

**MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**Regular Meeting**  
**October 12, 2021**

**THE WAYNESVILLE BOARD OF ALDERMEN** held a regular meeting on Tuesday October 12, 2021 at 6:00 pm. in the Town Hall Board Room located at 9 South Main Street Waynesville, NC.

**A. CALL TO ORDER - Mayor Gary Caldwell**

Mayor Gary Caldwell called the meeting to order at 6:00 pm with the following members present:

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

The following staff members were present:

Rob Hites, Town Manager  
Jesse Fowler, Assistant Town Manager  
Eddie Ward, Town Clerk  
Martha Bradley, Town Attorney  
Police Chief David Adams  
Development Services Director, Elizabeth Teague

The following media representative was present:

Tom Lotshaw, Mountaineer  
Cory Valliancort, Smoky Mountain News

1. Welcome/Calendar/Announcements

Mayor Gary Caldwell welcomed everyone to the meeting and reminded them of the upcoming Apple Harvest Festival to be held on Main Street beginning at 10:00 am.

**B. PUBLIC COMMENT**

Several people spoke during Public Comment concerning the Town of Waynesville Homelessness Task Force including:

Lisa Overhultz	David Eachus	Peggy Hannah (for Rita Bolin)	
Erich Overhultz	Kay Miller	Peggy Hannah	Sherry Morgan
Janet Presson	Trudy Schmidt	Joey Reece	Stephanie Bell
Stephanie Sutton	John Cowley	Wanda Brooks	John Baus

## C. CONSENT AGENDA

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

Adoption of minutes of the September 28th regular meeting will be at the next regular meeting on October 26,2021

## D. PRESENTATION

2. Task Force on Homelessness Needs and Assessment and Community Action Plan
  - Amy Murphy Nugen

Ms. Amy Murphy Nugen, Facilitator for the Town of Waynesville Task Force on Homelessness, presented a detailed final report to the Board. She reminded the Board of the Charge of the Task Force that was given to her as part of the research during the year which included:

1. Researching Demographics
2. Examining Stigmatization, Criminalization and Discrimination
3. Conduct a Gap analysis to identify needs, existing Community Capacity, and additional Resources for preventing and responding to chronic Homelessness.

The Homelessness Task Force completed many surveys that included social and economic demographic data, community feedback, and people who are homeless.

Ms. Nugen concluded with the recommended action plan – which is named Waynesville Community Cares:

C: Coordination, Collaboration, Community-Building & Civility

A: All neighbors are known

R: Residence – A place to call home

E: Education (prevention & Early intervention)

S: Supports (education, financial capability, workforce, development, integrated health

As part of the CARES program, Ms. Nugen recommended to the Board the hiring of a Community CARES Director. The Director would establish a care coordination team of community-based providers, and on a monthly basis connect with the services providers. Monthly meetings would be hosted with neighbors and businesses to respond to issues associated with homelessness. Meetings with neighbors and business impacted by homelessness would be held monthly to communicate needs and opportunities to appropriate officials and implement actions. The Director would be required to track aggregate data and outcomes for success measures and report to the Board of Alderman quarterly.

Ms. Nugen recommended that the Town increase affordable housing units, rental, and homeownership opportunities. The Town would monitor progress and make modifications as needed after year three and year five to determine if an additional shelter is needed, and an annual housing fair would be coordinated. The CARES Director would also work with community agencies, and schools to support teaching positive coping skills

Other activities coordinated by the Director include mental health would include studying the feasibility of a panel of mental health providers and a Community Response Team.

Mayor Gary Caldwell thanked Ms. Nugen and the rest of the Task Force on Homelessness for the hard work and time they have put into this report. He said that the Board of Aldermen would need time to consider the recommendations Ms. Nugen has made.

## **E. PUBLIC HEARING**

3. District Amendment to the Land Development Map and standards for a 2.84-acre portion of the Waynesville Country Club, PIN: 8604-99-9017
  - Elizabeth Teague, Development Services Director

Ms. Elizabeth Teague explained to the Board that this project proposes to carve out 2.84 acres from the 104.41-acre track from the Waynesville Country Club property for 8 single-family units and shared areas for parking, driveways, walkways, and greenspace. The project is located where the Club facilities of a hotel and three duplexes have been demolished. The units will be 4 bedrooms each, reducing water and sewer demand, and the project will re-use and redesign the existing driveway entrance and parking lot reducing impervious surface.

The redevelopment area is adjacent to approximately 550 linear feet of frontage on Chelsea Drive, along which they are proposing sidewalks, and is otherwise surrounded by the Waynesville Country Club property.

