

MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REGULAR MEETING
June 14, 2016

THE WAYNESVILLE BOARD OF ALDERMEN held a regular meeting on Tuesday, June 14, 2016 at 6:30 p.m. in the board room of Town Hall, 9 South Main Street, Waynesville, NC.

A. CALL TO ORDER

Mayor Gavin Brown called the meeting to order at 6:30 p.m. with the following members present:

Mayor Gavin Brown
Alderman Gary Caldwell
Alderman Jon Feichter
Alderman Julia Freeman

Alderman LeRoy Roberson was not present, but had announced previously that he would not be at this meeting.

The following staff members were present:

Mike Morgan, Interim Town Manager
Woodrow Griffin, Town Attorney
Amie Owens, Town Clerk
Eddie Caldwell, Finance Director
David Foster, Public Services Director
Elizabeth Teague, Development Services Director
Joey Webb, Fire Chief
Bill Hollingsed, Police Chief

The following media representatives were present:

Mary Ann Enloe, the Mountaineer
Cory Vaillancourt, Smoky Mountain News

1. Welcome /Calendar/Announcements

Mayor Gavin Brown welcomed everyone to the meeting and noted the following calendar events including:

- June 15 – Elder Abuse Awareness Walk – downtown 5:00 p.m. to 7:00 p.m.
- June 15 and 16 – Town Manager Assessment Center with Developmental Associates
- June 16 – Special Called Meeting to go into closed session for debrief with Developmental Associates and the assessors for the Town Manager position – scheduled for Noon.
- June 27 – Haywood County Councils of Government meeting – Haywood County hosting – meeting is at the Health and Human Services building in the Training Room with dinner beginning at 5:30 p.m. and meeting at 6:00 p.m.

2. Adoption of Minutes

Alderman Caldwell made a motion, seconded by Alderman Feichter, to approve the minutes of the May 24, 2016 regular meeting, the minutes of the May 31, 2016 special called meeting, and the closed session minutes from the May 31, 2016 special called meeting, as presented. The motion carried unanimously.

B. PUBLIC HEARING

3. Public Hearing to consider a zoning map and text amendment request to reclassify an area as the Howell Mill Road Urban Residential District

Elizabeth Teague, Development Services Director noted that the public hearing was to consider a zoning map and text amendment request to reclassify an area as the Howell Mill Road Urban Residential District. Ms. Teague presented a graphic of the three properties in question, noting that they are immediately behind the Ingle's on Howell Mill Road.

Ms. Teague explained that the original application had been to rezone the area as Russ Avenue Regional Center District which was the least restrictive commercial district. The request generated such concern with neighbors that a special community meeting was held on April 4 so that property owners and other residents could weigh in on the request. From this meeting, it was determined that a zoning designation of Urban Residential would maintain the residential character of the area but would allow for increased density to take advantage of this location's convenience and the pedestrian amenities that are now available as part of the roadway corridor. It would also create a transitional district between the heavy commercial of Russ Avenue and the Medium Density residential neighborhood.

Ms. Teague continued adding that In order to designate the UR zoning in this area, the Town will need to adopt ordinance language creating a new zoning district: The Howell Mill Road Urban Residential District (HM-UR). The Planning Board unanimously approved this zoning district classification. Ms. Teague called attention to one addition that the Planning Board had included in the listing of permitted uses – movie theater. This particular use was not included in other urban residential districts in town and would have light, parking and traffic impacts.

Ms. Teague reminded the Board that they would have two motions to consider related to the text amendment and zoning map change.

Town Attorney Woody Griffin called the public hearing to order at 7:04 p.m. and reminded those who wished to present to raise their hand, be recognized and once at the podium provide their name and address for the minutes.

Tim Shook, 333 Howell Mill Road, Waynesville addressed the Board. Mr. Shook Mr. Shook thanked the Board for the opportunity to be able to speak to them about his property and provided a brief history of his family and property. He stated the property had been zoned commercial in 1993 when his parents owned the property. After inheriting the property, Mr. Shook tried to sell the property several different times. During this time Mr. Shook only had inquiries about purchasing his property as

commercial, not residential. He would like to sell for the best use, and for the highest value of the land. Mr. Shook stated that each realtor he had dealt with had advised him that the property needed to be zoned commercial. Mr. Shook added that he was pleased with the compromise that had been reached to provide alternative uses for the property including professional buildings or multi-family housing units.

John Keith, real estate agent, 94 North Main Street, Waynesville explained that three of the four sides have commercial businesses located on the property. He reminded the Board that with the shortage of affordable housing in Haywood County, it could be an opportunity for convenient town units. He asked the Board to consider the rezoning request for Urban Residential. He feels this is the best compromise for these properties.

