or bilge type pumps should be used to offset potential water build-up.
- This product uses compressible seals, which are not dependent on inflation devices.
- Flood load acts in the direction that forces door panels closed.

FLOOD LOADING CAPACITY OF PRE-ENGINEERED PRODUCT DESIGN <sup>3</sup>								
Door Panel Size	48" Water Protection Height		72" Water Protection Height		96" Water Protection Height		MAX WPH <sup>1</sup> if HSL <sup>1</sup> <i>only</i>	
	Masonry Wall Anchorage	Welded-in or Z-Frame support <sup>2</sup>	Masonry Wall Anchorage	Welded-in or Z-Frame support <sup>2</sup>	Masonry Wall Anchorage	Welded-in or Z-Frame support <sup>2</sup>	Masonry Wall Anchorage	Welded-in or Z-Frame support <sup>2</sup>
36" x 84"	505lbs impact	1850lbs impact	325lbs impact	1500lbs impact	150lbs impact	1300lbs impact	115" WPH	134" WPH
48" x 96"	375lbs impact	1100lbs impact	175lbs impact	875lbs impact	HSL <i>only</i>	625lbs impact	98" WPH	134" WPH

<sup>1</sup> WPH (Water Protection Height). HSL (Hydrostatic Loading).

<sup>2</sup> Optional: Z-Frame overlaps face of wall opening to provide structural support to achieve greater flood load capacity.

<sup>3</sup> All debris impact forces are applied over a 12" x 12" area and include 8ft/s (79.6psf) hydrodynamic load. Localized bending may occur to sheeting, hardware, hinges, or other surfaces directly exposing to an impacting object but not affect barriers ability to withstand loads. All analysis was performed using applicable ASD and LRFD load factors in accordance with ASCE 7-10 chapter 2 for Non-Coastal flood zones.

**Custom Engineered Product Available for specific loading requirements from 0 to 20 ft water height.**

**HYDRO1 FLOOD DOOR TEST DATA**

INDEPENDENT PARTY VALIDATED HYDROSTATIC PERFORMANCE TESTING				
PEDESTRIAN FLOOD DOOR MODEL	TESTED WATER PROTECTION HEIGHT	TEST STANDARD <sup>1</sup>	MAX. ALLOWED LEAKAGE RATE <sup>2</sup> (gal/hr/lin. ft of wetted perimeter) <sup>4</sup>	MAX. TESTED LEAKAGE RATE <sup>3</sup> (gal/hr/lin. ft of wetted perimeter) <sup>4</sup>
Single HYDRO1-PD520/PD522	3 ft	ANSI/FM 2510-2020	0.080	0.015 ✓
Single HYDRO1-PD520/PD522	20 ft	ANSI/FM 2510-2020	0.080	0.004 ✓
Paired HYDRO1-PD520/PD522	3 ft	ANSI/FM 2510-2020	0.080	0.022 ✓
Paired HYDRO1-PD520/PD522	8 ft	ANSI/FM 2510-2020	0.080	0.025 ✓

<sup>1</sup> Testing conducted under factory test conditions. Field conditions and installation tolerances can differ. Always allow for some seepage and condensation from product and adjacent building structure. Testing conducted according to the latest ANSI/FM Approvals 2510-2020 4.3.3 procedure which requires leakage collection at both 10% and 100% max water protection height.

<sup>2</sup> The MAX. ALLOWED LEAKAGE RATE is 0.080 gal/hr/lin. ft during ANY 15-minute interval of the 22 hour test duration.

<sup>3</sup> The MAX. TESTED LEAKAGE RATE includes all leakage throughout the entire product assembly **including hardware and lock-set**. Certificates of Testing Performance available.

<sup>4</sup> gal/hr/lin. ft of wetted perimeter (Gallons per hour per linear foot of wetted perimeter).

**UL10C 90min Fire-Rated Door and Frame:**

Intertek Spec-direct ID: 37148 ([https://bpdirectory.intertek.com/pages/DLP\\_Search.aspx](https://bpdirectory.intertek.com/pages/DLP_Search.aspx))

**Florida Product Approved:**

Intertek Spec-direct ID: 63977

Florida Product Approval#: FL39631 ([https://floridabuilding.org/pr/pr\\_app\\_srch.aspx](https://floridabuilding.org/pr/pr_app_srch.aspx))

Miami-Dade County Notification No.: ATIMN 20010

Windstorm Rated:		
TEST STANDARDS	TEST	RATING
TAS 201 / ASTM E1886 / ASTM E1996	Impact Resistance	9 lb @ 50 ft/s
TAS 202 / ASTM E330	Static Pressure Resistance	+75 / -65 psf
TAS 203 / ASTM E1886 / ASTM E1996	Cyclic Pressure Resistance	+65 / -65 psf

Air Infiltration Rated:			
TEST STANDARDS	TEST PRESSURE	INFILTRATION RATE	ALLOWED
TAS 202 / ASTM E283	1.57 psf	< 0.05 L/s-m <sup>2</sup>	1.50 L/s-m <sup>2</sup> (0.30 cfm/ft <sup>2</sup> ) max.
TAS 202 / ASTM E283	6.27 psf	< 0.05 L/s-m <sup>2</sup>	Report only

Water Penetration Rated:		
TEST STANDARDS	TEST PRESSURE	RESULTS
TAS 202 / ASTM E331	15 psf	No Leakage

Forced Entry Resistance Rated:	
TEST STANDARDS	RESULTS
TAS 202 / AAMA 1304	Pass, No Entry



**877.446.1519**

**4psinfo@psindustries.com | psfloodbarriers.com**  
**1150 South 48th Street | Grand Forks, ND 58201**

**Product Registration:**  
**psindustries.com/contact/register-your-product**

## COUNCIL ACTION REQUEST

Meeting Date 6/9/2026

**SUBJECT:** Selection of Engineering Services to design, bid and provided construction administration for Little Champion Pump Station and associated projects

### **AGENDA INFORMATION:**

**Agenda Location:** New Business

**Item Number:**

**Department:** Wastewater

**Contact:** Rob Hites

**Presenter:** Rob Hites

**BRIEF SUMMARY:** The Town has been awarded three State Grant/Loans with 100% forgiveness, one SRF Loan totaling \$5 million dollars and a second \$3 million dollar Wastewater State Reserve Program grant and a third \$490,531 Viable Reserve grant; all totaled \$14,990,531. The grant/loans are to design/construct and provide construction administration for replacing the existing junction box located on Little Champion property and 15' from Richland Creek up the hill to the 500' flood line. The grant/loans will permit the new junction box to be converted to a low-pressure force main. The main outfall from Town and the two lines to the plant must be relocated to account for the difference in elevation of the new junction box and pumps.

At the Waste Treatment Plant, the force main and gravity lines converge in another junction box. The box is undersized and contains electric operated valves that have not been in service for decades. The line flowing from the junction box to the bar screens is also undersized. It needs to be replaced with the proper size to meet the line sizes in the renovated plant. A third element of the grant/loan is to rehabilitate the old bar screen and convert it to a septage receiving station. This will permit the Town to permit septic waste to flow across the bar screen and separate the grease from the waste and send it to a sludge tank. The final project is to convert the existing chlorine contact chamber to an Ultraviolet disinfection system and move it above the 100-year flood plain. This will save considerable money and permit the Town to eliminate the need for chlorine to disinfect its waste.

The staff drafted an RFQ in accordance with GS 143-64.31 (Mini-Brooks Act). It advertised the project Statewide and posted it on its website. It received one bid on May 28, 2026, from McGill and Associates. The project will require an "Engineering Evaluation" to be prepared and approved by the State before design and bids can proceed.

The General Statutes and the Town's Purchasing Policy do not require multiple proposals for selection of Architectural, Engineering or Surveying services.

**MOTION FOR CONSIDERATION:** Approve McGill and Associates as Engineer for the "Little Champion Wastewater Renovation Project" and authorize the staff to negotiate a price for the "Engineering Evaluation" and a lump sum fee for the remainder of the improvements.

**FUNDING SOURCE/IMPACT** SRF, Wastewater Reserve Program and Viable Reserve Program

**ATTACHMENTS:** McGill Proposal, RFQ

**MANAGER'S COMMENTS:** See Above.

# Town of Waynesville

Little Champion Pump Station Project and Wastewater Treatment Plant (WWTP) Improvements Project





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**PREPARED FOR**

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

**PREPARED BY**

McGill Associates, PA  
55 Broad Street  
Asheville, NC 28801  
828.252.0575  
mcgillassociates.com







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

RE: Statement of Qualifications  
Little Champion Pump Station Project and WWTP Improvements Project

Dear Rob:

The Town received significant State funding aimed at improving the resiliency of critical components of the wastewater system. McGill Associates, PA (McGill) has worked with the Town for decades and brings familiarity with the layout and function of the Little Champion sewer infrastructure and the WWTP. For this project, McGill brings:

-  **Relevant Experience and Local Knowledge:** McGill has the specific knowledge and experience to meet the Town's expectations. We have evaluated these portions of the Town's wastewater system and have worked closely with Town operations and management staff to identify areas in need of upgrades to improve functionality and reliability.
-  **Capacity and Availability:** Our staff's familiarity with these projects will allow us to hit the ground running. We pledge to position this project for priority implementation and have the capacity to move efficiently to develop a constructible, cost-effective design.
-  **Coordinated Delivery:** Our team is committed to responsive delivery for this critical project. We have assembled an experienced team with the capacity to meet the Town's schedule. I will serve as principal-in-charge and provide overall oversight with Keith Webb to act as a technical advisor. Mike Waresak will serve as senior project manager, responsible for technical oversight, schedule management, and regular communication with Town staff. Our funding administration team, comprised of Christyn Fertenbaugh, PE and Julia Byrd, will support disbursement requests and coordination with the Division of Water Infrastructure (DWI), as needed.
-  **Funding Continuity:** McGill helped the Town secure State Revolving Fund (SRF) / State Water Infrastructure Authority (SWIA) funding for this project and brings continuity, funding familiarity, and compliance-focused design to reduce risk and support successful implementation.

We would be honored to continue our partnership with the Town of Waynesville to deliver infrastructure improvements that strengthen system reliability and support the community. Please contact me at [mark.cathey@mcgillassociates.com](mailto:mark.cathey@mcgillassociates.com) or 828.412.4588 with any questions. Thank you for your consideration.

Sincerely,  
MCGILL ASSOCIATES, PA

MARK CATHEY, PE  
Principal / Vice President / Regional Manager

# 01 | Firm Information



## Contact

**Mark Cathey, PE**  
Principal / Vice President /  
Regional Manager  
mark.cathey@mcgillassociates.com  
828.252.0575

## How We're Different

McGill serves public and private clients throughout the Southeast. The range and depth of McGill's expertise includes a wide spectrum of engineering services, land planning and recreation, and consulting services.

Our foundation is built on creating comprehensive solutions in a personal way. Collaboration is the key to our success and clients are an integral part of every project at McGill. By building lasting relationships with communities, we understand our clients' visions and project goals. Our dedicated project team focuses on delivering a customized solution for each unique community.

We help our clients identify challenges, formulate responsive solutions, and manage successful project completion. Through partnership, we shape the best results for each client and community.

## At a Glance

**Legal Name: McGill Associates, PA**  
**Incorporated / Year: 1984**  
**North Carolina License: #C-0459**  
**Business Type: Corporation**  
**Number of Offices: 8**  
**Number of Employees: 184**

## Office Locations



### Local Office:

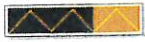
55 Broad Street, Asheville, NC 28801  
828.252.0575

## What We Do

- Water and Wastewater
- Civil Engineering
- Water Resources
- Land Planning and Recreation
- Electrical Engineering
- Mechanical, Electrical, and Plumbing
- Surveying
- Construction Administration
- Solid Waste
- Environmental
- Consulting Services



## Subconsultants



MEDLOCK & ASSOCIATES ENGINEERING, PA

### Medlock & Associates Engineering (Medlock)

**Services for this Project:** Structural engineering

#### Contact

**Edward Medlock, PE, Principal Structural Engineer**

emedlock@medlockengr.com

#### Office Location

53 Asheland Avenue, Suite 101, Asheville, NC 28801  
828.232.4448 | medlockengr.com

Medlock has been providing structural engineering services for over 20 years on a variety of large and small structural projects. With this success, the firm provides safe, sound, cost-effective solutions to a distinguished and diverse list of clients, including public agencies, industrial plants, commercial companies, contractors, private developers, architects, and homeowners.



