

TOWN OF WAYNESVILLE, NC

Board of Aldermen – Regular Meeting

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

Date: **November 26, 2013** Time: **7:00 p.m.**

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(828) 452-2491

townclerk@townofwaynesville.org

A. **CALL TO ORDER - Mayor Gavin Brown**

1. Welcome/Calendar/Announcements
2. Adoption of Minutes

Motion: To approve the minutes of September 16, 2013 (closed session), October 22, 2013 (regular session) and November 12, 2013, as presented [or as corrected].

B. **BOARDS, COMMISSIONS, OUTSIDE AGENCY REPORTS**

(Reports only; no action requested at this time)

3. Big Brothers Big Sisters of WNC
 - Robin Myer, Executive Director

C. **PUBLIC HEARINGS (continued from the November 12, 2013 regular meeting)**

4. Public Hearing to consider adoption of North Main Street Complete Streets Study
 - Mark Teague, J. M. Teague Traffic Engineering
 - Paul Benson, Development Services Director

Motion(s):

- 1) To open the public hearing.
- 2) To close the public hearing [or to continue the public hearing to a date/time certain].
- 3) To adopt the recommendations of the North Main Complete Streets Study for improvements to Walnut Street and North Main Street.

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5. Public Hearing to consider adoption of amendments to the Sign Ordinance (Chapter 11 of the Land Development Standards)

Motion(s):

- 1) *To open the public hearing.*
- 2) *To close the public hearing [or to continue the public hearing to a date/time certain].*
- 3) *To adopt amendments to Chapter 11 of the Land Development Standards, Appendix A of the Code of Ordinances, [see options below]:*

Option 1: as recommended by the Planning Board.

Option 2: as recommended by the Manager

Option 3: [amendments at Board's discretion]

D. NEW BUSINESS

6. Amendment to Article X, Sections 1-2 of the Town Personnel Policy adjusting the annual holiday schedule

Motion: *To amend the Town Personnel Policy, Article X, Sections 1-2 as presented, effective November 27, 2013, in order to provide town employees 12 holidays annually on a schedule coinciding with that published by the State of North Carolina, and as observed by other Haywood County local government jurisdictions.*

E. COMMUNICATIONS FROM STAFF

7. Town Manager – Marcy Onieal

- Sidewalk Trip Hazard Repair Program
- Bicycle Street Marking Program
- Boards & Commissions Appointments
- Recreation Updates (skate park paving/restrooms/tennis/masterplan/greenway proposal/fire training exercise)
- Business Privilege License Update
- Sweepstakes Update
- Hyatt Trace Update
- Howell Mill Project Update
- Watershed Forest Management Program
- LJA Annexation Update
- Hiring Updates

8. Town Attorney – Woody Griffin

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F. COMMUNICATIONS FROM MAYOR & BOARD OF ALDERMEN

- TDA 1% Committee Appointments – Mayor Brown
- Southwestern Commission – Mayor Brown
- FBRMPO – Alderman Roberson
- Other

G. CALL ON THE AUDIENCE

H. ADJOURN

AGENDA ITEMS ANTICIPATED AT UPCOMING REGULAR MEETINGS:

- Adoption of new Boards & Commissions Manual
- Amendment to Downtown Parking/Loading Regulations
- FY Audit Presentation – Bumgarner & Kingshill, CPA
- Nova Energy Consultants Rate Study Presentation & Purchase Power Bids
- Water/Sewer Assets Management Study 2013 Presentation-Martin/McGill Associates
- Hazelwood Streetscape Improvement Concept Presentation
- Board Retreat-Strategic Visioning
- Approval of Bids & Financing Package for Vehicle Purchases
- Mid-Year Departmental Reports

**MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REGULAR SESSION MEETING
OCTOBER 22, 2013**

THE WAYNESVILLE BOARD OF ALDERMEN held its regular meeting Tuesday, October 22, 2013 at 7:00 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 7:00 p.m. with the following members present:

Mayor Gavin Brown
Alderman Gary Caldwell
Alderman Julia Freeman
Alderman Wells Greeley
Alderman LeRoy Roberson

The following staff members were present:

Marcy Onieal, Town Manager
Woodrow Griffin, Town Attorney
Alison Melnikova, Assistant Town Manager
Phyllis Rogers, Acting Town Clerk

Representing the media:
Mary Ann Enloe, The Mountaineer

1. Welcome/Calendar/Announcements

Mayor Brown mentioned several calendar items: Council of Government Meeting October 28 and a Listening Tour at the Sherrill Center, UNC-A with Secretary Sharon Decker & Deputy Secretary Tony Almeida with the NC Department of Commerce on October 31. Some events in November require tickets and Board Members were asked to inform Manager Marcy Onieal if they would like to attend. The Christmas Parade will be held December 9 and the Employee Appreciation Luncheon is scheduled December 13 at The Gateway Club. Leaf collection began October 21 and the Compost and Mulch Sale is scheduled over the next two weekends.

2. Minutes of September 10, 2013

Alderman Caldwell made a motion, seconded by Alderman Roberson, to approve the minutes of the September 10, 2013 regular session meeting as presented. The motion passed unanimously

3. Proclamations

Mayor Brown announced three proclamations signed and declared during the month of October:

Disability Employment Awareness Month. George Marshall operates Haywood Vocational Opportunities and this proclamation recognizes the special needs of, and advocates for, employment opportunities for people with disabilities in our community.

Breast Cancer Awareness Month. On Saturday, an event is scheduled at Haywood Regional Hospital. Breast Cancer Awareness is also a National Event with friends and family members also involved with breast cancer awareness. Members of the Board added that it is very exciting to see the support being given to recognize and raise awareness of issues of women such as breast cancer.

Domestic Violence Awareness Month. Alderman Julia Freeman, also with REACH, added that domestic violence is a big issue and an epidemic in our community. The majority of the victims REACH deals with are from the Waynesville area.

Mayor Brown said a fourth proclamation declaring National Red Ribbon Week as October 23 – 31, 2013 has also been signed and will be distributed to Board Members.

4. Recognitions

Gary Caldwell, Alderman – ARC NC Volunteer of the Year

Alderman Gary Caldwell was selected as the ARC NC Volunteer of the Year for the State of North Carolina. Mayor Brown asked Alderman Caldwell to speak about this award. Alderman Caldwell said his name was submitted for this award, based upon his involvement in a fundraiser for ARC for the past 24 years and how much money was raised from this event. When accepting this award he learned that ARC has been in existence for the past 64 years, originating first in North Carolina. Mayor Brown thanked Alderman Caldwell for the many

contributions he has made to this organization and for all the work he does within the community, adding that this is a well-deserved award. Alderman Caldwell thanked the Board for being a sponsor for the “Ark”toberfest event.

2013 ISO Building Code Effectiveness Rating: 5R/4C

For some time the Town of Waynesville has maintained a Level 5 ISO Building Code Effectiveness Rating for Residential and Commercial structures, but has improved this year to a Level 4, which should result in lower insurance rates for commercial structures. Manager Onieal said having ordinances in place, including those relating to the flood plain, having a fully certified code enforcement staff in all five inspections disciplines, and a systematic and comprehensive program of inspections help improve this rating. Manager Onieal expressed appreciation for the dedication and accomplishment of employees to obtain these certifications since the educational and technical requirements are rigorous. Mayor Brown pointed out that the improved rating also results in lower insurance rates.