The applicant is seeking relief from the Country Club Residential – Low Density District of 6 dimensional standards for 10% Civic Space, minimum lot size of .5 acre, the 60' lot width requirement and the specific setbacks. She said the applicant was also seeking relief from the LDS Section 4.3 Basic Lot Standards which require all lots to front a public street as residences are design to be served by common driveways and parking areas. Adequate fire and emergency vehicle access within 150' of all sides of residential lots except for Lot #8 which abuts the golf course. Fire access to Lot # 8 must be verified at the time of the building permit or driveway lengthened. Other requests for relief include street classification and design, pedestrian requirements in favor of shared driveways, parking areas, and walkways. Lighting and signage for parking lots buildings, and driveway entrances shall be submitted to Town Staff for approval and must comply with Chapter 10 and 11 of the Land Development Standards.

Planning Board held a public hearing and found that the project is consistent with the 2035 Plan and unanimously recommended adoption of the conditional district at the September 29, 2021 meeting.

Town Attorney Martha Bradley opened the Public Hearing at 7:55 pm and asked if anyone wished to speak.

No one spoke

Attorney Bradley closed the Public Hearing at 7:56 pm.

Patrick Bradshaw from Civil Design Concepts, Jay Hamm from the Raines Company and Emily Lanning from Clark Lanning Architects spoke about the proposed projects.

Mayor Caldwell said that the Board was very excited and pleased that the Waynesville Country Club was being brought back to life and this will be a major plus for our community.

Attorney Bradley closed the Public Hearing at 8:15 pm.

***A motion was made by Alderman Anthony Sutton, seconded by Alderwoman Julia Freeman to find that the project is consistent with the 2025 Comprehensive Plan and is reasonable and in the public interest by creating a range of housing opportunities and choices and protect and enhance Waynesville's cultural resources. The motion carried unanimously.***

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson to approve with conditions the Conditional District Amendment Ordinance O-19-21 to the Land Development Map and standards for PIN 8604-99-9017, within the Country Club Low Density Residential District (CC-RL). The motion passed unanimously.***

4. Public Hearing on the Refinancing the USDA Loan for Fire Station #1, reimbursing the Town for purchase of land for Fire Station #2 and purchase of a Fire Tanker Truck
  - Rob Hites, Town Manager

Town Attorney Martha Bradley opened the Public Hearing at 8:17 pm and asked if anyone with to speak.

No one spoke.

Town Manager Hites told the Board that Mr. Bob Jessup of Sanford Holshouser, has prepared a resolution requesting the Local Government Commission to consider the refinancing of the USDA loan for Fire Station #1.

The balance on the loan is \$2,993,432 at a 4.5% interest rate. BB&T's refinancing terms involves a twelve (12) year loan at 1.99%. Over the life of the loan the Town would save \$1,045,899. The new fifteen (15) year loan payment would descend from an annual payment of \$68,356 to \$52,515 on the last year of the loan. The financing of the land and tanker estimated to be \$1,000,000 would be scheduled after January 1st once the LGC has reviewed our 2020-21 audit.

The Town advertised the public hearing on Friday, October 1<sup>st</sup> and will cover both the refinancing of the loan and a winter financing of the property the Town acquired for Fire Station #2 and purchase of a new tanker truck.

Town Manager Rob Hites read into the record Resolution No. R-02-21 supporting applications to the Local Government Commission for its approval of Town financing agreements – Property Acquisition for a Fire Station, Tanker Truck – Financing, and Refinancing of Existing Loan.

Town Attorney Bradley closed the Public Hearing at 8:23 pm

***A motion was made by Alderman Chuck Dickson, seconded by Alderman Anthony Sutton to adopt resolution R-08-21 requesting approval of both the refinancing (November meeting of the LGC) and financing the repayment of the purchase of the land for Fire Station #2 and Tanker truck after January 1st, 2022. The motion carried unanimously.***

#### **F. OLD BUSINESS**

##### **5. Review of Rules and Procedures for Appointing a Downtown Advisory Board**

- Town Manager Rob Hites

Manager Hites stated that the Board of Aldermen adopted a Downtown Advisory Board to be comprised of 13 members: 4 from Downtown Merchants, 4 from Downtown Property Owners or Residents, 4 At-Large members, 1 Member of Board of Aldermen and 1 Member of the County Commission or County staff member. This Board shall be appointed for staggered three-year terms with the Advisory Board Chair appointed annually by the Board of Aldermen. Initial staggered terms will be chosen by "Lot" from the appointees. Invitations to apply will be sent to the Service District's merchants, residents and property owners. Applications will be taken until November 12<sup>th</sup>, and then sent to the Town Board for consideration.