### Bunnell-Lammons Engineering (BLE)

**Services for this Project:** Geotechnical engineering

#### Contact

**Jesse Jacobson, PE, Director of Technical Services**

jesse.jacobson@blecorp.com

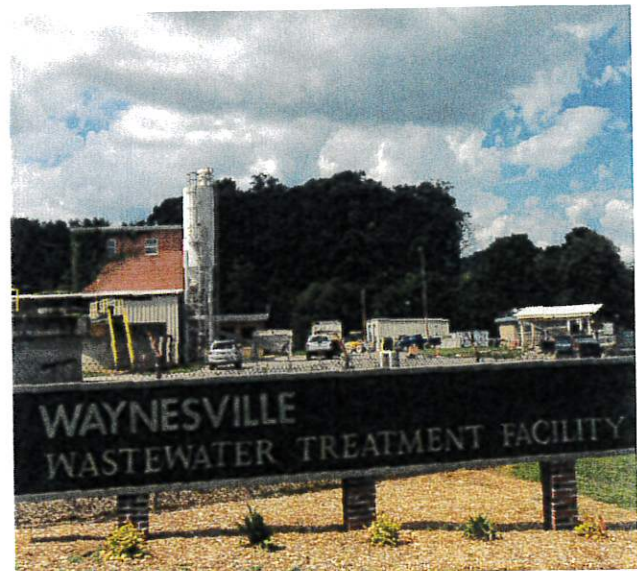
#### Office Location

30 Park Ridge Drive, Fletcher, NC 28732  
828.277.0100 | blecorp.com

Founded in 1996, BLE's primary services include environmental consulting and engineering, geotechnical engineering, construction engineering and inspections, and construction materials testing. BLE provides these solutions to municipal, commercial, institutional, industrial, federal, and state clients across the United States.

## Familiarity with the Town of Waynesville

McGill has a long history of working with the Town of Waynesville. Since 2000, we have worked with the Town on 35 projects. We trust Town staff has found our firm to be responsive to the needs of the Town, cost-conscious, and up to date on the current costs of improvements. We have worked on the upfront planning for upgrades to both the Little Champion sewer system and the WWTP, and we developed the funding application for this project. BLE and Medlock are familiar with the project. They have been our partners on the most recent WWTP improvements project.



# Company Principals



**Andy Lovingood, PE**  
President

Andy provides leadership to the core services and all offices. He has 37 years of consulting engineering experience and has been the guiding force behind some of McGill's most noteworthy projects. **Licensure** PE: NC #023024; GC: NC #47102



**Joel Storrow, PE**  
Past President

Joel's experience extends across many disciplines, including engineering design, and project and corporate management. Joel focuses on client relationships and business development. **Licensure** PE: NC #014774, TN #118763, VA #61637, KY #14566, GA #020871



**Danny Bridges, PE**  
Vice President

Danny has spearheaded McGill's work in Virginia as the commonwealth's Regional Manager. He has built strong relationships with our clients over his 38-year tenure with the firm. **Licensure** PE: NC #016732, VA #58652



**Keith Webb, PE**  
Vice President

Keith is recognized for delivering solutions with his innovative, cost-effective design strategies. He has 46 years of experience, and his commitment to client involvement in the planning and decision-making process results in successful projects. **Licensure** PE: NC #012809, TN #107507, SC #10359



**Mark Cathey, PE**  
Vice President

Mark joined McGill as an Engineering Associate and is now Vice President and Regional Office Manager, where he oversees the operations of McGill's largest office. Mark strives for perfection and provides excellent service. **Licensure** PE: NC #024993, TN #114634, VA #54639, SC #28749



**Doug Chapman, PE**  
Vice President

Doug's contributions to the McGill team include his dedication to client relations, as well as his technical expertise and innovative thinking. As Vice President and Regional Manager, he is responsible for the central region of North Carolina. **Licensure** PE: NC #020622



**Michael Hanson, PE, LEED AP**  
Vice President

Michael has 35 years of experience with civil and water resources engineering projects. He is the Regional Manager for McGill's eastern offices. **Licensure** PE: NC #030624 (plus 7 additional states); LEED AP: National #10445033



**Nancy Whitman, CPA**  
Vice President of Finance / CFO

Nancy is responsible for the overall financial management of the firm, including accounting, financial planning, and analysis. Nancy has managed the firm's financial responsibilities for 30 years. **Licensure** CPA: NC; CDA



**Jamie Carden, PE**  
Principal

Jamie's background as an operator helps him manage projects from planning through construction, solve problems with existing systems, and create sustainable solutions. **Licensure** PE: TN #106014



**Michael Norton, PE**  
Principal

Michael oversees engineering and regulatory aspects to achieve successful project outcomes. He strives to enrich the communities he serves, while always upholding the standards of the profession. **Licensure** PE: NC #025856, SC #23041



**David Honeycutt, PE**  
Principal

David has worked his way up from Project Engineer to Pinehurst Office Manager over the past 21 years. David has an excellent attention to detail, while retaining a big-picture view to create solutions for client needs. **Licensure** PE: NC #034999



**Bob Miller, PE**  
Principal

Bob has excelled as a project manager, overseeing geo-environmental projects, as well as other programs. He has a proven record of success in business operations and strategic development. **Licensure** PE: NC #017147, SC #18581



**Forrest Westall, PE**  
Principal

Forrest has extensive experience in water quality management and has helped develop and administer many North Carolina Water Quality programs. He understands water management laws, regulations, and processes. **Licensure** PE: NC #009033, TN #109877



## Pump Station Experience



### Hyder Mountain Sewer Pump Station Improvements

#### Town of Clyde

McGill has worked on two separate design projects to upgrade this pump station.

#### 2015 Project

Initially, our team provided planning, design, permitting, bidding, and construction phase services for the rehabilitation of the Hyder Mountain Sewer Pump Station located near the Pigeon River. The scope of services for this project, which was completed in 2015, included:

- Replacement of existing duplex submersible pumps
- Installation of new duplex submersible pumps with guide rail system and control system upgrades
- Addition of new backup electrical generator system with necessary appurtenances
- Re-coating of the interior of the wetwell

#### Hurricane Helene Recovery Project

During Hurricane Helene, the pump station was damaged by flooding. McGill assisted the Town with Federal Emergency Management Agency (FEMA) Public Assistance funding, supported and prepared design drawings to replace the pumps, and elevated the electrical controls and generator above Helene flood levels. This project is expected to be constructed later in 2026.

#### Construction Cost (2014)

\$157,660

#### Construction Cost (2026)

\$540,000 (cost estimate)

#### Scope of Work

- Funding assistance
- Design
- Permitting
- Bidding and assistance
- Construction administration (anticipated)

# Lift Station No. 1 Replacement, and Renovations to Lift Station No. 14 and Fiberville Lift Station

## Town of Canton

Canton's No. 14 and Fiberville sewer lift stations sustained damage from both Tropical Storm Fred and Hurricane Helene. McGill assisted the Town with securing funding from FEMA for repairs and upgrades to protect the lift stations from potential flooding caused by future storms. We also helped the Town obtain American Rescue Plan Act (ARPA) funding to replace Lift Station No. 1 (1951 Asheville Highway), which was aging and in need of repairs.

This project includes the complete replacement of Lift Station No. 1 and repairs and floodproofing measures at Lift Station No. 14 and the Fiberville Lift Station. The Lift Station No. 1 design includes a new duplex lift station with wetwell and valve vault and new standby generator. Upgrades to Lift Stations No. 14 and Fiberville include pump replacements, electrical repairs and upgrades, and elevated platforms for flood protection of the electrical equipment. McGill provided planning and funding application assistance, as well as design and bidding services. Construction and funding administration services are ongoing for this project. Construction began in early 2026.

### Construction Cost

\$1,499,040

### Scope of Work

- Planning and funding assistance
- Design
- Bidding and award
- Construction administration
- Grant administration



# Ice Plant Lift Station

## Town of Murphy

The Town of Murphy is home to some of the largest employers in the area. As the Cherokee County seat, Murphy has a total land area of 2.6 square miles and an estimated population of 1,627 residents. The Town owns and operates a sanitary sewer collection system with approximately 1,310 service connections; part of the collection system includes the Ice Plant Lift Station. This lift station conveys wastewater from the commercial and residential districts in South Murphy, the Erlanger Western Carolina Hospital campus, and the Tri-County Community College via a 6-inch pipe.

Currently, the station has a firm capacity of 350 gallons per minute (GPM). Flow from the medical campus and college is pumped to the Ice Plant Lift Station via a separate lift station with a firm capacity of 700 GPM. The existing Ice Plant lift station is severely undersized for the service population and the mechanical equipment is over 20 years old, which is considered the service life for wastewater conveying equipment.

This project included installing a new, 700-GPM duplex lift station on the same site as the existing lift station, matching the firm capacity of the medical campus. The final lift station design was a complete replacement of the existing unit and accepts all flow from the existing service area. Installation will require bypass pumping, rehabilitating existing wet-well, replacing appurtenances and electrical equipment, and a standby generator. Construction began April 2026.

### Construction Cost

\$920,000 (anticipated)

### Scope of Work

- Planning and funding assistance
- Design
- Bidding and award
- Construction administration
- Grant administration





## Bakers Creek Pump Station

### Town of Burnsville

The Town of Burnsville provides sewer services to approximately 1,000 customers. In the 1990s, the Town took over ownership and maintenance of the Bakers Creek Pump Station, which was originally constructed by the Mountain Air Country Club in 1988. Increased flow from a new industry and two schools have added significant demand in the sewershed, placing increased pressure on the pump station, which is operating at almost half its initial rating. In 2020, the pump station experienced a 9,000-gallon sanitary sewer overflow (SSO) into Bakers Creek (Trout Waters), resulting in a Special Order of Consent (SOC) requiring the rehabilitation of the pump station.

McGill assisted the Town of Burnsville with a like-for-like replacement of the Bakers Creek Pump Station with two new, 600-GPM pumps and associated electrical, yard piping, and appurtenances. Part of the project involved replacing the existing backup generator. This like-for-like replacement is the only option that addresses the aging and failing pump station components and reduces the possibility of future SSOs.

The project was completed in 2024. The rehabilitation of electrical components damaged during Helene will start in June 2026.

### Construction Cost

\$532,830

### Scope of Work

- Planning and funding assistance
- Design
- Bidding and award
- Construction administration
- Grant administration



## Dogwood Pump Station Replacement

### Town of Forest City

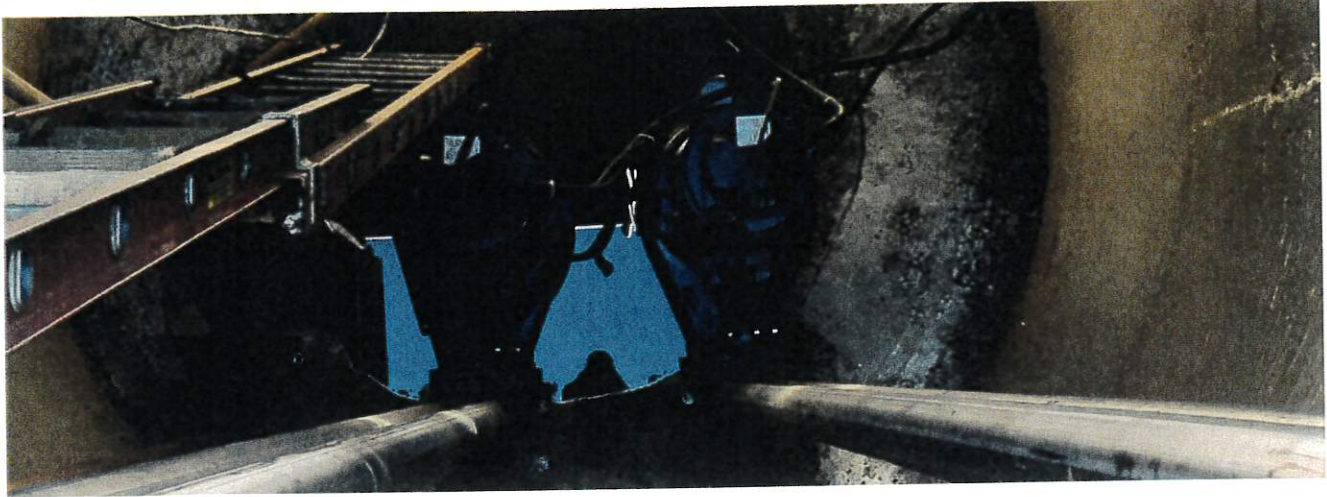
This project replaced an aging and failing dry pit / wet pit sewer pump station with a new submersible pump station. McGill's design involved two 75-horsepower (HP) submersible pumps and a 175-kilowatt (kW) standby diesel generator. This project improved the overall operation and maintenance, aligning the design with Town pump station design standards. The new station was designed to provide for projected flows over a 20-year planning horizon to ensure long-term use of the station. The project was completed in 2023.