Alison Melnikova, Assistant Town Manager – Appreciation of Service

Mayor Brown recognized Assistant Town Manager Alison Melnikova for her work since 2006 when she began as an intern from the MPA program at Western Carolina University , later being promoted to Assistant to the Town Manager and then to Assistant Town Manager. Alison has now been given an opportunity to serve as Town Manager for the Town of Laurel Park in Henderson County. Mayor Brown said Alison is doing what everyone should do, leaving the place she was in in better condition and advancing to serve a community in a manager’s position at a higher level of responsibility. Mayor Brown read a resolution commending the service of Alison Melnikova as Assistant Town Manager of the Town of Waynesville and congratulating her on her appointment as Town Manager of Laurel Park.

This resolution was adopted unanimously by consensus of the Board. (Res. No. R-13-13)

Alderman Roberson said Alison always made sure he received his agenda for the MPO and thanked her for all the work she has done for Waynesville.

Alderman Greeley thanked Alison not only for being the Assistant Town Manager, but for also being a friend. He always had a lot of questions while traveling to Town meetings and Alison always got the answers he needed.

Alderman Caldwell said it has been an honor to work with Alison, adding that he also considers her a friend, adding that the skate park would not have become a reality if she hadn't been there to tie up the loose ends and he personally thanked her for that.

Alderman Freeman said Alison's professionalism has been impeccable. Alison always took things to a level that takes the burden of research off of board members and she has always been appreciative of those efforts. Alison is respected by town employees and will certainly be missed. No one will actually know how much Alison will be missed until the Monday morning after she leaves.

Alison Melnikova thanked the Board and said Waynesville has a great town manager and great employees. Mayor Brown asked Alison to always come back and visit.

Town Manager Marcy Onieal said she would not have been able to make it through her first year without Alison, adding that she considered Alison a peer from day one rather than an assistant. Alison was a quiet leader, respected not only by other employees, but by other managers, and it is good and fitting that she will be moving on to bigger and better things for herself. She thanked her especially for her work in the past year in the areas of facilities management and the IT Master Planning & Implementation process.

Acting Town Clerk Phyllis Rogers said Alison is well respected by employees and will certainly be missed, but congratulated her on the appointment as Town Manager of Laurel Park.

B. BOARDS, COMMISSIONS, OUTSIDE AGENCY REPORTS

5. Haywood County Commission for a Clean County

Joanna Swanson, Secretary and Founder of Haywood County Commission for a Clean County, thanked the Board for all the support they have given the Commission for a Clean County. The Board was provided a list of the Board of Directors, along with a mission statement and goals of the Commission. Ms. Swanson said the Commission has a volunteer board and is apolitical with a goal to raise awareness of the importance of a clean environment. The Commission was founded in 2000, is the first and only land based environmental group and very proud of the fact that the first litter control became part of a program on Waste and Litter in all middle and high school Social Studies classes. The Commission has three major thrusts: 1) Hands-on litter pickup 5-6 months of the year; 2) Community pride program to honor businesses, community and civic clubs that have made contributions to clean up. Nominations are received and material awards are given to recognize these efforts, and 3) a school program has been started

in kindergarten and first grades. Haywood County Solid Waste Coordinator Stephen King participates in a program for students, with a demonstration of a character dressed as a woman riding through the auditorium throwing litter and allowing the children to describe why this is wrong. A coloring book designed of drawings by Haywood County children is being developed and contributions are being sought from businesses to make this project possible. The coloring books will then be distributed to Haywood County elementary school children.

Mayor Brown said the common theme for this Commission is taking care of the community and keeping it clean. Ms. Swanson said the goal of the Commission is to raise awareness in the community. She thanked the Board for inviting her to attend the meeting, for their support and efforts in helping to keep the community clean.

6. Waynesville ABC Commission Earl Clark, Chair

Earl Clark, Chairman of the Waynesville ABC Commission, expressed appreciation for being allowed to speak to the Mayor and Board of Aldermen. This has been a big and exciting year and much has been learned by the ABC Board with the recent completion and move into their new store in West Waynesville. Reports show that the new and larger store can handle many new items that the old store could not. The first ABC Store in Waynesville opened in 1967 on Walnut Street, making this the 45th years of sales at that location. Plans were to keep both stores open for a period of time, but renewal of the lease was unsuccessful at the Walnut Street location. The new store, located at 52 Dayco Drive, was completed at a total cost for the property and construction at \$1,217,372. Their goal is to provide controlled sales of alcohol for Haywood County residents with continued revenue distribution for many years to come. The Waynesville ABC store currently employs four full-time and three part-time employees, allowing two salespersons on the sales floor at any given time. A grand opening and ribbon cutting is scheduled Monday, October 28 at 10:00 a.m. Everyone was invited to attend.

Mayor Brown said the Board of Aldermen appoints members to the ABC Board, but has no other authority related to the management of alcohol sales. It is felt that South Main Street is a growing commercial area in this community, and will serve to help boost sales for the ABC Store. Contractor John Burgin and Architect Randy Cunningham did a wonderful job on the new and beautiful building which is a great addition to West Waynesville. The Board thanked Mr. Clark for his presentation.

C. NEW BUSINESS

7. Proposal to Install DCFC Electric Vehicle Charging Station at the Miller/Montgomery/Haywood Public Parking Lot

Brightfield Transportations Solutions, Advanced Energy and other North Carolina leaders of Plug in Electric Vehicle (PEV) advancement are teaming up to bring thirty (30) public Direct Current Fast Chargers (DCFCs) for PEVs to the state. The purpose of this effort is to serve the growing needs of a traveling public that is increasingly electrified. Advanced Energy is seeking qualified host sites at commercial, retail, municipal and state locations to host DCFC equipment for electric vehicle fueling. Host sites can either own the equipment or allow a third-party vendor to own and operate the station. Host sites that choose to own the Fast Charge equipment will receive, free of charge, a DCFC station valued at over \$25,000. Equipment owners will be responsible for all costs associated with installation, operation and maintenance of the stations. The installation of the DCFC stations are being counted towards implementation of the NC PEV Roadmap (created through the NC PEV Readiness Initiative: Plugging-in from Mountains to Sea, funded through the US Department of Energy's Clean Cities Program, in which the Town of Waynesville is a partner), and guided through the NCPEV Taskforce (a voluntary stakeholder organization founded by the NC State Energy Office and Advanced Energy). Funding for the DCFC stations are through private sector investment.

In keeping with the Town's desire to diversify its own fleet, maintain a clean environment, and promote fueling infrastructure that will support the goals of the Clean Cities Program, while promoting economic development opportunities for our community, this proposal will serve as a vital link in state-wide fueling infrastructure for electric vehicles. Current range for electric vehicles on a single charge is approximately 50 miles. With DC fast chargers already located or being planned for Asheville, Hendersonville, and both sides of the Great Smoky Mountains National Park, the link in Waynesville will support distance travel, particularly related to tourism, for travelers with plug-in or plug-in hybrid vehicles. Fast chargers will deliver a full charge in approximately 30 minutes, while the two Level 2 chargers will deliver 80% charge in two hours to a 100% charge in four hours. Installation is planned for the Miller/Haywood Street Public parking lot. Design and construction are scheduled to be completed by March 1, 2014.

Town Manager Marcy Onieal introduced Stan Cross with BrightField Transportation Solutions and Bill Eaker with Land of Sky Regional Council, Clean Vehicles Coalition Coordinator. Bill Eaker began by thanking Alison Melnikova for her work in the community, adding that it has been a pleasure working with her on various projects, serving with her on the Haywood Waterways Board, and taking a plunge in Lake Junaluska as part of their fundraiser. Ms. Melnikova has agreed to participate in this event next year as well.