Town Attorney Griffin asked if anyone else would like to address the Board; no one else addressed the Board. **The Public Hearing was closed at 7:24 p.m.**

Mayor Brown asked Ms. Teague to read the listing of the special uses if the rezoning were to be approved. Ms. Teague noted the following uses: business support services, adult and child daycare homes, government services, personal services and professional services and the addition of movie theaters by the Planning Board.

Alderman Feichter asked if there had been specific inquiries related to the property from developers or a known business use. Mr. Shook answered that there had been nothing specific.

Ms. Teague again reminded the Board that there were multiple motions to consider related to this text amendment and zoning map change.

Alderman Freeman made a motion, seconded by Alderman Caldwell to find the Zoning Map and Text Amendment consistent with the Town of Waynesville Comprehensive Plan. The motion carried unanimously.

Alderman Feichter made a motion, seconded by Alderman Freeman to amend the permitted uses for the Howell Mill Road Urban Residential District to exclude the recommendation from the Planning Board for movie theaters. The motion carried unanimously.

Alderman Caldwell made a motion, seconded by Alderman Feichter to adopt the zoning map and text amendment rezone the property at Howell Mill, Calhoun and Palmer to Urban Residential District and to create a new district designation of Howell Mill Road Urban Residential District (HM-UR). The motion carried unanimously.

C. NEW BUSINESS

4. Resolution to apply for Surface Transportation Program – Directly Attributable (STP-DA) Funds through the French Broad River Metropolitan Planning Organization (FBRMPO)

Ms. Teague explained that an opportunity to secure potential grant funds for a road improvement project has presented itself. The request is to approve a resolution authorizing the Town Manager to apply for and, if application is successful, to accept grants and sign necessary agreements

with the French Broad River Metropolitan Planning Organization (FBRMPO) and/or other state and federal agencies to receive funds and locally manage a road improvement project on Brown Avenue from South Main to Belle Meade. She noted that this grant application is a competitive Call for Projects through the MPO and the Town submitted this TIP project (EB-5757) to meet the deadline. The project would provide design and engineering for the southern portion of Brown Avenue to incorporate bicycle and pedestrian amenities, access management, and safety improvements as part of a “road diet” project, redesigning the four lane cross-section to a three lane with bicycle lanes and landscaping. If funded, this project would commit the Town to up to a \$10,000 match for \$40,000 federal transportation funds in FY 2018 to conduct design and engineering for these improvements.

Alderman Feichter made a motion, seconded by Alderman Caldwell to adopt the Resolution to Apply for Surface Transportation Program – Directly Attributable (STP-DA) Funding for design and engineering for EB-5757, Brown Avenue from South Main to Belle Meade. The motion carried unanimously.

5. Budget Amendment for Fiscal Year 2015-2016

Interim Town Manager Mike Morgan noted that the budget amendment #2 for FY 15/16 were for the Police and Fire Departments. The amendment for the Police Department was due to the additional costs in wages and benefits and the replacement of a police vehicle and related equipment. The majority of the wage and benefit increases are due to the increased time that the police services have been contracted out by a third party (the I-40 project and the security request by a major retailer). The Town has been or will be paid for these contracted services. The other increases are mainly due to implementation of career track, employee turnover, or the overtime needed to cover two employees placed on administrative leave due to an officer involved shooting. The police vehicle and related equipment was replaced due to a wreck. Most of the vehicle replacement costs are covered by insurance proceeds.

Manager Morgan added that the Fire Department amendment reflects the additional costs in wages and benefits as well. The increases are due to the implementation of career track, increased calls and the additional time needed to fill in for the vacation/sick leave taken. Employees have taken more vacation/sick time than in previous years.

Manager Morgan added that the fact this is only the second amendment to the current year budget speaks highly of the department managers and administration for careful review and consideration of departmental expenditures throughout the year.

Alderman Feichter made a motion, seconded by Alderman Freeman to approve Budget Amendment Number 2 to the 2015-2016 Budget Ordinance #O-02-16, as presented. The motion carried unanimously.

6. Adoption of the Fiscal Year 2016-2017 Annual Operating Budget – Budget Ordinance # O-02-16

Manager Morgan explained that the Board had reviewed the budget on two separate occasions, a work session on May 3, 2016 and a public hearing on June 7, 2016. He noted the total operating budget for the FY 2016-2017 as \$29,748,270. This budget reflects an increase of 0.0475 cents per \$100.00 in valuation. The increase was due specifically to increase the number of fire fighters for the

Town of Waynesville. This budget is balanced in accordance with the statutes of the State of North Carolina.

Alderman Freeman made a motion, seconded by Alderman Caldwell, to adopt Budget Ordinance #O-02-16 establishing the Fiscal Year 2016-17 annual operating budget for the Town of Waynesville as presented. The motion carried unanimously.