### Construction Cost

\$794,850

### Scope of Work

- Design
- Bidding and award
- Construction administration



## Jackson Paper Lift Station

### Tuckasegee Water and Sewer Authority (TWSA), Sylva

This project's goal was to replace the existing lift stations that were over 40 years old, while also flood-proofing the Jackson Paper Lift Station and providing the ability to direct flow to either WWTP No. 1 or WWTP No. 2. This lift station pumps over 70% of the Town of Sylva's sewer flows. McGill's design included a new triplex lift station with a 1,000-GPM capacity, a new duplex 175-GPM lift station, and standby generators for each system. The project also includes approximately 150 linear feet (LF) of 16-inch gravity sewer line, 1,000 LF of 12-inch gravity sewer line, and 630 LF of 8-inch gravity sewer line to redirect the sewer flows to the new lift station. In addition, the project includes 100 LF of 10-inch force main to connect the new lift station discharge to the existing force main that conveys the flow to WWTP No. 1 and 1,000 LF of 6-inch force main to connect the new lift station discharge to the existing force main that currently conveys flows to WWTP No. 2.

Our team worked with TWSA and manufacturers' representatives to determine the best approach to each lift station, including having to waterproof the Jackson Paper Lift Station and be able to send flows to two different discharge points with very different hydraulic conditions. The resulting solution was to replace both lift stations and use pumps with variable frequency drives (VFDs) to allow the stations to operate independently, but also while using a shared force main. In order to flood-proof the Jackson Paper Lift Station, all electrical equipment was relocated to an elevated location on site and all hatches and manholes were made to be watertight.

Although TWSA had a maintenance easement between the two lift stations that was proposed for the routing of the force main, it was insufficient for the purposes of this project. McGill worked with TWSA and its lawyer to come to an agreement with the property owners on an acceptable route and working times so that the line could be installed with minimal impact to the commercial properties while keeping the construction cost low. The project was completed in 2024.

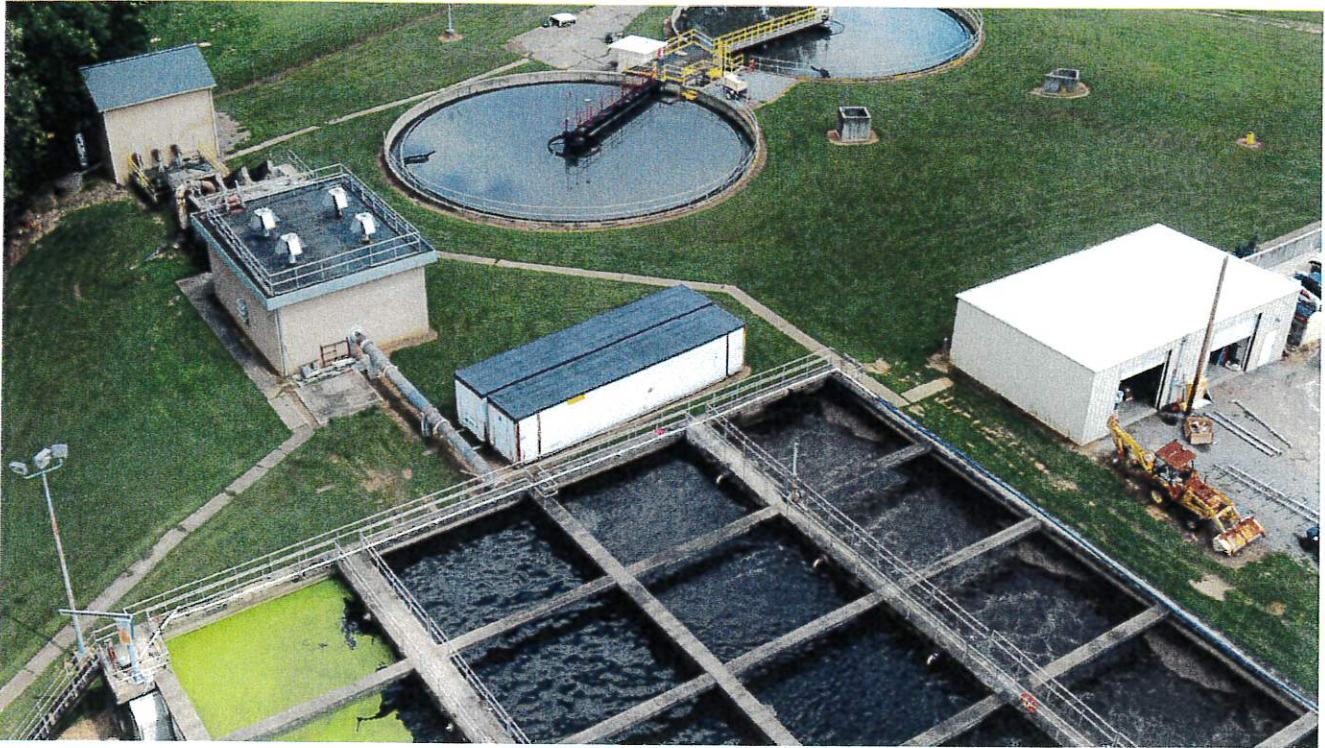
#### Construction Cost

\$1,419,720

#### Scope of Work

- Design
- Bidding and award
- Construction administration

## WWTP Experience



## WWTP Upgrades

### Town of Waynesville

McGill assisted the Town of Waynesville in developing a Preliminary Engineering Report (PER) evaluating WWTP condition, operational performance, and permit compliance, and identifying prioritized improvements necessary to achieve regulatory compliance and long-term reliability. The PER supported a successful funding application to DWI. McGill then provided design, permitting, bidding, and construction administration services for the project.

Project improvements include:

- A new headworks facility with flow measurement, screening, and grit removal
- A new influent pump station designed to convey up to 15 million gallons per day (MGD) with four submersible pumps rated at 6 MGD each
- Replacement of primary clarifiers with a disc filter system
- Upgrades to the biological treatment process, including new aeration equipment and blowers
- New secondary clarifiers
- Enhanced return and waste sludge pumping
- Solids processing improvements
- Comprehensive electrical, piping, and site improvements.

### Construction Cost

\$26,560,800

### Scope of Work

- PER
- Design
- Permitting
- Bidding and award
- Construction administration





## WWTP Improvements

### Town of Bryson City

The Bryson City WWTP improvements project expanded and modernized the Town's 30-year-old treatment facility to address existing capacity deficiencies and accommodate future growth. McGill evaluated alternatives for improving the existing plant, constructing a new facility, or implementing a phased combination approach. Based on this analysis, McGill designed improvements that increase permitted capacity from 0.6 MGD to 0.9 MGD.

The project replaces the existing contact stabilization activated sludge process with a higher-capacity sequencing batch system, retrofitted tanks for sludge storage and aerobic digestion, ultraviolet (UV) disinfection system, new headworks, influent pump station, and sludge dewatering upgrades.

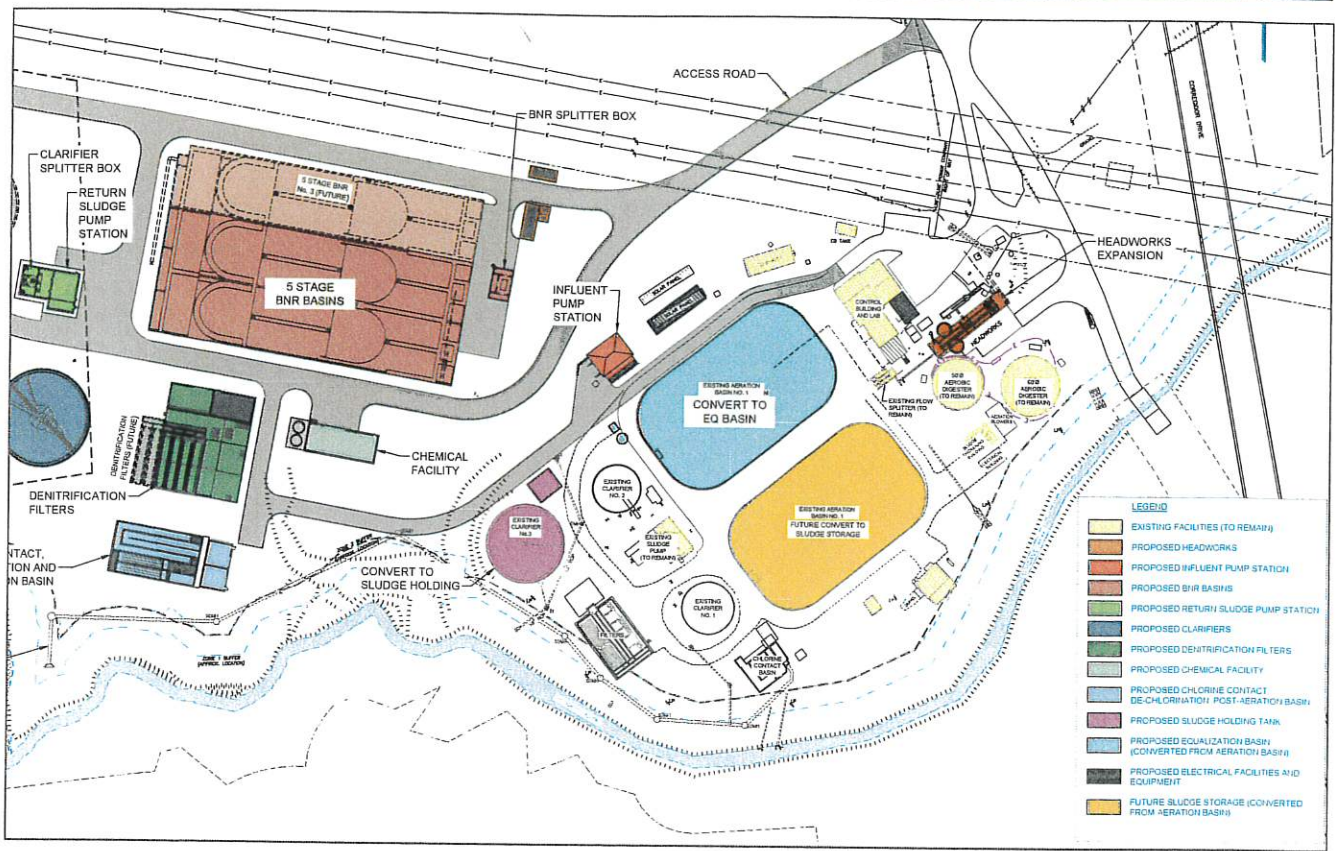
McGill supported the Town from initial planning and funding through design, permitting, and bidding. McGill helped the Town secure ARPA and SRF funding. Construction began in the spring of 2026.

### Construction Cost

\$17,647,000 (anticipated)

### Scope of Work

- Planning and funding assistance
- Design
- Permitting
- Bidding and award
- Construction administration



# Water Resource Recovery Facility (WRRF) Expansion

## City of Mebane

McGill provided engineering services for the expansion and improvement of the City's municipal WRRF to increase capacity, improve treatment performance, and enhance long-term reliability. Early planning evaluated the use of an equalization (EQ) basin; however, detailed hydraulic analysis and treatment process design revealed a more effective non-EQ alternative.

By refining the hydraulic profile and optimizing the expanded treatment facilities, McGill developed a solution that reduced capital costs while delivering a more resilient and efficient system. The project included hydraulic analysis, alternatives evaluation, and preparation of design documents, technical specifications, and cost estimates.

McGill coordinated closely with City staff, regulators, and stakeholders throughout planning and design to ensure alignment with operational goals and regulatory expectations. Construction of the improvements began in 2025.