Mr. Eaker said hybrids and high speed electric vehicles are beginning to be more common and attempts are being made to prepare the Asheville area for these vehicles with one electric charging station currently located at Haywood Community College. Waynesville and a few

other areas in Haywood County and surrounding area are targeted as locations for additional charging station locations and are being offered this opportunity.

Mr. Stan Cross, founder of BrightField Transportation Solutions, is partnering with the North Carolina Plug-in Electric Vehicle Task Force, Nissan North America, Olsen Energy Corp, and private investors to make North Carolina one of the nation's most innovative and vibrant EV markets. One difference with their business model is that they are generating solar power to show that they can produce electricity from many areas of opportunity. The charging stations are placed within public space, with downtown Asheville being the first location. Brightfield is currently working with Duke Energy to install 20 stations in the Asheville area, including Waynesville. The majority of the effort to place charging stations has been in the Raleigh and Charlotte areas of North Carolina. Benefits of driving electric vehicles result in savings to the consumer and there is an attempt being made to encourage visitors with electric vehicles to visit this area, bringing more tourism and creating jobs locally. Mr. Cross explained that investors in the charging stations receive tax benefits and electric vehicle users pay to plug in to their stations. No cost is involved initially to the Town. However, a lease agreement is involved with an opportunity to purchase at some point in the future. If the Town does not purchase the charger, they could continue to lease the equipment and BrightField would continue maintenance and operation.

Manager Onieal said six (6) parking spaces would be taken up by the chargers. One of the options available is for electric vehicle owners to pay while the vehicle is being recharged with the option to continue to pay for the vehicle to remain parked for an additional time while they shop after the vehicle is charged. BrightField works with each parking lot owner to determine which option works best for them. Mayor Brown asked if there is a viable market at this time for the charging stations. Mr. Cross said the Blue Ridge Parkway and Great Smoky Mountain National Park are also interested as locations for the stations. Alderman Roberson mentioned that electric vehicle owners are charged an extra tax and he asked if a tax on electricity for charging stations might be a possibility. Mr. Cross said electric vehicle owners pay for the right to plug into their stations and he does not anticipate a tax. Mr. Cross added that there will be one fast charger and two Level II chargers so that a total of three cars could charge at once. The charging stations will all be located on public parking spaces, mainly because of the high utilization of the chargers within a public space. Alderman Roberson asked about a former electric vehicle charger proposal. Assistant Town Manager Alison Melnikova explained that this joint project between Haywood County and the Town to locate a charger on the County's parking deck was unsuccessful due to the short turnaround time for preparing the grant application associated with funding that charger. When the prior project was considered the Town looked at the Miller Street parking lot as a location, but this charging station will be under a canopy which will take away some of the prior concerns.

Mayor Brown asked how electric vehicle owners would know where the charging stations were located. Mr. Cross explained that the information is available online, by telephone or laptop with the ability to lock down a station to guarantee its use if you are within approximately ten minutes of arrival. Cell phones can also be programmed to alert you when the charge is

complete on the vehicle. Mayor Brown added that having electric vehicle charging stations in Waynesville sets the community apart and shows that the Town is always looking ahead to the future.

Mr. Cross said if approved, the installation project should be complete by March 31. Hendersonville and Boone are also included for charging station locations.

Alderman Roberson moved, seconded by Alderman Greeley, to approve the installation of an EV charging station and authorize the manager to enter into an agreement with BrightField Transportation Solutions for installation, maintenance and operation of the station, as presented. The motion carried unanimously. (Cont. No. 24-13)

8. Street Closing Requests/Amendments

The following requests have been received for holiday street closures:

Thursday, October 31, 2013, closure of Academy Street between Haywood & Tate Streets; 4:00 p.m. – 8:00 p.m., for a Trunk-of-Treat Celebration (request of Becky Brown, First United Methodist Church)

Thursday, October 31, 2013, closure of Virginia Avenue between Hazelwood and Kentucky Streets, 4:00 p.m. – 9:00 p.m., for a Fall Festival with amplified music (request of Tasha Byrd, Hazelwood Baptist Church)

Cancellation of Main Street closure, previously approved for November 22, 2013, for Downtown Waynesville Association's "Light Up Main Street" (event cancelled at the request of Buffy Phillips, DWA)

Alderman Greeley moved, seconded by Alderman Roberson, to approve the amendments to the adopted street closure schedule as presented. The motion carried unanimously.

9. Call for Public Hearings

The following plans, and code/zoning amendments have been or will be considered by the Planning Board with recommendation for action by the Board of Aldermen in November. A call for public hearings is requested on the items to be conducted on Tuesday, November 12, 2013 at 7:00 p.m., or as soon thereafter as possible, in the Board Room of Town Hall, 9 south Main Street:

- A) Adoption of North Main Street Corridor Plan – presentation of draft plan by Teague Traffic Engineering to be following by public hearing.
- B) Rezoning of property located at 33 Bennett Street from Hazelwood Business District to Commercial Industrial

- C) Rezoning of property located at 2566 Asheville Road from Raccoon Creek Neighborhood Residential to Commercial Industrial.
- D) Text amendment to Chapter 11 of the Land Development Standards to adopt various revisions to sign regulations.
- E) Amendment to Section 26-541 of the Code of Ordinances relaxing requirement to clear overgrowth in excess of 10" from 300' to 50' from neighboring properties.
- F) Amendment to Section 42-61 (to 62) of the Code of Ordinance regarding carrying of concealed weapons at public facilities; amendment will bring Town Code into compliance with changes in NC General Statute, adopted by 2013 session of General Assembly.

Alderman Caldwell moved, seconded by Alderman Freeman to call for public hearings on November 12, 2013 at 7:00 p.m., or as soon thereafter as possible, in the Board Room of Town Hall, 9 South Main Street, for the purpose of adopting a North Main Street Master Plan; considering change in zoning for two property parcels; and considering amendments to the Code of Ordinances on various topics as presented. The motion carried unanimously.

D. UNFINISHED BUSINESS

10. Approval of IT Network Support Services Vendor

At the August 13th Board Meeting, town staff was authorized to solicit responses to a Request for Qualifications for Information Technology Services that would enable the Town to select a vendor for IT services with the appropriate technical knowledge and customer service capabilities to allow the town to implement the recommendations from the comprehensive IT Assessment, prepared by outside consultants and presented to the Board on February 22, 2013. On September 16th the Town received responses from:

- A. Advanced Data & Network Solutions, Asheville, NC
- B. CNP Technologies, Charlotte, NC
- C. Epsilon, Weaverville, NC
- D. Electronic Office, Asheville, NC
- E. New Meridian Technologies, Waynesville, NC
- F. TSA, Asheville, NC (responded, but declined to submit RFQ)
- G. VC3, Atlanta, Columbia, Raleigh

This solicitation was for the purchase of information technology goods and services and was issued per North Carolina General Statute 143-129.8, which permits the Town to award a contract to the vendor that submits the best overall proposal. No fees or costs were requested or submitted with the proposal. Proposals submitted under this section are not subject to

public inspection until the contract is awarded, pursuant to G.S. 143-129.8. If the Town does not successfully enter a contract with any vendor, the proposals are never public.

The core mission of the Town is to provide efficient and effective services to the residents, businesses and visitors, and to perform this mission we have to spend time and resources to support the departments that directly interact with citizens.

Manager Onieal said the Town assessed, studied, and provided information and regular updates to the Board as the work progressed over the course of the past year. She noted that Assistant Town Manager Alison Melnikova had focused on little else during the past year and asked that she provide an overview of the year's work and her recommendations.