7. Adoption of the Fiscal Year 2016-2017 Financial Operating Plan for Two Internal Service Funds - #R-06-16

Manager Morgan explained that the two internal service funds were developed as a way to properly allocate the full cost of shared services and more accurately allocates costs back to individual departments.

Alderman Feichter made a motion, seconded by Alderman Caldwell, to adopt the Resolution on Financial Operating Plan for Two Internal Service Funds for fiscal year 2016-2017 (#R-06-16), Asset Services Management and Garage Operations, as presented. The motion carried unanimously.

8. Adoption of the Fiscal Year 2016-2017 Fee Schedule

Manager Morgan noted that the fee increases included the water and sewer rates (by 5%) per the 2006 Asset Management plan and an increase in the fire protection fees which would be effective August 1, 2016.

Alderman Feichter made a motion, seconded by Alderman Freeman, to adopt the Fiscal Year 2016-2017 Fee Schedule, as presented. The motion carried unanimously.

9. Adoption of the Fiscal Year 2016-2017 Special Appropriations Schedule

Manager Morgan noted that there had been only one change in the special appropriations since the last review and that was a decrease in the amount of funding for the Frog Level Merchant's Association to \$3,000 as this was their first year to request funding. Mayor Brown added that Alderman Caldwell takes the lead on review of these appropriations and had successfully decreased the amount from initial requests of over \$200,000 to \$151,500.

Alderman Caldwell made a motion, seconded by Alderman Feichter to adopt the Fiscal Year 2016-2017 Special Appropriations Schedule, as presented. The motion carried unanimously.

D. CALL FOR PUBLIC HEARING

Manager Morgan explained that a request had been received from the Wells Event Center, owner Wells Greeley, to name the existing town street Wells Events Way. The Town of Waynesville has maintained a 109 foot road as part of its street system that is just off North Main Street. Historically, this has been known as Wells' Alley, but formal naming has not occurred. Since the opening of the Wells Event Center, there has been difficulty in differentiating the address of Wells Funeral Home located on

North Main Street and the Wells Event Center. With the proper naming of this street, the Wells Event Center can work with the Haywood County Addressing Office to have a permanent address that will allow individuals to more accurately find the facility and for proper mail and package delivery.

Manager Morgan added that in accordance with Town of Waynesville Code of Ordinances Section 46-66 Road naming procedures for public roads, a public hearing is required.

Alderman Freeman made a motion, seconded by Alderman Feichter to call for public hearing on Tuesday, June 28, 2016 at 6:30 p.m. or as closely thereafter as possible in the Town Hall Board Room located at 9 South Main Street, Waynesville to consider approval of the a resolution naming a Town of Waynesville maintained road as Wells Events Way. The motion carried unanimously.

E. COMMUNICATIONS FROM STAFF

9. Manager's Report - Interim Town Manager Mike Morgan

Public Services Building Renovation Project

Manager Morgan noted that at a previous meeting, there had been an update related to the renovation of the Public Services facility. The design costs were included in the current fiscal year budget and he showed a graphic of the proposed design layout. As this is a building renovation, financing will be utilized to fund the improvements. Manager Morgan provided a detailed timeline of events related to financing and the approval process for the board including:

- June 6 – Construction Pre-Bid Meeting
- June 16 – Conference Call with the Local Government Commission (LGC)
- June 21 – Formal Bid Opening
- June 28 – Council Adopts Resolution To Give Approval to Proceed
- July 5 – Request Proposals From Bank
- July 31 – Public Notice of Hearing
- August 5 – Receive Bank Proposals
- August 9 – Public Hearing to Discuss Financing
 - Council Adopts Resolution Accepting Financing Proposal
- August 15 – Submittal of Formal Application to LGC
- September 13 – LGC Monthly Meeting
- Mid September – Loan Closing

Manager Morgan is working closely with Finance Director, Eddie Caldwell; Public Services Director, David Foster; Town Engineer Preston Gregg and Asset Services Manager, Julie Grasty in the development of a capital project budget for this project.

10. Attorney's Report - Town Attorney Woody Griffin

Town Attorney Woody Griffin had nothing to report.

E. COMMUNICATION FROM THE MAYOR AND BOARD

F. CALL ON THE AUDIENCE
No one addressed the Board.

G. ADJOURN

There being no further business to discuss, Alderman Caldwell made a motion, seconded by Alderman Freeman to adjourn the meeting at 7:47 p.m. The motion carried unanimously.

ATTEST

Gavin A. Brown, Mayor

Michael J. Morgan, Interim Town Manager

Amanda W. Owens, Town Clerk