### Construction Cost

\$82,900,000 (anticipated)

### Scope of Work

- Hydraulic analysis
- Design
- Permitting
- Bidding and award
- Construction administration



## WWTP Improvements (Phases 1 and 2)

### Town of Andrews

The Town of Andrews owns and operates a 1.50-MGD WWTP located on Reagan Avenue approximately a quarter-mile west of the Town's corporate limits. The plant, originally constructed in the 1950s, consists of an influent channel with a mechanically cleaned bar screen with a quarter-inch bar spacing, a manual coarse screen for bypass flows, influent pump station with three, 1,500-GPM pumps, dual packed tower cross-flow media trickling filters, dual circular clarifiers, a chlorine contact tank, a 6-inch Parshall flume with ultrasonic flow meter and totalizer, a step cascade post aerator, 330,000-gallon aerated sludge digester, dual sludge drying beds, and a 200-kW standby generator.

#### Phase 1

The facility was last upgraded in 2018 in response to numerous violations of the discharge permit, which were largely due to the antiquated and failing treatment equipment. Those upgrades included installing a new mechanically cleaned bar screen, replacing the existing blowers and aeration piping on the sludge holding / aerobic digester; replacing damaged media in the trickling filters; rehabilitating the north trickling filter rotary mechanism; repairing the south secondary clarifier; and improving the chlorination and dechlorination process using an automatic chlorine and sulfur dioxide feed control system with an integrated control and monitoring system.

#### Phase 2

The Town was recently awarded funding in excess of \$14 million for replacing the trickling filter biological treatment system at the WWTP. Proposed improvements include adding a new three channel oxidation ditch using the simultaneous nitrification-denitrification biological process, retrofitting the existing secondary clarifiers, adding a new return-activated sludge (RAS) / waste-activated sludge (WAS) pump station, upgrading the influent pump station, improving the solids / sludge processing system, completing electrical upgrades, and addressing yard piping and miscellaneous site improvements. Construction began in February of 2026.

#### Construction Cost

\$1,075,950 (Phase 1)

\$12,813,500 (Phase 2)

#### Scope of Work

- Funding assistance
- Design
- Environmental permitting
- Electrical system analysis and design
- Bidding
- Value engineering
- Construction administration



## WWTP No. 1 Expansion

### TWSA, Jackson County

McGill provided complete design and construction services for the TWSA WWTP No. 1 upgrade. This project consisted of an expansion from 1.5 MGD to 3.5 MGD, which included

- Constructing a new headworks structure comprised of a mechanical screen, grit removal system, and influent pump station
- Constructing two sequencing batch reactor (SBR) basins and their related equipment
- Modifications to the existing aeration basins, clarifiers, and chlorination basins
- Installing a post-equalization basin submersible pump station and a post-aeration system
- Converting an existing flow equalization basin to an aerated sludge holding tank
- Installing a new aeration system into the existing sludge holding tank
- Installing a new progressing cavity belt filter press feed pump
- Installing a new non-potable water system
- Constructing a new solids handling facility and main control and laboratory building
- Constructing a new main blower building
- Relocating the existing 1-meter belt filter press
- Installing a new sludge dryer system and dried biosolids conveyance system

Electrical improvements included adding a new, larger service to the facility and a 1-megawatt (MW) generator set capable of powering the entire plant. An automatic transfer switch engages the generator during power outages through a PLC-controlled Main-Tie-Generator transfer.

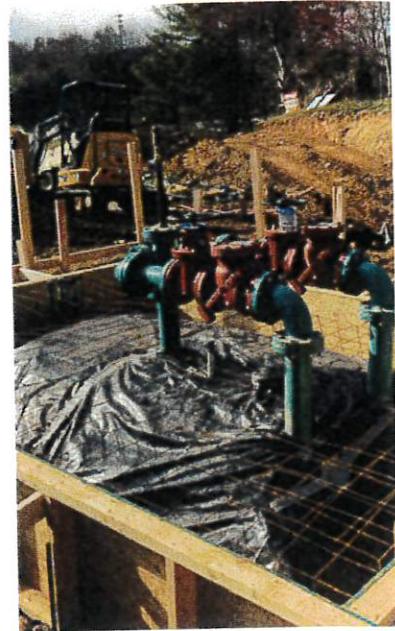
### Construction Cost

\$11,694,600

### Scope of Work

- Funding assistance
- PER
- Design
- Permitting, including National Pollution Discharge Elimination System (NPDES)
- Bidding and award
- Construction administration





## WWTP Improvements

### Town of Mars Hill

This project provided essential WWTP improvements and sewer infrastructure expansion to support growth and meet industry needs for the Town. The work was funded through grants from the Economic Development Administration (EDA) and the Golden LEAF Foundation, with the grants team partnering closely with the Town to develop and write both grant applications for this multi-source funded project.

At the WWTP, aging air lift sludge pumps were replaced with a new sludge pumping system featuring three centrifugal submersible pumps housed in a new sludge wet well. Additional improvements included installing variable frequency drives (VFDs) on existing aeration blowers and implementing a dissolved oxygen (DO) control system to maintain optimal biological treatment conditions. VFDs and a computerized control system were also added to two additional blowers, improving efficiency, operational flexibility, and energy management.

The project also extended sewer service to the east side of Interstate 26. Improvements included approximately 1,000 LF of 10-inch gravity sewer, a new sewer pump station, and a force main. The new infrastructure connects with existing pump stations and force mains to convey wastewater efficiently through the system. Collectively, these upgrades enhanced system reliability, supported economic development, and improved long-term wastewater treatment performance for the Town.

### Construction Cost

\$904,320

### Scope of Work

- Funding assistance
- Design
- Permitting
- Bidding and award
- Construction administration



# References

## Town of Bryson City

**Nate Bowe, Director of Engineering and Public Works**

Post Office Box 726  
Bryson City, NC 28713  
natebowe@brysoncitync.gov  
828.488.3335

## City of Mebane

**Preston Mitchell, Assistant City Manager**

106 East Washington Street  
Mebane, NC 27302  
pmitchell@cityofmebane.com  
919.563.5901

## Town of Andrews

**James Reid, Mayor**

Post Office Box 1210  
Andrews, NC 28901  
jamesreid2004@yahoo.com  
828.321.5111

## Town of Forest City

**Janet Mason, Town Manager**

28 North Powell Street  
Forest City, NC 28043  
janetmason@townofforestcity.com  
828.245.4747



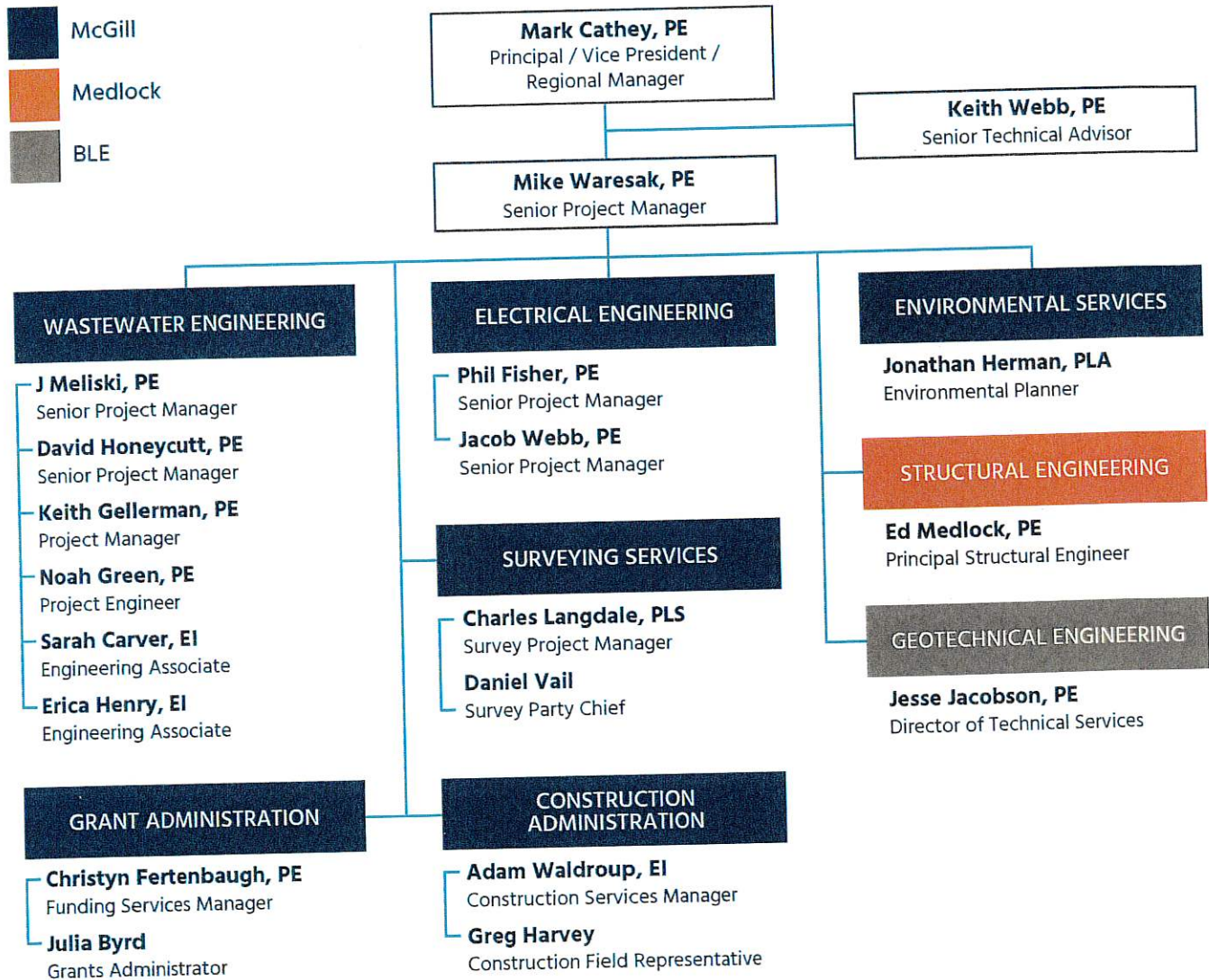
McGill loves celebrating our client's successes. We recently held groundbreaking ceremonies with the Town of Andrews and the Town of Bryson City (pictured above).



# 03 | Project Team

## Team Overview

Our goal in assembling the proposed team outlined below is matching the individual and team qualifications with the expertise and experience appropriate for this project. Our comprehensive project team approach is particularly appropriate for projects where coordination, scheduling, and efficiency are important considerations.





*As Asheville Regional Manager, Mark will manage the contract and team.*

## Mark Cathey, PE

### Principal / Vice President / Regional Manager

Mark has 31 years of design and management experience with a strong background in civil and environmental engineering. He has managed a substantial number of engineering projects from concept to completion — including utilities, WWTPs, parks and recreation, roadway, sidewalks, storm drainage, and solid waste. His vast background in Western North Carolina enhances his ability to understand the value of effective communication with local officials and communities for the projects he serves. As a resident of Waynesville, Mark is equipped with a keen sense of knowledge of the area, the community, and the geographic considerations that may be encountered during this project.

#### Professional Licensure

PE: NC #024993 (plus two states)

#### Related Experience

- WWTP Upgrades, Town of Waynesville
- WWTP Improvements, Town of Bryson City

#### Education

BS, Civil Engineering,  
Clemson University

#### Associations

- American Water Works Association (AWWA)
- American Public Works Association (APWA)

#### Specializations

- Client communication
- Civil engineering design



*Keith, with his wealth of knowledge, will provide technical advice and quality assurance for the project.*

## Keith Webb, PE

### Senior Technical Advisor

Keith Webb has 46 years of design and management experience with a strong background in civil and environmental engineering. He has managed a substantial number of complex water projects from concept to completion. Keith's skills in integrated project management are definitive assets to our clients. He has a proven track record of managing engineering projects and personnel, and he is dedicated to successful project performance. Keith functions effectively in our team approach as a technical advisor and will ensure that each client's goals and values are achieved.

#### Professional Licensure

PE: NC #012809 (plus two states)

#### Related Experience

- WWTP Upgrades, Town of Waynesville
- WWTP Improvements, Town of Bryson City
- WWTP Improvements, Town of Andrews
- WWTP Improvements, Town of Hot Springs

#### Education

BS, Civil Engineering,  
Clemson University

#### Associations

- AWWA
- NC One Water

#### Specializations

- Sanitary sewer systems
- Treatment facilities
- Booster pump stations



**Education**

BS, Civil Engineering,  
University of Central Florida

**Specializations**

- Sanitary sewer systems
- Treatment facilities
- Booster pump stations
- Lift stations
- Distribution systems
- Raw water intakes



*Mike oversees the planning, design, and delivery of complex infrastructure projects.*

## Mike Waresak, PE

### Senior Project Manager

Mike brings 39 years of water and wastewater experience to McGill’s team. He has a vast knowledge of the communities that he serves and a passion for improving the quality of life for those impacted by McGill’s work. Mike cultivates and maintains strong relationships with clients and ensures projects align with community’s needs. He has comprehensive understanding of every stage of project delivery and enjoys the challenges of water and wastewater engineering.