Assistant Manager Melnikova said the Town currently spends more than \$300,000 per year on IT Services, internet access and telephone access. These costs have never been broken down until now, but the significant amount confirms what she suspected all along, that the town already invests a considerable amount of resources to telecommunications and information technology functions, yet for an organization the size and complexity of the Town, this simply isn't enough. She provided an estimate for advancement to the service level that the Board has talked about and gave examples of enhanced usage and greater operational efficiencies which would be possible under the planned improvements.

RFQ responses were evaluated according to the following criteria:

1. Technical expertise (breadth & depth)
2. Service approach
3. Staff experience
4. Current client satisfaction

Help reviewing and designing the RFQ responses included representatives from The UNC School of Government Center for Public Technology, Director of IT for the NC League of Municipalities, Haywood County IT staff, and two local area independent IT consultants not related to any of the responding firms. The RFQ responses were sorted into two categories, those with limited local government experience and those with local government experience including law enforcement, with their need to access and protect data, since audits are conducted by the FBI. The Town attempted an agreement with Haywood County in order to shore up compliance, but they cannot provide the level of support that all other town departments should also have.

The IT infrastructure of the Town will need improvements and the selected firm will include budget implementation, project plans and ensure that this ties in with the Board's goals. Ms. Melnikova described the range of responses received from all six vendors for each criterion. While all six vendors were deemed qualified vendors and had excellent history in serving clients, it was evident that one firm clearly stood out as the best match for the Town's needs at this time, based on available resources, experience with other municipalities, and breadth of services offered. The review panel and Assistant Manager were unanimous in their evaluation that VC3, of Raleigh/Columbia/Atlanta can best fulfill the Town's goals and ensure that budgeted IT funds will be spent in the best way possible. Manager Onieal concurs with that recommendation. Close location of the company is not necessary due to internet access, and an example given was that the Town's financial software is located in Maine. Alderman Roberson asked if hardware goes down if VC3 would be close enough to make the needed repairs. Ms. Melnikova explained that despite offices located approximately 3-4 hours away, their technicians can be on site to make repairs by the time needed parts are received and at no time would we expect to be out of service more than a few hours at worst, especially since storage of data on the VC3 cloud would allow access from any computer anywhere with internet access. She added that the Town has an inventory of several critical hardware items stored and available if and when needed.

Mayor Brown pointed out that these type contracts are typically for 3 – 5 years. Alderman Freeman asked if the Police Chief was in agreement with this proposal and Ms. Melnikova said that he was, and it was understood that the Police Department will always be somewhat different than other departments because of needed back up for their records, which have different standards for maintenance than other town data files. VC3 also has the capabilities the Town is looking for.

Mayor Brown said the presentation by Assistant Town Manager Alison Melnikova proves that the Town is losing a good employee, but her career move as Town Manager of Laurel Park, North Carolina is also a move for her in the right direction.

Ms. Melnikova added that whatever happens in terms of IT will take a lot of staff time and employee training. Alderman Greeley asked how much it would cost the Town to hire an IT person. Manager Onieal said the support contract is expected to cost the Town approximately the same amount as hiring 1 full-time employee with benefits, and the Town would still need outside support. However, with this proposal the Town will have access to many certified IT staff and engineers, covering a broad range and depth of expertise and experience, specifically in municipal applications, which the Town could not achieve in hiring a single employee.

Alderman Freeman expressed appreciation for the work done by town staff. The request for proposals was also presented to local companies and they have participated throughout the process. Mayor Brown noted that one of the principal issues this Board charged Town Manager Marcy Onieal with when she was hired as Town Manager was making improvements in the usage and management of IT systems throughout the town organization. The Board expressed appreciation for the work done by the Manager and Assistant Manager on this project.

Alderman Roberson moved, seconded by Alderman Freeman, to authorize the Town Manager to negotiate with VC3 for a contract for IT support services, for a term not to exceed five years, to include all of the services requested in the RFQ to the extent the existing budget for IT services will allow for the remainder of FY 14, with a target effective date between November 1, 2013 and July 1, 2014. The motion carried unanimously.

11. Request to Amend Town Participation in Hyatt Trace Development off Hyatt Creek Road

At its Board meeting of January 22, 2013, the Board of Aldermen agreed to provide an incentive to Workforce Homestead, Inc., toward the development of Hyatt Trace, a 64-unit affordable rental apartment community for working families on Hyatt Creek Road in Waynesville, pending approval of the NC Housing Finance Agency. The complex is to contain a mix of two and three-bedroom units in two-story buildings, and will offer rents that will be affordable to households earning no more than 60% of the county median income.

The Town's original offer of participation was to originate a 20-year loan for a principal amount not to exceed \$106,700, specifically for the purpose of installing approximately 1,600 feet of sewer main from US 23/74 down Hyatt Creek Road to Freeman Road. Although this proposal would tie up Town resources for 20 years, the Town ultimately would have recouped its entire investment, plus interest. The developer was notified in late September that the project proposal was insufficiently competitive to make the 2013 funded list.

In order for the project to be more competitive in the next round of housing credit applications, the developer is asking the Town to contribute at a higher monetary level (\$142,650 vs. \$106,700), but with no out-of-pocket expenditures, since the revised incentive proposal is for a fee waiver rather than an outright expenditure. Manager Onieal explained that the Town would forego water/sewer tap and capacity fees, which is revenue the Town would not have anyway if this project fails to go through and the property is not otherwise developed. It is anticipated that the construction of this housing complex will help spur further development in the commercial corridor between Waynesville Commons and the development itself.

There was discussion regarding the public-private partnership and what standards are necessary in order for a project such as this to meet legal requirements since this project involves a commercial developer for the public purpose of providing affordable housing. Manager Onieal said the Town does not currently have a standard for projects such as this and will need guidelines to determine what conditions would be necessary in the future. Alderman Greeley said he understood that the project may not come to fruition until next August. Manager Onieal said the developer receives points for rent income, proximity to shopping and other criteria. Mayor Brown added that the point system can be very political, with changing rules from one year to the next.

Alderman Greeley moved, seconded by Alderman Roberson, to participate with Workforce Homestead/Grant Construction & Development in their application to the NC Housing Finance Agency for award of 2014 tax credits for the Hyatt Trace Development, by waiving water and sewer tap and capacity fees at the time the construction permit is issued, a waiver expected to be valued at approximately \$142,650, contingent upon staff first identifying the conditions and legal authority under which the requested waiver might be granted. The motion carried unanimously.

E. COMMUNICATIONS FROM STAFF

Due to the lateness of the meeting, Manager Onieal offered to defer her staff report and send any critical updates that can't wait until the next meeting by e-mail to the Mayor and Board of Aldermen.

F. CALL ON THE AUDIENCE

No comments.

G. COMMUNICATIONS FROM MAYOR & BOARD OF ALDEREMEN

No comments.

H. ADJOURN

There being no further business, Alderman Greeley made a motion, seconded by Alderman Freeman, to adjourn the meeting at 9:00 p.m. The motion passed unanimously.

ATTEST

Gavin A. Brown, Mayor

Marcia D. Onieal, Town Manager

Eddie Ward, Deputy Town Clerk

Prepared by:

Phyllis R. Rogers, Acting Town Clerk

**MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REGULAR SESSION MEETING
NOVEMBER 12, 2013**

THE WAYNESVILLE BOARD OF ALDERMEN held its regular meeting Tuesday, November 12, 2013 at 7:00 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 7:00 p.m. with the following members present:

Alderman Gary Caldwell
Alderman Julia Freeman
Alderman Wells Greeley
Alderman LeRoy Roberson

The following staff members were present:

Marcy Onieal, Town Manager
Woodrow Griffin, Town Attorney
Phyllis Rogers, Acting Town Clerk
Paul Benson, Planning Director

Representing the media:
Mary Ann Enloe, The Mountaineer

1. Welcome/Calendar/Announcements

Mayor Gavin Brown welcomed everyone to the meeting and mentioned that Waynesville's Christmas Parade is December 9 and the Employee Appreciation Luncheon is December 13.