Manager Hites told the Board that the non-profit DWA's will pay for the fall events. Their fiscal year closes on December 31<sup>st</sup>, and he said this would be a good time to formally separate the Town's financial administration of the Downtown Municipal Service District from the non-profit DWA. The Town will be due the remainder of the MSD taxes, and the DWA will retain \$80,000.0 which amounts to the tax funds that have been retained from previous years and not kept in an

identifiable account. The non-profit will need to determine their path forward after December 31, 2021. The Director and her assistant will be fully dedicated to the Downtown Advisory Board.

There were several amendments discussed for the Rules and Procedures including the appointment of a Vice Chairman to committees, notices being mailed, and serving two three-year terms before taking a year off.

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson, to approve rules and procedures including the amendments for Appointing a Downtown Advisory Board. The motion carried unanimously.***

## **G. NEW BUSINESS**

6. Proposal to conduct a study to connect Clyde and Waynesville's water system for emergency purposes
  - Town Manager Rob Hites

The Town of Clyde, Canton and Waynesville have been discussing the interconnection of the three Town's water systems to provide emergency water in cases involving emergencies such as catastrophic fire events, line breaks that drain a town's water system and short-term drought relief. Manager Hites told the Board that none of Towns have the storage capacity to handle fire or major line breaks. Waynesville has a major interconnect with Maggie Valley. The study would be paid locally however, the Towns would seek funding through the State and Federal Governments. It is most efficient to keep interconnects charged so fresh water needs to be added daily. Approximately ½ of the interconnect would be a territory that Waynesville could add to its water system. To keep the line fresh, the Town could permit a limited number of taps for new developments along its section of the interconnect.

McGill's proposed to install a 12-in water main beginning at Clyde Town Hall , along Mulberry Street, Poison Street, to Ratcliff Cove Road to a water storage tank and Clyde Gap. The line will continue along Ratcliff Cove and will connect to Waynesville's Water Distribution on US-23. The major components of this project include \$750,000.00 water storage tank, and pump stations to fill the new tank.

Manager Hites said the project getting underway in the next two years was doubtful unless we get a quick 100% grant using State or Federal recovery funds or funds from the infrastructure bill that "might" be approved. The Clyde Board of Commissioners have appropriated \$10,000 to fund 50% of the study and request that Waynesville fund the balance of the study (\$10,000).

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson, to approve a study to connect Clyde and Waynesville's water system for emergency purposes. The motion carried unanimously.***

## **H. COMMUNICATION FROM STAFF**

### **7. Manager's Report**

#### **Budget Amendment for the Purpose of Adjusting the Police Department's Pay Scale**

- Jesse Fowler, Assistant Town Manager

Assistant Town Manager Jesse Fowler explained to the Board that at the they had approved last meeting on September 28<sup>th</sup>, the had approved salary increases to the Police Department based on a new minimum salary of \$40,500.00 and would require a budget amendment of \$132,862.82. This number did not include benefits and there was a computational error in several of the salaries. Assistant Manager Fowler said that in order to correct these discrepancies, a budget amendment of an additional \$60,838.58 would be needed.

***A motion was made by Alderwoman Julia Freeman, seconded by Alderman Anthony Sutton, to approve Ordinance No. O-20-21, budget amendment #7, in the amount of 193,702.00 to increase salaries and benefits of the Police Department for pay study and career track.***

### **8. Town Attorney Report**

- Town Attorney, Martha Bradley

Attorney Bradley had nothing to report.

## **I. COMMUNICATIONS FROM THE MAYOR AND BOARD**

Mayor Caldwell asked about the Chelsea Bridge project, and the vehicles on the Sutton property in Hazelwood. Attorney Bradley said that letters had been sent out and Town staff reported that it looked like some of Mr. Sutton's cars had been moved from the right-of-way. Manager Hites stated that if he intends on providing an alternate route, the Town will require in writing that he keep the right-of-way open during the construction of the bridge.

Mayor Caldwell also asked about the crosswalk at the Suntrust Bank on Main Street which has parking on both sides. He expressed concerns that someone would be hurt there. Manager Hites said that there had been discussion of removing the two parking spaces and install traffic pinching devices. Assistant Manager Fowler said he would investigate costs for the devices.

**J. ADJOURN**

*With no further business, a motion was made by Alderman Jon Feichter, seconded by Alderwoman Julia Freeman, to adjourn the meeting at 8:52 pm. The motion carried unanimously.*

ATTEST:

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Gary Caldwell, Mayor

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Robert W. Hites Jr., Town Manager

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Eddie Ward, Town Clerk