**Professional Licensure**

PE: NC #019950 (plus five states)

**Related Experience**

- WWTP Upgrades, Town of Waynesville
- WWTP Improvements, Town of Bryson City
- WWTP Improvements, Town of Andrews
- Hyder Mountain Sewer Pump Station Improvements, Town of Clyde



**Education**

BS, Civil and Environmental  
Engineering, Georgia Institute  
of Technology

**Specializations**

- Wastewater design
- Wastewater collection systems
- Wastewater lift stations
- Funding assistance



*J has successfully managed numerous sewer collection projects and will lead this type of work for the project.*

## J Meliski, PE

### Senior Project Manager

J Meliski brings 19 years of in-depth experience with municipal infrastructure design projects. J has played a key role as project manager on initiatives with several clients throughout the region. He primarily focuses on water distribution and wastewater collection systems and has a vast understanding of the nuances of completing a project from funding inception through construction closeout.

**Professional Licensure**

PE: NC #029887

**Related Experience**

- South Waynesville Sanitary Sewer Improvements, Phase 1, Town of Waynesville
- Ice Plant Lift Station, Town of Murphy
- Bakers Creek Pump Station, Town of Burnsville
- OMC Sewer Pump Station Improvements, Town of Burnsville





#### Education

BS, Environmental Engineering,  
North Carolina State University  
(NCSU)

#### Associations

- NC One Water
- Water Environment Federation

#### Specializations

- Wastewater treatment



*David has significant experience with wastewater treatment projects and will provide technical review.*

## David Honeycutt, PE

### Senior Project Manager

David Honeycutt has significant experience with a wide range of water and wastewater projects, including treatment and pumping systems, line replacements, rehabilitation, extensions, and biological process and hydraulic modeling. In addition, he helps communities with a variety of plan review, stormwater, and mapping services. David has a thirst for knowledge and looks for the latest technology and advances. He has been involved in all project phases, from planning, scoping, design, and permitting to construction inspection. David has experience with master planning projects for municipalities to develop a comprehensive plan that can be easily updated.

#### Professional Licensure

PE: NC #034999

#### Related Experience

- WRRF Expansion, City of Mebane
- WWTP Improvements, Town of Bryson City
- WWTP Improvements, Town of Mars Hill



#### Education

MS, Civil and Environmental  
Engineering, University of California  
BS, Civil Engineering,  
University of California Irvine

#### Specializations

- Sewer and pump station design
- WWTP design
- Program, project, and construction management
- Effective communication



*Keith specializes in wastewater system design and offers new and innovative ideas and solutions.*

## Keith Gellerman, PE

### Project Manager

Keith Gellerman has 13 years of planning, design, and construction management experience in water / wastewater engineering. He has designed and managed the construction of many sewer system renovations, sewer pump stations, and on-site wastewater treatment and disposal systems. Keith has successfully handled complex project sequencing and coordinates with different disciplines to effectively complete projects. He finds joy in serving his community and seeing his team's designs being built and in operation.

#### Professional Licensure

PE: NC #059283 (plus four states)

#### Related Experience

- Belwood Tank and Booster Pump Station, Cleveland County Water
- Hurricane Helene Disaster Recovery Assistance, Chimney Rock Village
- Sewer System Improvements, Town of Canton
- WWTP No. 2 Improvements, Phase 2, TWSA, Sylva





**Education**

BS, Civil and Environmental Engineering, University of North Carolina (UNC) Charlotte

**Associations**

- NC One Water

**Specializations**

- Engineering reports
- Modeling
- WWTP and pump station design
- Permitting



*Noah will provide support for the wastewater treatment portion of this project.*

## Noah Green, PE

### Project Engineer

Noah Green has extensive experience with preliminary evaluations, such as studies, PERs, cost estimates, utility routing, and pipe and pump calculations. He is very familiar with state regulations and the permitting process associated with water and sewer projects. Noah has extensive design experience with treatment plants and pump stations. Specifically, he has expertise in treatment process design, hydraulics, pumping systems, treatment equipment layout, and large-diameter piping for treatment plant projects. Several of his projects have involved state funding, making him familiar with its policies and procedures.

### Professional Licensure

PE: NC #053056

### Related Experience

- WWTP Improvements, Town of Bryson City
- WRRF Expansion, City of Mebane
- Vantine Pump Station and Sewer Replacements, City of Bessemer City



**Education**

BS, Civil Engineering, UNC Charlotte

**Specializations**

- Water / wastewater design
- AutoCAD
- WaterGEMS



*Sarah is dedicated to thoroughly researching improved solutions for each project.*

## Sarah Carver, EI

### Engineering Associate

Sarah Carver has a vested interest in working on water / wastewater projects, and she understands the significance of properly functioning infrastructure and pipes. Sarah believes that access to clean water is essential for thriving communities, and she is eager to contribute to efforts that enable our clients and citizens throughout the Southeast to live comfortably. She has experience using AutoCAD Civil 3D and WaterGEMS software. Sarah prioritizes clear and prompt communication and is dedicated to thoroughly researching alternative solutions for each project.

### Professional Licensure

EI: NC #A-31169

### Related Experience

- WWTP Improvements, Town of Bryson City
- WRRF Expansion, City of Mebane
- Vantine Pump Station and Sewer Replacements, City of Bessemer City



**Education**

BS, Environmental Engineering,  
East Carolina University

**Specializations**

- Water / wastewater design
- AutoCAD
- WaterGEMS



*Erica is driven to contribute innovative and sustainable solutions to pressing environmental challenges.*

## Erica Henry, EI

### Engineering Associate

Erica Henry is a passionate engineering associate who has cultivated a strong foundation in water and wastewater treatment, hydrology, sustainability, and environmental consulting through diverse academic and professional experiences. Her technical expertise includes proficiency in ArcGIS, QGIS, hydrologic modeling, and water quality testing, as well as experience in technical writing, grant applications, and energy consulting. Erica is deeply committed to sustainability and community involvement. As an East Carolina University Water Scholar, she spearheaded a fishpond restoration project, successfully managing a team of 20 to implement solar-powered aeration systems.

**Professional Licensure**

EI: NC #A-31385

**Related Experience**

- WWTP Improvements, Town of Bryson City
- WWTP Improvements, Town of Andrews



**Education**

BS, Electrical Engineering, NCSU

**Specializations**

- WWTP electrical design
- Sewer pump station electrical design
- Standby power
- Controls and supervisory control and data acquisition (SCADA)



*Phil will lead the electrical design portions of the project. He is well versed in controls for WWTPs.*

## Phil Fisher, PE

### Senior Project Manager

Phil Fisher has nearly 40 years of engineering design and field experience, including electric power, lighting, telecommunications, fire alarm, security, and control systems for governmental, institutional, residential, commercial, and industrial facilities. He has strong conceptualization and problem-solving skills and can quickly and efficiently develop several solutions to engineering problems. Phil is knowledgeable of National Electrical Code and National Electrical Safety Code, and he is familiar with North Carolina State Building Code and related National Fire Prevention Association (NFPA) standards.

**Professional Licensure**

PE: NC #018684 (plus four states)

**Related Experience**

- WWTP Upgrades, Town of Waynesville
- Hyder Mountain Sewer Pump Station Improvements, Town of Clyde
- WWTP Improvements, Town of Bryson City



**Education**

BS, Electrical and Computer Engineering Technology, Western Carolina University

**Specializations**

- WWTP electrical design
- Sewer pump station electrical design
- Standby power
- Controls and SCADA



*Jacob brings familiarity with the complexities of the Town’s WWTP and brings efficiencies to the project.*

## Jacob Webb

### Engineering Technician

Jacob Webb is a member of the McGill mechanical, electrical, and plumbing (MEP) group. He brings a fresh perspective and new insights to every project, including design recommendations for new technology that could be incorporated into the designs. Jacob is a skilled employee with a solid foundation on how to complete projects efficiently, especially those of the electrical nature. He has worked on several generators, conductors, and switches, where he has used his knowledge of National Electric Code. Jacob has certifications in AutoCAD, Labview, Matlab, and Javascript.

**Related Experience**

- WWTP Upgrades, Town of Waynesville
- WWTP Improvements, Town of Bryson City
- WWTP Improvements, Town of Andrews
- Ice Plant Lift Station, Town of Murphy
- Bakers Creek Pump Station, Town of Burnsville
- 2017 Westside Sewer Improvements, City of Shelby



**Education**

BA, Geography (GIS Focus), University of South Carolina  
AAS, Geomatic Technology, Central Piedmont Community College

**Specializations**

- Land surveying
- Drafting
- Geospatial analysis
- ALTA surveys
- Boundary survey



*Charles is skilled in project management, survey data processing, and surveying software.*

## Charles Langdale, PLS

### Survey Project Manager

Charles Langdale has worked on every phase of land development projects, including title surveys, design surveys, subdivision plats, and supporting surveys, such as easement acquisitions, land swaps, and road profile surveys. He helps identify needs early and solves problems as they come up, remaining accurate and efficient throughout the process. Charles’ projects support successful development outcomes and meet client expectations.

**Professional Licensure**

PLS: NC #L-5592

**Related Experience**

- Clyde / Waynesville / Canton Water Interconnection, Town of Clyde
- Sewer Improvements, Village of Chimney Rock
- Sewer Collection System Storm Damage Repairs, Yancey County
- Lyle Creek Outfall Sewer and Pump Station, City of Hickory
- Highway 10 Sewer Extension, City of Newton



### Education

BS, Biology, Florida State University

### Specializations

- Boundary line determination
- Field mapping
- Data collection
- Field notes
- Boundary surveying
- Legal descriptions
- Line determination and retracement



*Daniel's organized and methodical nature ensures accuracy and efficiency in his surveying work.*

## Daniel Vail

### Survey Party Chief

Daniel Vail brings seven years of experience to McGill's surveying team. He wanted to get into a career that required a variety of outdoor work and intellectual knowledge, and surveying was a good fit. As a survey party chief at McGill, Daniel is responsible for conducting surveys for all service areas within the firm. He has worked on a wide variety of surveying projects, from Corps of Engineers jobs in the Everglades to large conservation easement mountain boundaries, which led to him developing a multitude of skills that are applicable in many different scenarios. Daniel has found that being organized and methodical ensures accuracy and efficiency in every project.

### Related Experience

- South Waynesville Sanitary Sewer Improvements, Phase 1, Town of Waynesville
- Sewer Improvements, Village of Chimney Rock
- Sewer System Improvements, Town of Canton
- Lake Junaluska Access Road Pressure Sewer Line, Town of Waynesville



### Education

MS, Environmental Engineering, University of Notre Dame

BS, Civil Engineering, UNC Charlotte

### Specializations

- Permitting
- Funding applications
- DWI funding regulations
- Asset inventories and assessments (AIAs)



*Christyn's strong relationships with state funding agencies will be an asset for this project.*

## Christyn Fertenbaugh, PE

### Funding Services Manager

Christyn Fertenbaugh has 21 years of experience with water and wastewater permitting and compliance; funding programs for water, wastewater, and stormwater administered through the DWI; and communicating dynamically with people at all levels of the technical spectrum. She has managed many study grants from the funding perspective. Having reviewed many grant submittals, Christyn has an inside view on what will make your grant submittal stand out. She utilizes her strong background in both engineering and funding management in the grant administration process.

### Professional Licensure

PE: NC #042020

### Related Experience

- 2020 CDBG Carringer Street Sewer Improvements, Town of Bryson City
- WWTP Improvements, Town of Bryson City
- Hurricane Helene Disaster Recovery Assistance, Village of Chimney Rock





### Education

MS, Environmental Engineering and Water Resources, Virginia Tech

BA, Political Science and International Relations, Virginia Commonwealth University

### Specializations

- Funding administration
- DWI funding
- Water and wastewater funding



*Julia assisted with the funding application that made this project possible.*

## Julia Byrd

### Grants Administrator

Julia Byrd supports McGill's water and wastewater infrastructure projects by acting as a liaison between our clients, engineers, and funding agencies. She has worked on a wide range of projects involving source water system evaluations, water and wastewater treatment design, distribution and collection system infrastructure, and field work. Julia spent several years at DWI, working in the wastewater projects unit; in this role, she reviewed and managed water and wastewater infrastructure project funding, which makes her an excellent addition to McGill's funding team. Julia's experience in a variety of professional and academic environments has increased her resourcefulness, communication, and problem solving.