2. Presentation by Haywood County Tourism Development Authority

Ms. Lynn Collins, Executive Director of the Haywood County Tourism Development Authority presented an update for 2012 – 2013. The Haywood County Tourism Development Authority is funded by a 4% Occupancy Tax on short-term rentals of less than 90 days. 3% of the Occupancy Tax goes to the Haywood County Tourism Development Authority for the purpose of marketing

Haywood County as a tourism destination. The remaining 1% goes back to the Zip Code area where it is collected for the purpose of promoting each of those areas. The 1% funds are allocated through a grant process. Applications are reviewed by appointed Zip Code Subcommittees who make recommendations to the Haywood County TDA Board for funding of the 1%. Waynesville represents approximately 32% of the occupancy tax collections for Haywood County.

The past year got off to a rocky start, with some areas in Haywood County being worse than others, but the TDA has been able to pick some of this up. As the economy improved, the year was finished at 9% ahead of budget. Monies collected through this program increase tourism, resulting in reduced taxes paid by Haywood County residents.

The 1% collected is used to advertise for Haywood County events, including street dances and several new festivals, trade shows, the Strand Theatre and Beer Fest. When the Legislation was adopted in 2007, it was set up so that a subcommittee could be established to determine how these funds would be spent. The TDA approached the Haywood County Commissioners to amend the guidelines so that any area collecting more than \$50,000 annually could appoint a five member subcommittee. This amendment was made last month and now Waynesville can appoint a five member subcommittee. The current three member subcommittee consists of Buffy Phillips, Roy Gast and Betsy Boyd. The subcommittees have term limits with a maximum of three two-year terms so a new subcommittee will need to be appointed by Waynesville within the next month. This subcommittee will need to include representation from the 28786 and 28785 zip code areas.

Ms. Collins outlined some of the accomplishments for the past year. Work has been coordinated with Bicycle Haywood, a growing sport in the area, to produce the first bicycle brochure for Haywood County. The Haywood County Quilt Trail Program began through the Haywood County Arts Council but has now been taken over by TDA. They hope to have 50 quilt blocks in place by spring 2014. Many visitors request the Quilt Trail Brochure and travel to many areas in Haywood County to view the quilt squares. TDA also works with Buy Haywood and The Blue Ridge Parkway remains one of the TDA's biggest partners.

Mayor Brown requested that board members bring names of individuals to consider for appointment to the subcommittee to the November 26 meeting for discussion and hopefully for a vote at the December 10 meeting. Mayor Brown thanked Ms. Collins for attending the meeting and presenting the information to the Board. Ken Stahl, TDA Board Member thanked the Board of Aldermen for their support of the TDA.

B. PUBLIC HEARINGS

3. North Main Street Complete Streets Study

Last year the Town was awarded a grant through the French Broad River Metropolitan Planning Organization to undertake a study of how the intersection of North Main Street and Walnut Street could be improved for all modes of transportation including motor vehicles, bicyclists and pedestrians. The firm of J. M. Teague Traffic Engineering was hired to prepare a plan; this plan is now complete. The staff is requesting that the plan be adopted by the Board of Aldermen so that the project may be added to the State Transportation Improvement Plan for funding.

Planning Director Paul Benson explained that this project began last year to address the problem with connecting the only missing link in the Haywood County Greenway walking trail by incorporating a sidewalk from Marshall Street to the new Fire Station and to improve the intersections. A public hearing was held by the Planning Board in October 2013 to solicit public input and to review the plan. The Planning Board recommended approval of the plan. Information, including road user data, motorists, pedestrians and bicyclists was collected by J. M. Teague Engineering. One of the heaviest area movements was pedestrians crossing the street at Duvalls Restaurant. Roadway geometrics were also collected to determine right-of-ways, sidewalk and lane widths, and street grades. Adjacent land use descriptions were reviewed and community involvement workshops were conducted in May and July 2013.

Mark Teague with J. M. Teague Engineering explained the methods used for analyzing safety operations for the area, identifying challenges for existing layout, intersection angles and areas not desirable to have drivers backing onto the roadway. Alternatives considered included “no-build”, major realignment of Walnut Street, minor realignment with less impact and inclusion of a round-about. The round-about was felt to be too large and did not fit well in the area. Multiple “tee” intersections were also considered. After these alternatives were analyzed, the recommendation was for a major realignment, with a 90 degree intersection which would create many advantages. The major goals would be met to support a better connection to the Recreation Center and Howell Mill Road. The total number of independent intersections would be reduced. Bridge Street would become a right-in/right-out only. Additional parking would be created which was one of the concerns heard at the community meetings. Public space could be added, including a stream restoration project. Cost estimates for this project are 3.2 million dollars.

Mayor Brown asked how the decision was made for a major realignment. Mr. Teague said it was mainly due to the improved connection to Howell Mill Road which was felt to be important to the Town and the additional parking it would create. Mayor Brown added that this area was at one time considered a major thoroughfare and asked Mr. Teague where the project might be considered as a priority with NCDOT. Mr. Teague said it would probably fall in the lower tier. However, NCDOT is always looking at smaller projects when filling in gaps which may be an advantage with this project since it is on a smaller scale.

Alderman Roberson mentioned that two businesses would be affected and would need to be relocated. Mr. Teague agreed that the project would affect two properties and three structures. Mayor Brown added that this is a State Road with the improvements mainly funded by the State.

Alderman Freeman stated that she drives through this area daily and very rarely sees congestion. She asked if this is a 30 year plan. Mr. Benson explained that the area was reviewed for a complete needs study and the plan extends to 2035. Alderman Roberson said the plan would make pedestrian and bicycle traffic safer.

Attorney Griffin opened the public hearing. The following persons spoke:

Bill Norris, adjacent property and business owner, did not agree with the recommendations for the project and asked if any thought has been given to what will happen to the area businesses which he felt would be destroyed if the project is approved. Additional parking will not be needed if the businesses are gone and he did not see any big problems in the area now, adding "if it is not broke don't fix it". Mayor Brown asked Mr. Norris how he felt about additional sidewalks. Mr. Norris said there are very few pedestrians in the area and he felt most people travel in their vehicles. He does not remember this street ever being realigned. Mr. Norris added that businesses in West Waynesville are fragile and should be protected.

Alderman Roberson said parking would help area businesses and the plan would improve the area for bicycle use.

Maleah Pusz, 650 East Street, spoke in favor of the project, but hopes that Duvalls Restaurant can still be located there. Ms. Pusz lives in the area and frequently walks her dog.

With consensus of the Board of Aldermen, Attorney Griffin continued the public hearing until the next meeting on November 26, 2013.

4. Public Hearing to Consider Adoption of an Amendment to the Sign Ordinance (Chapter 11 of the Land Development Standards)

In response to a number of issues with the Town's sign regulations identified by staff and business owners, the Planning Board has recommend adoption of a comprehensive amendment to Chapter 11 of the Town's Land Development Standards. Significant changes proposed by this amendment include permitting small portable signs in the Central Business District and adding a provision for temporary banner signs for commercial special events or promotions. Other notable changes include permitting a larger area of temporary window signage, and increased maximum sign heights and sizes for some types of signs, including a new provision for Facsimile Signs. The amendment also makes a number of more minor changes to the ordinance for the purpose of clarity and organization.

Planning Director Paul Benson presented the proposed amendments, beginning by explaining the history and decline in businesses shown since adoption of the revised Land Development Standards (LDS) in 2003. When the LDS was revised again in 2010 changes were made recognizing that districts are different. Several requests have been received since that time for additional provisions. The Planning Board has reviewed the proposed amendments for the past several months, including participation in a presentation by Roger Brooks and appointment of a citizen subcommittee. The Planning Board conducted a public hearing in October to receive additional public comments and recommended approval of the proposals submitted to the Board of Aldermen tonight.

Some of the issues reviewed included:

No provision for temporary banners for sales, etc.

No provision for portable signs downtown – a lot of towns allow and the signs are not necessarily bad, but there are some sidewalks in Waynesville that are narrow.

Size, height and maximum number of signs is sometimes too restrictive.

The format and clarity of the Town's ordinance needed improvement.

Mr. Benson outlined some of the following changes:

- Increases the window area sign since the current standard of 16 square feet doesn't match industry practice.
- Defines permissible and prohibited vehicular signs.
- Permits "ball field fence signs" which are currently not permitted.
- Adds provisions for temporary display of promotional/special events signs – 30 days/twice per year with issuance of a permit. At the current time these signs are allowed only for non-profits and the citizen group felt that non-profits and commercial

should receive the same treatment. The Planning Board felt that non-profits should be allowed additional signage benefits and the only change proposed was to allow a larger sign.

- A provision was added for temporary sign users to have signage under the same terms as promotional/special event signs.
- A provision was added for additional signs in residential districts.
- Master identification signs were added for properties more than two acres in neighborhood commercial and business districts and allowed increase in ground signs from 24 square feet to 48 square feet.
- Increase in sign height from 6' to 8' in RC and CI districts.
- Adds flexibility for neighborhood entrance and business district signage.
- Increases projection of attached signs from 3' to 4' for downtown signage.
- Decreases the required clearance of pedestrian signs from 8' to 7'.
- Adds allowance for portable signs in Central Business Districts under provisions to limit size and prevent blocking sidewalks. Signs must be within three feet of the building entrance and maintain five feet of clear zone.
- Exempts balloons under 12" in diameter.
- Permits facsimile signs in regional commercial districts on the same terms as promotional/special event signs.

Alderman Roberson asked about liability if a customer or pedestrian is injured by signage. Attorney Griffin explained that signage must be with the Town's regulations and a permit must be issued. If there is a danger and the Town is aware and continues to allow there could be some liability.

Alderman Caldwell said he has spent quite a bit of time reviewing the proposed changes and they look good.

Alderman Freeman expressed appreciation for the work, time and effort by Paul Benson, the Planning Board and others that have worked on the proposals being submitted to the Board.

Alderman Greeley requested additional time to review the many changes before taking action.

Attorney Griffin opened the public hearing. The following persons spoke:

Kevin Sandefur, 130 Frazier Street, owner of Bear Waters Brewery, expressed appreciation for the work the Town is doing. Lack of street front signage makes it difficult for people to locate his business and frustrating for business owners. He requested additional consideration for off

premise signs, or way finder signs similar to the Town of Sylva and distributed information he compiled for the Board Members to consider. Mr. Sandefur asked that a provision be added for off premise, attractive signs made of durable material for the community that could direct more people to their business.

Lorraine Conard attended the meeting to hear the discussion and learn more about changes being proposed and hopes the changes would encourage small businesses and downtown development. There was also a question about the signage for the Strand Theatre, owned by Rodney and Lorraine Conard. Ms. Conard said there has been interest in rebuilding the upper part of the sign and she questioned whether it could be grandfathered and reinstalled. She would like to have this done correctly and in a manner to add historic character to the building.

Mayor Brown said this could be a question of whether the old sign would be considered a sign or part of the building. Paul Benson said there were discussions with the former owner, Joey Massie, with an agreement that the sign could be reinstalled and grandfathered in, but this was not done. In keeping with this agreement, Mr. Benson said town staff would work with the owners of the Strand Theatre regarding the sign.

Fred Waring, Waynesville Automotive, thanked Mr. Benson and his group for their work on the proposed amendments. Mr. Waring has been in business since 1972, increasing the number of employees from 32 to 85. Balloons have been allowed in other communities and although he doesn't necessarily like them, he occasionally uses signs such as the large gorilla to attract business.

Richard Miller, 20 Church Street, President of Downtown Waynesville Association, has spoken with many people on Main Street and they do not like signs such as the large gorilla and would like to keep this type signage off Main Street. He supports off premise signs and uses them to attract customers to Church Street. This can be done tastefully and feels that it hurts businesses when off premise signs are not allowed. Mr. Miller asked the Board to be cautious about wording involving signs that are grandfathered in.

Maleah Pusz, 650 East Street, is an employee of Bosu's Wine located at Miller Street. Ms. Pusz said it is very difficult for people to see businesses other than those on Main Street without additional signage and she spoke in favor of off premise signs.

With the consensus of the Board, Attorney Griffin continued the public hearing until the next meeting.

Manager Marcy Onieal asked that if Board members were interested in the staff and Planning Board pursuing the items related to marquee signage and off-premise signs spoken about during the public hearing, please let her know so this can be added to the next Planning Board and Board of Aldermen agendas.

It was the consensus of the Board that staff prepare additional language to incorporate provisions for marquee signage for theatres or other entertainment venues and for off-premise signage.

5. Consideration of Adoption of an Ordinance Amending Section 26-51(b) of the Waynesville Town Code to Change the Clearing Zone Standard for Overgrown Lot Regulations

Manager Marcy Onieal presented the proposed amendment. A recurring case of an overgrown property located off Westwood Circle has provided an example of how the existing ordinance regulating overgrown lots may present an unreasonable and unnecessary hardship in the case of large properties. The existing standard of clearing to a distance of 300' from another occupied home or business when applied to a typical residential lot may require the clearing of up to a quarter of an acre, but in this case with applied to a 15 acre property it requires the clearing of approximately 70,000 square feet (1.6 acres).

The intent of the ordinance is to correct unsightly conditions and to remove habitat for undesirable animals such as rats and venomous snakes from close proximity to occupied homes or businesses. This goal can be reasonably accomplished by a standard requiring less clearing. The proposed draft ordinance would reduce the clearing area to a width of 50' measured from the property line rather than the structure; this distance represents the minimum lot width under the Town's Land Development Standards.

Manager Onieal noted that our ordinances do not require a public hearing in order for the board to adopt amendments, but in the interest of transparency and public awareness, it has become her custom to schedule a public hearing for any ordinance changes. Attorney Griffin opened and closed the public hearing with no comment from the audience.

Alderman Greeley moved, seconded by Alderman Roberson to adopt an ordinance amending Section 26-51(b) of the Waynesville Town Code to change the measurement of overgrown lot clearing zone from 300' to 50'. The motion carried unanimously. (Ord. No. O-12-13)

6. Consideration of Ordinance Adoption Rezoning Property Located at 33 Bennett Street

The subject property consists of 1.3 acres and is located adjacent to the Norfolk Southern railroad north of Hazelwood Avenue and west of Brown Avenue. It does not front Brown Avenue but is connected to Brown Avenue via Bennett Street to the north and Carolina Avenue to the south of the property. It has long been in commercial use for Pearson Roofing and more recently for U-Haul trailer rentals.