### Related Experience

- WWTP Upgrades, Town of Waynesville
- WWTP Improvements, Town of Andrews
- WWTP Improvements, Town of Bryson City
- Ice Plant Lift Station, Town of Murphy



### Education

BS, Civil Engineering Technology and Construction Management, UNC Charlotte

### Specializations

- Construction administration
- Civil and site design
- Permitting
- Floodplain development
- Hydraulic design and analysis
- No-rise certifications



*Adam brings engineering experience to all construction operations, resulting in a streamlined process.*

## Adam Waldroup, EI

### Construction Services Manager

Adam Waldroup had eight years of engineering design experience prior to switching his focus to construction management; this hands-on experience allows him to easily implement engineering designs into construction plans. Adam works on projects, such as water system interconnects, expansions, and treatment plants, including the most recent Waynesville WWTP project; wastewater system upgrades, replacements, and treatment plants; disaster recovery emergency infrastructure rehabilitation; stormwater improvements; and dam repairs. He is an effective communicator who exhibits a high degree of professionalism.

### Professional Licensure

EI: NC #A-29634

### Related Experience

- WWTP Upgrades, Town of Waynesville
- Ice Plant Lift Station, Town of Murphy
- Bakers Creek Pump Station, Town of Burnsville



**Certification**

Construction Management  
Technology, Asheville-Buncombe  
Technical Community College

**Specializations**

- Construction administration
- Construction oversight
- GIS assistance



*Greg will provide construction observation, which brings administrative continuity to this project.*

## Greg Harvey

### Construction Field Representative

Greg has been working in the underground utilities industry for nine years. He has experience laying pipe, testing pipe, grading out for concrete sidewalks and pads, and shooting grade for pipe and boxes. He regularly completes daily logs and equipment sheets. As construction administrator, Greg will assist with construction oversight and administration.

**Related Experience**

- WWTP Upgrades, Town of Waynesville
- WWTP Improvements, Town of Andrews
- WWTP No. 2 Improvements, Phase 2, TWSA, Sylva
- Ice Plant Lift Station, Town of Murphy
- Sewer System Improvements and New WWTP Preliminary Engineering, Town of Canton
- Woodhaven Pump Station No. 1 Replacement, Town of Mars Hill
- Dogwood Pump Station Replacement, Town of Forest City
- Hurricane Helene Disaster Recovery Assistance, Town of Hot Springs



**Education**

BLA, Landscape Architecture, NCSU

**Specializations**

- Environmental permitting
- Environmental planning
- Grant assistance



*Jonathan will help the Town with all environmental permitting requirements of the project.*

## Jonathan Herman, PLA

### Environmental Planner

Jonathan Herman has 20 years of experience that includes a wide range of parks and stream restoration projects. He understands the necessary aspects of design planning, stream mitigation, and compensation plans. Jonathan applies skills and training of landscape architecture and GIS — combined with an interest in ecology and native plants — to design environmental restoration projects and provide environmental planning services. He has experience with 404 / 401 permitting and agency organization, stream buffer permitting and restoration, and preparing documents of federally and state-funded projects.

**Professional Licensure**

PLA: NC #2231 (plus one state)

**Related Experience**

- Ice Plant Lift Station, Town of Murphy
- WWTP Upgrades, Town of Andrews
- WWTP Relocation, Town of St. Pauls





#### Education

BS, Civil Engineering,  
Clemson University

BS, Psychology, Wofford College

#### Specializations

- Structural engineering



*Ed will lead all structural engineering services for this project.*

## Ed Medlock, PE

### Principal Structural Engineer at Medlock

Ed Medlock has 26 years of experience in structural engineering. He specializes in steel structure design, reinforced concrete design, concrete masonry unit design, timber design, forensic engineering, residential framing and foundations, dam and bridge design, and site retaining wall design.

#### Professional Licensure

PE: NC #025950 (plus one state)

#### Related Experience

- WWTP Upgrades, McGill, Town of Waynesville
- Bolens River Raw Water Line and Cane River Intake Improvements, McGill, Town of Burnsville
- Madison County / Mars Hill Water Interconnection, McGill, Madison County
- Clearwell and High-Service Pump Station, McGill, TWSA, Sylva
- WWTP No. 2 Improvements, McGill, TWSA, Sylva



#### Education

MS, Geotechnical Engineering,  
Virginia Tech

BS, Civil Engineering,  
Mississippi State University

#### Specializations

- Construction administration
- Civil and site design
- Permitting
- Floodplain development
- Hydraulic design and analysis



*Jesse will lead all geotechnical engineering services necessary for the project.*

## Jesse Jacobson, PE

### Director of Technical Services at BLE

Jesse Jacobson has experience as a senior engineer, project manager, and special inspector and has extensive experience in the subjects of retaining walls, slope stability analysis, shallow foundations, deep foundations, geotechnical laboratory testing, and geotechnical field testing.

#### Professional Licensure

PE: NC #030948

#### Related Experience

- WWTP Upgrades, McGill, Town of Waynesville
- US Highway 70 Wall Repair, City of Asheville
- Cherokee Road Wall Repair, City of Asheville
- Approach Road Stabilization, City of Asheville
- Lake Craig Bridge and Roadway, City of Asheville
- North Carolina Department of Transportation (NCDOT) Bridge Replacements, NCDOT, Madison, Yancey and Swain Counties



## Workload Capacity

### Resource Management

McGill uses a formal workload forecasting and resource management process to ensure adequate staffing and responsiveness. Project managers and practice leaders collaborate to assign staff based on expertise, availability, and project needs. We frequently manage concurrent task orders under an annual contract for several of our clients. We aim to complete project assignments on time, within budget, and with the best utilization of staff resources.

### Current Workload

McGill maintains a balanced and manageable backlog that supports high staff utilization without overextension. Our workload planning allows flexibility to:

- Respond to urgent or time-sensitive requests
- Integrate new projects efficiently into production workflows
- Maintain responsiveness for general engineering services

This approach ensures we remain reliable, available, and capable of meeting client needs as they arise.

Project Name	Client	Expected Completion Date
Water and Sewer Lines (Helene Recovery)	Chimney Rock Village	Ongoing
Deck Hill Water Tank Replacement	Town of Boone	June 2026
Exit 11 I-26 Water and Sewer Improvements	Town of Mars Hill	August 2026
Nebo Water System Improvements	McDowell County	November 2026
Water System Interconnection	Madison County	November 2026
Appalachian Regional Commission (ARC) Water System Improvements	Town of Robbinsville	December 2026
WWTP No. 2 Improvements	TWSA	December 2026
Cane River Raw Water Intake Improvements	Town of Burnsville	March 2027
WWTP Upgrades	Town of Bryson City	April 2027
Wastewater Resiliency Improvements (SRF Helene)	Town of Clyde	To be determined

# Availability

McGill works within strict schedules to meet project deadlines and objectives. We have the availability and want to work on this important project. We are prepared to adjust our work program to meet your project's scheduling needs. This proposal is intended to demonstrate that:

- We have the qualifications and expertise to plan, design, permit, and execute this project.
- We have the capability and availability to achieve the tasks outlined in our proposal, within a prescribed time frame.
- We have a proven record of success for similar previous projects.
- Our personnel and resources are accessible and our proximity to the project can facilitate timely and efficient working conditions and communication.

Employee	Title	Office	Percent Availability
Mark Cathey, PE	Principal / Vice President / Regional Manager	Asheville, NC	23%
Keith Webb, PE	Senior Technical Advisor	Asheville, NC	28%
Mike Waresak, PE	Senior Project Manager	Asheville, NC	40%
J Meliski, PE	Senior Project Manager	Asheville, NC	35%
David Honeycutt, PE	Senior Project Manager	Pinehurst, NC	25%
Keith Gellerman, PE	Project Manager	Asheville, NC	40%
Noah Green, PE	Project Engineer	Asheville, NC	45%
Sarah Carver, EI	Engineering Associate	Asheville, NC	45%
Phil Fisher, PE	Senior Project Manager (Electrical)	Asheville, NC	30%
Jacob Webb	Electrical Designer / Technician	Asheville, NC	50%
Jonathan Herman, PLA	Environmental Planner	Hickory, NC	25%
Adam Waldroup, EI	Construction Services Manager	Asheville, NC	40%
Greg Harvey	Construction Field Representative	Asheville, NC	50%
Christyn Fertenbaugh, PE	Funding Services Manager	Asheville, NC	35%
Julia Byrd	Grants Administrator	Asheville, NC	30%
Charles Langdale, PLS	Survey Project Manager	Asheville, NC	30%
Daniel Vail	Survey Party Chief	Asheville, NC	30%
Ed Medlock, PE	Principal Structural Engineer (Medlock)	Asheville, NC	35%
Jesse Jacobson, PE	Director of Technical Services (BLE)	Fletcher, NC	32%



## Project Understanding

### Recognized Vulnerabilities

The Little Champion wastewater junction box and siphon system, which are part of the Town’s sewer collection system, needs rehabilitation and upgrades to improve functionality and provide flood protection following damage from Helene. The WWTP requires upgrades to improve its operational reliability and resiliency in the event of future flooding at the site. One issue is the WWTP receives a large quantity of septage on a daily basis. The septage that is discharged into the WWTP influent contains debris and excessive grease that causes equipment operational issues. Also, the chlorine contact basin is within the 100-year floodplain and is subject to flooding, and several pump stations at the WWTP need flood protection. Additionally, the effluent reuse system, which provides wash water to the primary screens and other equipment, is in need of upgrades to improve its operation and water quality.

### Upgrading Wastewater Infrastructure

#### Little Champion

This project will improve the flood resiliency of the Town of Waynesville’s collection system in several ways. The project will:

- Demolish the existing junction box (Little Champion box) and replace it with a new pump station / junction box outside of the 500-year floodplain
- Rehabilitate and relocate a failing “siphon-like” sewer line fed by this junction box by repairing necessary sections of the pipeline to convert it to a true force main
- Relocate and repair a 24-inch gravity sewer line also fed by this junction box that is currently laid at an improper elevation

The pump station / junction box will be designed based on the results of field and desktop evaluations of the current Little Champion box, the 24-inch gravity line, and the 20-inch pressurized line, including the damage assessments from FEMA and Town staff based on the impacts of Helene. The relocation of the junction box outside of the 500-year floodplain and the improvement



Hurricane Helene completely flooded the Little Champion wastewater junction box.

of this facility to be a combination pump station / junction box alongside the repairs to these sewer lines will add critical resiliency for the Town of Waynesville by ensuring that this facility and its associated sewers have continuous operation during flood events.

### WWTP Improvements

The Town of Waynesville owns and operates a 6-MGD WWTP. During Helene, Richland Creek flooded, damaging multiple components of the Town’s infrastructure – including the WWTP. The new Little Champion pump station will pump to the WWTP. The WWTP influent flow junction box, which also receives flow from other parts of the collection system, will be replaced with a larger junction box.

Phase 1 of the WWTP Improvements project, which has been funded through an SRF application prepared by McGill, includes the following major components:

- WWTP influent junction box
- Headworks improvements
- Septage receiving station
- Disinfection process improvements
- Process piping

Since the existing chlorine contact basin is located within the 100-year floodplain, the disinfection process improvements include providing a ultraviolet (UV) disinfection system that is protected from flooding.

The proposed Phase 2 of WWTP Improvements project, which is pending SRF approval, includes:

- Conversion of existing primary clarifiers to a flow equalization basin and sludge holding tank
- Effluent reuse system improvements
- Improvements and floodproofing of four plant pump stations
  - Sludge
  - RAS / WAS
  - Intermediate
  - Effluent reuse

## Project Implementation

McGill will position this project for priority implementation by our staff, who will focus on regulatory compliance, and develop a constructible, cost-effective design to maintain funding eligibility and support timely delivery.