The Planning Board considered this rezoning at their September 2013 meeting and held a public hearing at their October 2013 meeting and voted to recommend that the property be rezoned from Hazelwood Business District (HBD) to Commercial Industrial (CI).

Planning Director Paul Benson explained that this rezoning was recommended for approval by the Planning Board. This property is located adjacent to the railroad and would be a legal spot zoning since it is consistent with the Town's LDS. Commercial Industrial zoning is allowed along railroads.

Alderman Roberson asked if the property owner has submitted a plan for development of the property. Mr. Benson said although this is not a requirement to be considered for rezoning, the property owner has indicated plans for construction of mini-warehouses on the property.

Attorney Griffin opened the public hearing.

Mr. Miller, the owner of the property at 33 Bennett Street, thanked Mr. Benson and the Planning Board for their review of this request. Mr. Miller said he plans to place 20 – 30 mini-warehouses on the property. He owns similar mini-warehouses and maintains strict operating standards for this business.

Attorney Griffin closed the public hearing.

Alderman Caldwell moved, seconded by Alderman Freeman to rezone the portion of the property indicated on the Exhibit A Map located at 33 Bennett Street, from Hazelwood Business District (HBD) to Commercial Industrial (CI). The motion carried unanimously. (Ord. No. O-12-13)

7. Consideration of Ordinance Adoption Rezoning Property Located at 2566 Asheville Road

Planning Director Paul Benson presented the request. The subject property consists of 4 acres and has 400' of frontage on Asheville Road/US Business 23 in the ETJ northeast of the corporate limits. It is adjacent to a large area of Commercial Industrial zoning that includes the Hi-Tech Center. It has long been in commercial use formerly for Plemmons Plumbing and more recently for David's Home Entertainment.

The Planning Board considered this rezoning at their September 2013 meeting and held a public hearing at their October 2013 meeting and voted to recommend that the portion of this property fronting Asheville Road be rezoned from Raccoon Creek Neighborhood Residential (RC-NR) to Commercial Industrial (CI), and that the 2020 Land Development Plan be amended accordingly to maintain consistency with that Plan.

Attorney Griffin opened and closed the public hearing, with no comment from the audience.

Alderman Freeman moved, seconded by Alderman Caldwell, to amend the 2020 Plan, specifically Map 13, to indicate the frontage of the subject property as "Mixed Use, Medium to High" and to rezone the portion of the property indicated on the Exhibit A Map from Raccoon Creek Neighborhood Residential (RC-NR) to Commercial Industrial (CI). The motion carried unanimously. (Ord. No. O-13-13)

8. Consideration of Amendments to Chapter 64, Article II, Division II of the Code of Ordinances, to Comply with New Carry and Conceal Measures Adopted by the N. C. State Legislature

In compliance and uniformity with the newly adopted North Carolina House Bill 937, the Town of Waynesville considered making changes to its current firearms ordinance. The changes to be made will be limited to where an individual of whom holds a conceal and carry permit can carry said firearm. As a directive of the State, permit holders can now carry firearms in non-athletic public parks including: greenways, biking or walking paths, outdoor recreation areas, and playgrounds. The law also specifies that a municipality can only prohibit those holding permits from carrying firearms to athletic fields during a formal authorized sporting event scheduled for use by the town. At this time there are no more applicable violations of the Town's firearm ordinance with State law.

Attorney Griffin opened and closed the public hearing, with no comment from the audience.

Alderman Greeley moved, seconded by Alderman Caldwell, to adopt an ordinance to amend Chapter 64, Article II, Division II of the Code of Ordinances, to comply with the new carry and conceal measures adopted by the N. C. State Legislature. The motion carried unanimously. (Ord. No. O-14-13)

C. COMMUNICATIONS FROM STAFF

Manager Marcy Onieal reported that the audit will be available to the Board at the meeting of November 26 and will be placed on the agenda for presentation at the December 10 meeting.

The purchase of a new vehicle for the Planning Department was not included in this year's budget, but was planned for purchase in the following fiscal year. In addition, the Toyota Prius in Administration must be replaced due to damage sustained in an accident. It is requested that the purchase of these two replacement vehicles be moved up to FY14 and that the financing of these replacement vehicle be combined with the financing of new police and fire vehicles already approved in the budget for FY14. The first payment on these vehicles will not be due until FY15.

By consensus, the Board approved the purchase and financing of these two additional vehicles in FY14 rather than in FY15.

The tentative date for the Board's Annual Retreat is scheduled for January 17, 2014. Due to a board member conflict, it was requested that the manager try to schedule the retreat for January 24 or 31 instead.

D. COMMUNICATIONS FROM THE MAYOR AND BOARD

No comments.

E. CALL ON THE AUDIENCE

No comments.

ADJOURN

There being no further business, Alderman Freeman made a motion, seconded by Alderman Caldwell, to adjourn the meeting at 9:05 p.m. The motion passed unanimously.

ATTEST

Gavin A. Brown, Mayor

Marcia D. Onieal, Town Manager

Eddie Ward, Deputy Town Clerk

Prepared by:

Phyllis R. Rogers, Acting Town Clerk



Big Brothers
Big Sisters
of America

BIG BROTHERS BIG SISTERS

OF WESTERN NORTH CAROLINA, INC.



A United Way Agency

Mission Statement: Mentoring Works – transforming the lives of children and volunteers.

Overview

- Haywood County: Affiliated with Big Brothers Big Sisters of WNC since 2001.
- : Beverly McRee is our half-time Program Coordinator.
 - : Haywood County Advisory Council provides local leadership and representation on the regional Board of Directors.
 - : In 2012, provided the benefits of a mentoring relationship to 61 at-risk youth.
 - : 2013-2014 Budget: \$31,835
 - * Revenue: 69% Fundraising, 17% Grants, 9% United Way, 5% City funding.

Target Population

We match children, ages 6-15, who are primarily from single parent households and who are facing adversity, with screened, trained and professionally supported adult mentors. Approximately 85% of the children qualify for the school's free and reduced lunch program. Twenty-five percent of the matched children have an incarcerated parent. Of the 8 risk factors that we track, 83% of the children are facing 3 or more of these individual or family issues.

Programs

- * **Community-based mentoring:** The setting for the child/mentor activities is throughout the community and centers around the child's home.
- * **Site-based mentoring:** The setting for the one-on-one interactions centers on a school, recreation center or a college campus.
- * For both programs, the child/mentor matches meet for 4 hours a month, for a minimum of one year. The focus of their interaction is on the development of a trusting relationship, the development of life skills by the child and enrichment activities.

Impact

- * 72% of the matched children had improved Academic Performance.
- * 71% had improved Classroom Behavior and an improved Attitude towards School.
- * 80% displayed an improved Self Confidence.
- * 66% had improved Decision Making Skills.
- * 70% had an improved vision of their Future Possibilities.

Research

Public-Private Ventures completed empirical research on the community-based model in 1995 and the school-based model in 2007. Both studies validated the outcomes listed above on a national level.

Award

2010 Gold Standard award, from Big Brothers Big Sisters of America, for sustained pace setting performance in quality and growth.

Start Something... Big!

Economic Impacts

Approximately, 85% of the children we serve live in poverty. One of the greatest individual impacts of a mentoring relationship, which later turns into an economic and social impact, is that the children develop expanded aspirations for their educational and vocational achievements.

- * Ruby Payne in A Framework for Understanding Poverty, claims that a mentor is the single most effective tool for helping a child to move from the poverty class to the middle class.