Influent junction box at headworks with Junaluska Sanitary District force main connection

## Approach

### 1. Project Initiation and Coordination

McGill will initiate the project with coordination meetings to confirm the scope, schedule, funding requirements, and communication protocols. Early coordination will focus on:

- Site visits to Town's existing wastewater facilities
- SRF / SWIA compliance requirements
- Permitting pathways and agency coordination
- Documentation needs to support priority implementation and efficient delivery

### 2. Engineering Report

We will prepare an engineering report in accordance with SRF / SWIA requirements. The engineering report will include the following components:

- Description of existing facilities and need for the project
- Refinement of our preliminary analysis and calculations for replacement of the Little Champion siphon system with a pump station
- Preliminary design information for the proposed WWTP upgrades, including identifying feasible equipment selections for the septage receiving station and UV disinfection system
- Alternatives analysis (as required by SRF guidelines)
- Basis of design for selected alternative
- Preliminary opinion of probable costs

### 3. Data Collection, Surveying, and Existing Conditions Review

McGill will perform necessary surveying and review available system data to document existing conditions for the proposed improvements. This effort will establish accurate baselines for:

- Topographical surveys of project sites
- Confirmation of floodplain limits
- Design development
- Survey plats for easement acquisition (if required)
- Geotechnical investigations
- Hydraulic modeling
- Constructability evaluation

## 4. Final Design, Permitting, and Compliance Documentation

McGill will:

- Prepare a draft Basis of Design Memorandum that identifies potential wastewater treatment and pumping equipment types and brands, as well as preliminary equipment sizings
- Schedule site visits for Town operations and management staff to observe the identified equipment in operation at other facilities
- Develop 30%, 60%, and 90% design plans, and conduct review meetings with Town staff at each design progress milestone
- Prepare final construction plans and specifications
- Develop cost estimates
- Prepare required permit application packages and submit to North Carolina Department of Environmental Quality (NCDEQ) and SRF / SWIA compliance documentation
- Assemble complete bid documents in accordance with SRF / SWIA requirements following NCDEQ's issuance of permits and an authorization to construct (ATC)
- Submit bid documents to DWI to obtain an authorization to bid

Designs will emphasize constructability, cost control, and compatibility with the Town's operations and preferences.

## 5. Bidding Assistance and Contractor Selection

McGill will support the Town during bidding by:

- Responding to contractor questions
- Preparing addenda, as needed
- Assisting with bid evaluation
- Coordinating funding agency approvals
- Preparing a certified bid tabulation and recommendation of award to the lowest responsive and responsible contractor
- Assisting the Town with required Resolution of Tentative Award, and attending the Town Board meeting to present the recommendation of award
- Submitting bid information to DWI to obtain authorization to award



Control valve junction box at plant inlet



## 6. Construction Administration and Project Closeout

During construction, McGill will provide construction administration services, including:

- Assist the Town with construction contract award and issuance of the Notice to Proceed to the selected contractor
- Coordinate and lead monthly construction progress meetings
- Make daily or periodic site visits and construction observations, and prepare site observations reports
- Submittal and shop drawing review
- Pay application review
- Change order evaluation
- Coordination with the Town and funding agencies
- Perform final inspections and issue punch lists to contractors
- Prepare record drawings and Engineer's Certifications

We will prepare closeout documentation to support final project acceptance and SRF / SWIA funding requirements and to facilitate a smooth transition to operations.

## 7. SRF / SWIA Funding Administration

McGill has an experienced and qualified funding administration team that will assist the Town with the SRF / SWIA funding coordination, including funds disbursement requests, documentation, progress reports, and communications with DWI staff. Our abundant familiarity with the standard DWI project management requirements will ensure that projects move forward to support these critical infrastructure improvements. Our technical and funding services staff understand that a project's success depends upon knowledge of the various project approaches and programmatic requirements, as well as consistent communication with the client and the funding agency.

DWI administers multiple different funding sources with different state and federal requirements and our dedicated team of funding services staff is capable of identifying which requirements apply to each funding source, ensuring that the necessary documentation is filed with DWI to meet all federal, state, and funding agency requirements, and completing all relevant tasks to obtain disbursements of the awarded funding in a timely manner. McGill's technical staff is experienced in managing the preparation of engineering reports design and bid documents, and all final closeout documentation that meet DWI's expectations.

### Experience with SRF Helene Funding

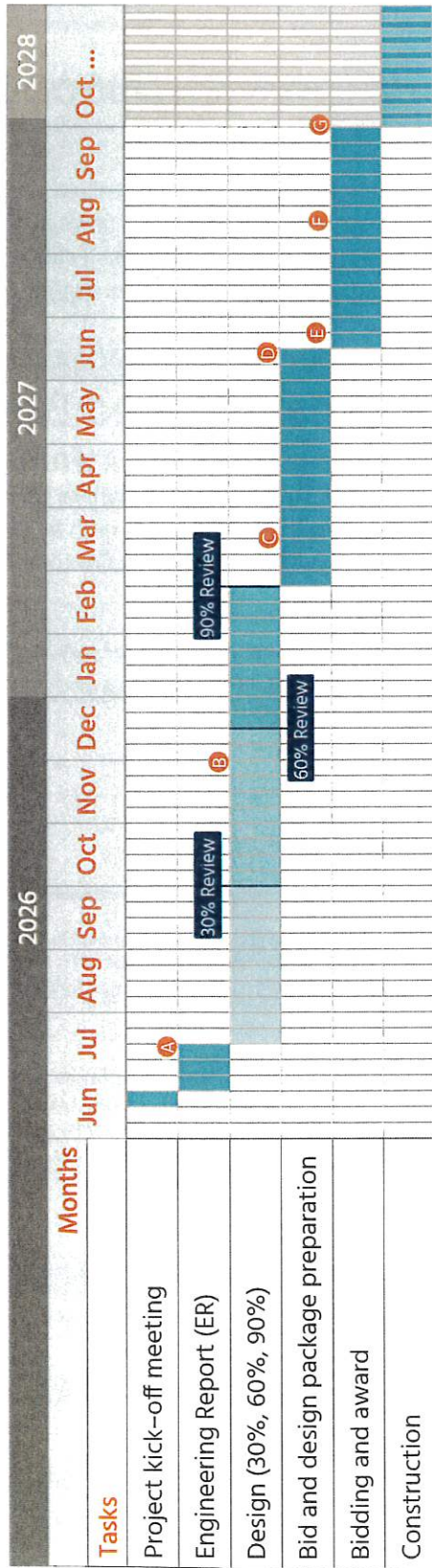
McGill has assisted our clients in being awarded over \$222 million in SRF Helene funding for critical water and wastewater projects to resolve damage caused by Helene, improve the resiliency of their existing infrastructure, and create redundant capacity to protect against the impacts of natural disasters in the future.

With McGill's flagship office being in Asheville, we are very familiar with the severe impacts of Helene on our staff and their families, as well as the communities we live and work within — thus our team understands the critical needs and goals of this region to recover from Helene's devastation and build a more resilient future. McGill's long history of working with communities in Western North Carolina illustrates our commitment to shaping local Appalachian communities together through supporting disaster recovery efforts and improving local infrastructure.



# Proposed Project Schedule

McGill has many years of collective experience and a lengthy record of accurate project scheduling, effective cost control, quality work, and innovative design capabilities. We consistently plan and design projects within the client's budget and schedule. Our internal procedures were established 42 years ago and have been evolving ever since to allow for successful development of project schedules and milestones. The actual project duration may be subject to change due to Town review and approvals, as well as desired material procurement method.



Project Milestones	Date*
A Submit ER to DWI	July 15, 2026
B Anticipate ER approval by DWI	November 30, 2026
C Submit bid and design package to DWI / Submit NCDEQ Permit Application	March 12, 2027
D Anticipate DWI approval of bid and design package	June 15, 2027
E Advertise for bidding	June 22, 2027
F Receive bids and submit bid information to DWI	August 17, 2027
G Begin Construction	October 1, 2027

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## Conflict of Interest

McGill acknowledges the importance of recognizing and avoiding any real or perceived conflict of interest related to relationships or work assignments with our clients or potential clients. It is the firm's policy to remove the firm, its employees, and officers from any situation that might be interpreted as presenting a conflict of interest. We do not see any potential conflicts of interest in participating in this project with the Town of Waynesville

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## Small-, Minority-, and / or Woman-Owned Businesses

McGill follows D/W/MBE procedures and processes to encourage the involvement of D/W/MBE firms in our projects, as applicable. We publicly advertise the inclusion of D/W/MBE firms for projects where there is an opportunity for firms to perform a portion of the work on the project. Our processes also comply with all requirements of state and federal agencies that are providing funding for any of our projects. This allows McGill to utilize DBE firms when there is an opportunity.

Additionally, for initiatives in which services are better utilized by the resources of outside firms, McGill reviews the list of D/W/MBE firms on the North Carolina Electronic Vendor Portal (eVP) system and will reach out to firms that satisfy the following list of criteria:

- Reputation of firm
  - Proximity of firm to the project
  - D/W/MBE status
- 

## Debarment

McGill, nor any of its staff, is debarred by the federal government or the State of North Carolina. McGill's SAM registry is provided on the next page, showing no active exclusion records.

# SAM Entity Record

Last updated by UPDATE\_ENTITY\_LSAM\_V3 on Oct 10, 2025 at 10:07 PM

MCGILL ASSOCIATES, P.A.



## MCGILL ASSOCIATES, P.A.

Unique Entity ID FBNEFGKFWU05	CAGE / NCAGE 4BN60	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date Oct 10, 2026	
Physical Address 55 Broad ST Asheville, North Carolina 28801-1946 United States	Mailing Address PO Box 2259 Asheville, North Carolina 28802 United States	

### Business Information

Doing Business as MCGILL ASSOCIATES PA	Division Name (blank)	Division Number (blank)
Congressional District North Carolina 11	State / Country of Incorporation North Carolina / United States	URL www.mcgillassociates.com

### Registration Dates

Activation Date Oct 14, 2025	Submission Date Oct 10, 2025	Initial Registration Date Mar 1, 2006
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### Entity Dates

Entity Start Date Jan 11, 1984	Fiscal Year End Close Date Sep 30
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### Immediate Owner

CAGE (blank)	Legal Business Name (blank)
-----------------	--------------------------------

### Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
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### Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

### Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

### Exclusion Summary

Active Exclusions Records?

N

### SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

### Entity Types

#### Business Types

Entity Structure Corporate Entity (Not Tax Exempt)	Entity Type Business or Organization	Organization Factors Subchapter S Corporation
---	---	--

Profit Structure  
For Profit Organization

Apr 29, 2026 08:49:01 PM GMT  
<https://sam.gov/entity/FBNEFGKFWU05/coreData?status=null>

Page 1 of 3



## North Carolina Debarred Vendors List

McGill is not shown on this alphabetical list of North Carolina's debarred vendors.

Vendor Name	City, State	Effective Date	Debarment Reason
Industrial Solutions Unlimited	Cincinnati, OH	8/19/2010	NC E-Procurement Fee Default
Interactive Media Group, Inc.	----	3/1/2005	Other
Irvington Beauty Supply	Irvington, NJ	9/18/2008	NC E-Procurement Fee Default
J & L Foods, Inc.	Temple Terrace, FL	9/17/2009	Contract Default
J. B. Battle Uniform Company	Oklahoma City, OK	5/20/2005	NC E-Procurement Fee Default
J. Dorn & Associates, Inc.	Woodstock, GA	9/14/2016	NC E-Procurement Fee Default
JLE Management Group	Cordele GA	7/21/2011	Contract Default
Jordan Lumber Company	Kingfield, ME	2/5/2010	NC E-Procurement Fee Default
K&K Associates LLC of Indiana	Chicago Heights, Il	9/14/2016	NC E-Procurement Fee Default
Kemical-Lubricants, Inc.	Richmond, VA	9/14/2016	NC E-Procurement Fee Default
Knight Bros.,	Salt Lake City, UT	3/18/2010	"NC E-Procurement Fee Default
Contract Default"			
Laine Communications	Knoxville, TX	6/21/2007	NC E-Procurement Fee Default
LET US PRODUCE	Norfolk, VA	8/26/2010	NC E-Procurement Fee Default
Lifestyle Landscaping	Hickory, NC	9/14/2016	NC E-Procurement Fee Default
Lincoln Provisions	----	9/24/2012	NC E-Procurement Fee Default
Linton Company	----	11/17/2011	NC Sales and Use Tax Default
Lofts Budd Seed Co.	Winston-Salem, NC	1/11/2007	NC E-Procurement Fee Default
Logisys Corporation	----	6/19/1997	Contract Default
Lord International	Poway, CA	6/12/1997	Contract Default
Lyons Music Products	----	5/18/2007	Other
Mammatech Corporation	----	10/3/2008	Other
Medina LLC	Leicester, NC	9/14/2016	NC E-Procurement Fee Default
Memex Software	Vancouver, BC	10/31/1996	Other
Micro World	Torrance, CA	9/4/1997	Contract Default
Midas Investments, Inc.	Tyler, TX	3/28/2006	NC E-Procurement Fee Default
Midway Carpet Dist. Inc	Newton, NC	7/17/2018	NC E-Procurement Fee Default
Midwest Hardware and Supply, Inc.	Cleveland, OH	10/21/1999	Contract Default
Mizell and Associates, Inc.	----	7/26/2001	Contract Default
Mountain West Trading Post	Lander, WY	10/28/2004	Contract Default
MPX, Inc.	Aldie, VA	4/6/1995	Contract Default
Multigraphs LLC	----	3/1/2005	Other

6/1/2021

State of North Carolina | Purchase & Contract  
1305 Mail Service Center | 116 West Jones Street | Raleigh, NC 27699-1305



McGill Associates, PA

55 Broad Street, Asheville, NC 28801

828.252.0575 | [mcgillassociates.com](http://mcgillassociates.com)



**TOWN OF WAYNESVILLE TOWN COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date: June 6, 2026**

**SUBJECT:** Temporary Social District for Events in Hazelwood

**AGENDA INFORMATION**

**Agenda Location:** New Business  
**Department:** Administration  
**Contact:** Meredith Norris Vuotto  
**Presenter:** Meredith Norris Vuotto

**BRIEF SUMMARY**

Representatives of Hazelwood businesses are requesting that the Town Council approve a temporary social district for the following events which are to be held in the Hazelwood area of town.

- Hot Summer Nights
  - June 20, 2026 4:30-10:15
  - July 18, 2026 4:30-10:15
  - August 15, 2026 4:30-10:15
  - September 26, 2026 4:30-10:15
- Hazelwood Fest in Downtown Hazelwood
  - Date and time TBD
- Hometown Christmas Parade
  - Date and time TBD

**MOTIONS FOR CONSIDERATION**

To approve a temporary social district the Hazelwood Hot Summer Nights Special Event dates, and to approve a temporary social district for the Hazelwood Fest and Hometown Christmas Parade events following approval of a special event permit application for those events.

**FUNDING SOURCE/IMPACT**

**ATTACHMENTS**

Temporary social District application packet and petitions

**MANAGER'S COMMENTS AND RECCOMENDATIONS**

BURAIN

Note to Businesses:

We are asking you to Consent to the Petition for A TEMPORARY Social District status for a limited number of events in Downtown Hazelwood.

You should know that:

Only businesses that have an ABC Permit can sell alcohol. This would include, to our knowledge, Valé 243 Southern Italian Kitchen, Beach Mountain, and Pink Regalia.

The temporary social district permit would allow businesses with an ABC Permit to sell alcohol, to those over 21 under the following circumstances:

- 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.

It essentially allows for the careful and studious serving of alcohol, to those eligible to consume it, in approved containers where the person may walk with it within the confines of the Social District during the approved events, and only within the approved hours of the events.

Thank you everyone!

**PS - PLEASE RETURN THE "BUSINESS OWNER INPUT" PAGE TO HAZELWOOD GUN OR VALÉ 243 SOUTHERN ITALIAN KITCHEN ON OR BEFORE MONDAY, MAY 18. THANK YOU!!!**



FOR GA

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# Hazelwood Gun

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LIFT / PINK

Pink Regalia &  
Lift your Spirits

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**Input by Business and/or Property Owners Within the Proposed Hazelwood Business District**

Name of Business	Name of Owner / Manager	Address of Business	Do you hold a valid ABC Permit, and if so, do you wish to participate by selling alcohol during the Hot Summer Nights Events, Hazelween, and the Holiday Parade	Do you Consent, Have No Opinion, or Object to the Proposal for a 2026 Temporary Social District Permit for Hot Summer Nights, Hazelween, and the Holiday Parade?
Lift your spirits	Stephany Semons / Crystal Leyva	448 Hazelwood Avenue Waynesville	YES - if open	YES
Pink Regalia	Stephany Semons / Crystal Leyva	NS2 Hazelwood Avenue	NO	YES

B.Π.  
Beach Mountain

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- SOAP -

~~SAEPD~~ ~~JUNE 20TH~~

~~SOB 10/21/17~~

Note to Businesses:

HAZELWOOD SOAP CO.

We are asking you to Consent to the Petition for A TEMPORARY Social District status for a limited number of events in Downtown Hazelwood.

You should know that:

Only businesses that have an ABC Permit can sell alcohol. This would include, to our knowledge, Valé 243 Southern Italian Kitchen, Beach Mountain, and Pink Regalia.

The temporary social district permit would allow businesses with an ABC Permit to sell alcohol, to those over 21 under the following circumstances:

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It essentially allows for the careful and studious serving of alcohol, to those eligible to consume it, in approved containers where the person may walk with it within the confines of the Social District during the approved events, and only within the approved hours of the events.

Thank you everyone!

**PS - PLEASE RETURN THE "BUSINESS OWNER INPUT" PAGE TO HAZELWOOD GUN OR VALÉ 243 SOUTHERN ITALIAN KITCHEN ON OR BEFORE MONDAY, MAY 18. THANK YOU!!!**



B6 AK ST

Blue Ridge  
Books

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# Hazelwood Tire

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BURGERS  
→ Fire  
Soap - 10-1  
~~10-1~~  
✓ Beach  
✓ Coffee - MGR  
New Am. Ave  
✓ Book -  
Forja



BLGN

ELEVATION HOME  
ACCENTS

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WITHIN

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**Input by Business and/or Property Owners Within the Proposed Hazelwood Business District**

Name of Business	Name of Owner / Manager	Address of Business	Do you hold a valid ABC Permit, and if so, do you wish to participate by selling alcohol during the Hot Summer Nights Events, Hazelween, and the Holiday Parade	Do you <b>Consent, Have No Opinion, or Object</b> to the Proposal for a 2026 Temporary Social District Permit for Hot Summer Nights, Hazelween, and the Holiday Parade?
Within Reach	Sydney Newton	456 Hazelwood Avenue	No	Consent

SR coffee

Smokey Mtn.  
Coffee  
Roasters

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A H Walker

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ANTVQW5

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HODGE PODGE	TERRI BECK OWNER	472 HAZELWOOD Ave	X	Terri Beck

5-14-26

## PROPOSED ADDENDUM TO EXISTING ORDINANCE

### TOWN OF WAYNESVILLE ORDINANCE 0-47-25 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 **five (5)** (Noted, Event # 3 has multiple dates scheduled) events, 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;

**WHEREAS**, the two events (hereafter called "the events") are:

1. Ice Block Party, part of The Ice Fest (Downtown Waynesville), Friday, January 30, 2026, from 5:00- 8:00 PM (designated hours); and
2. 2026 Society of American Travel Writers Annual Convention- Waynesville Dine Around, Tuesday, October 6, 2026, 5:00- 9:00 PM (designated hours).
3. Hot Summer Nights – Downtown Hazelwood:
  - June 20, 2026 4:30 – 10:15 p.m. (designated hours)
  - July 18, 2026 4:30 – 10:15 p.m. (designated hours)
  - August 15, 2026 4:30 – 10:15 p.m. (designated hours)
  - September 26, 2026 4:30 – 10:15 p.m. (designated hours)
4. Hazelween Fest in Downtown Hazelwood (date and time to be determined; expected on or near Halloween 2026)
5. Hometown Christmas Parade in Downtown Hazelwood (date and time to be determined; expected on or near Thanksgiving/Christmas holidays 2026)

**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 events. If either 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 either 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.
- I. *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 Exhibits A and B 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 Exhibits A and B are 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 \_\_\_\_ day of \_\_\_\_\_, 2026

with\_\_ voting in favor and \_\_ against.

**ATTESTED BY:**

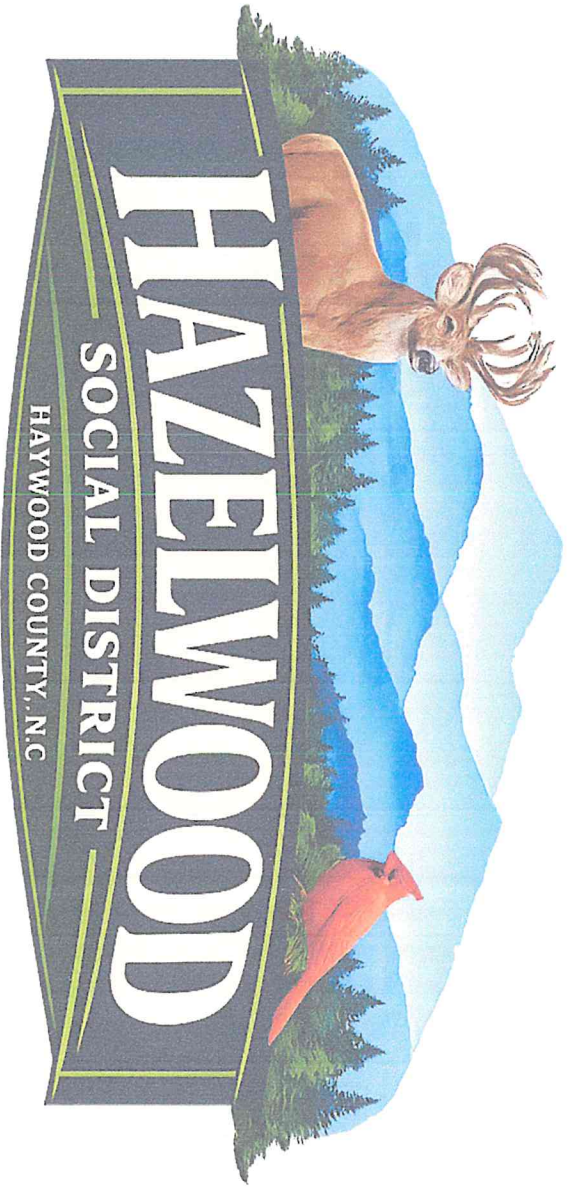
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Candace Poolton, Town Clerk







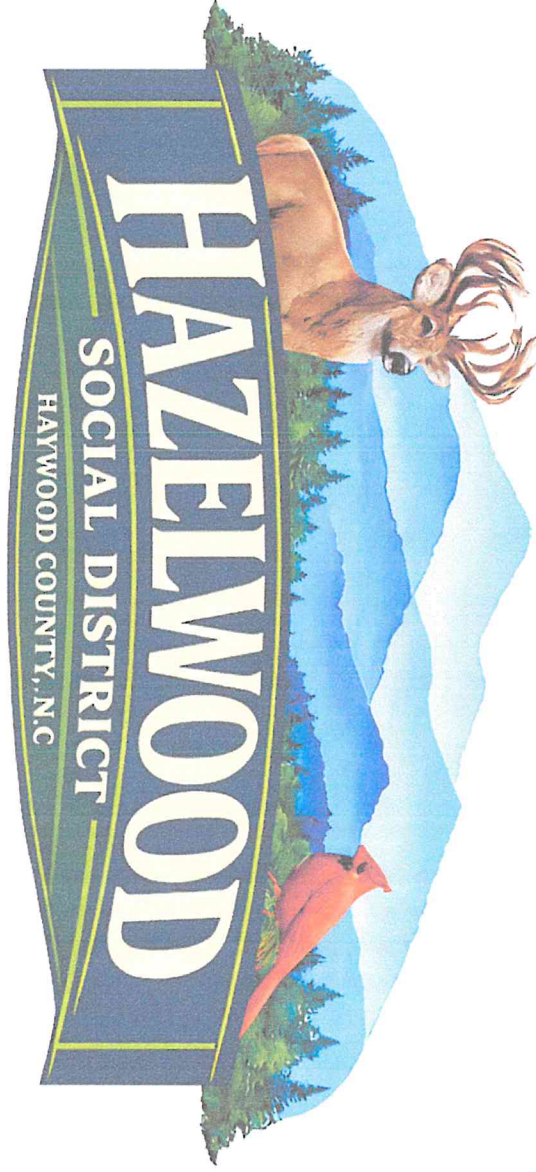


PROPOSED  
Logo



MOCK-UP OF  
CUP DESIGN

*Drink Responsibly - Be 21*



- CUPS Alcoholic drinks that are sold for consumption in the Social District must be in containers that meet all of the following requirements:
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  2. The container clearly displays the Social District Logo.
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  4. The container is not made of glass.
  5. The container cannot hold more than 16 fluid ounces.

**CUP RULES:**