- * A Harris Interactive Survey of adult Little Brothers or Little Sisters found:
 - 52% stated that having a Big kept them from dropping out of high school.
 - 46% of adult Littles are in households with more than \$76,000 annual income.
 - 62% reported achieving a higher level of success than youth not involved in BBBS.

- * Washington State Institute for Public Policy conducted a cost benefit analyses of prevention programs, with the goal of determining where the State of Washington should invest tax dollars. Researchers were asked to determine what programs impacted the following seven areas:
 - 1.) reduce crime
 - 2.) lower substance abuse
 - 3.) improve graduation rates
 - 4.) decrease teen pregnancy
 - 5.) reduce teen suicide attempts
 - 6.) lower child abuse/neglect
 - 7.) reduce domestic violence.
 - Big Brothers Big Sisters was found to have positive benefits. For every tax dollar spent on the program, a benefit of \$3.28 was gained.

- * Intangibles: A quote from a Little Brother; “since I met my Big Brother, I make better grades. I make more friends in school, and my mom and I get along better.”

A positive mentoring relationship helps a young person to build confidence, character and caring for themselves and their community. It helps them to become well rounded, productive citizens and employees.

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: November 26, 2013

SUBJECT: Public Hearing on North Main Street Complete Streets Study

AGENDA INFORMATION:

Agenda Location: Public Hearings (continued from Nov 12, 2013)
Item Number: 4-C
Department: Development Services Department
Contact: Paul Benson, Development Services Director
Presenter: Mark Teague, J.M. Teague Engineering

BRIEF SUMMARY:

Last year the Town was awarded a grant through the French Broad River Metropolitan Planning Organization to undertake a study of how the intersection of North Main Street and Walnut Street could be improved for all modes of transportation including motor vehicles, bicyclists and pedestrians. The firm of J.M Teague Traffic Engineering was hired to prepare a plan; this plan is now complete. The staff is requesting that the plan be adopted by the Board of Aldermen so that the project may be added to the State Transportation Improvement Plan for funding. ***This public hearing was opened on November 12, 2013, and continued to the regular meeting of November 26, 2013.***

MOTION FOR CONSIDERATION:

1. To open the public hearing
2. To close the public hearing [or continue the public hearing to date/time certain]
3. To adopt the recommendations of the North Main Complete Streets Study for improvements to Walnut Street and North Main Street as presented.

FUNDING SOURCE/IMPACT: The study was grant funded through the MPO. Implementation of any future improvements to Main Street would be borne primarily by NCDOT, since Main Street is a state-controlled roadway.

ATTACHMENTS: Project Summary & Recommendation

MANAGER'S COMMENTS AND RECOMMENDATIONS: Adopt as presented, with the realization that the plan will have no immediate impact on existing businesses in the area, and the likelihood of state-funded improvements based on this plan in the near future is only a remote possibility, not a probability. Adopting a plan would allow for the project to be placed into the NCDOT ranking process for future consideration, and a public design phase and comment period would precede any actual improvements. In answer to questions that arose during the previous hearing, according to staff, the section of road closed by the state would revert to adjacent property owners or the Town for future use and development. While vehicular access would be more restricted under the plan, no remaining businesses would be "land-locked" or denied vehicular access as a result of the proposed re-design.

North Main Street Complete Streets Study

Prepared for:

Town of Waynesville

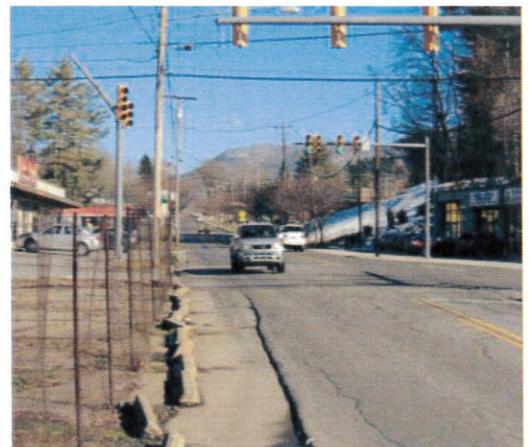
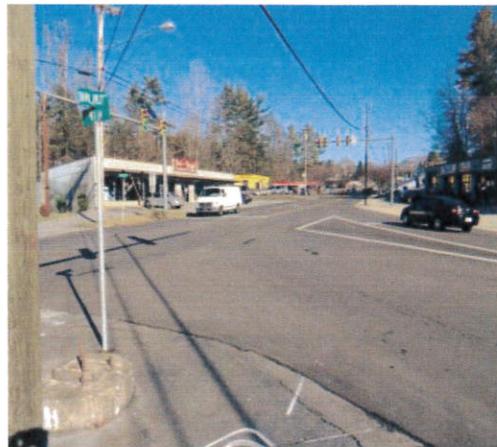
JMTE Project 0146



Located in Waynesville, North Carolina

J.M. LEAGUE
Traffic Engineering

525 N. Main Street
Waynesville, NC 28786



1. Introduction

Waynesville’s North Main Street Complete Streets Study represents the efforts conducted in 2013 to define design concepts for the intersection of North Main Street and Walnut Street east of downtown Waynesville. Past citywide and countywide planning efforts indicated this area as both a gateway for the Town of Waynesville and a vital link in the pedestrian and bicycle network, for both Waynesville and Haywood County residents and visitors. Project research and due diligence has revealed that many local citizens and Town officials consider this a critical “missing link” in the Waynesville sidewalk system.

To develop the recommendations contained in this study, the Town of Waynesville obtained a grant from the French Broad River Metropolitan Planning Organization (FBRMPO) and identified a team of engineering and planning consultants to carry out the grant on behalf of the Town. The North Main Street Complete Streets Study is the first step in realizing improvements at the intersection of North Main Street and Walnut Street that will accommodate transportation needs for motorists, pedestrians and bicyclists for many years to come.

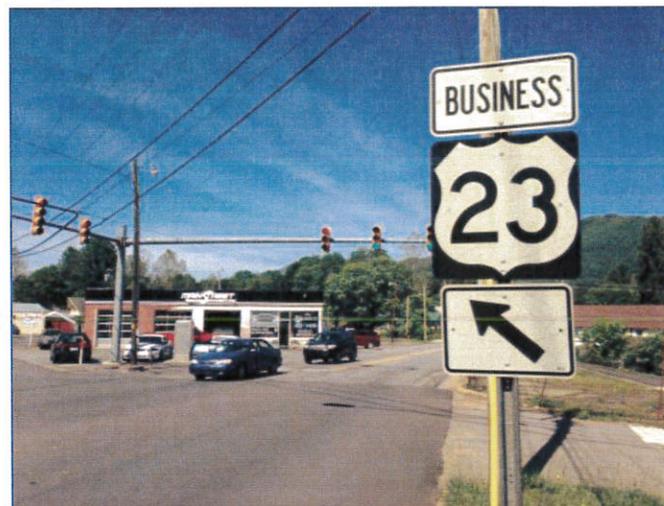
The adoption of this study by the Town of Waynesville will be followed by more detailed design and environmental analysis that lead to land acquisition to accommodate the final design and construction of the project. Funding for these steps will likely come through partnerships that include the Town of Waynesville, FBRMPO and the North Carolina Department of Transportation (NCDOT). Other partners could include area developers, land owners, Haywood County, and other state or local agencies.

Background

The nature of transportation in large cities and small towns is undergoing a transformation in the United States. Communities are seeking more balance in consideration of the many users of the transportation system to create a safer transportation network, provide transportation options, enhance livability and promote economic development. This philosophy is known as the Complete Streets concept.

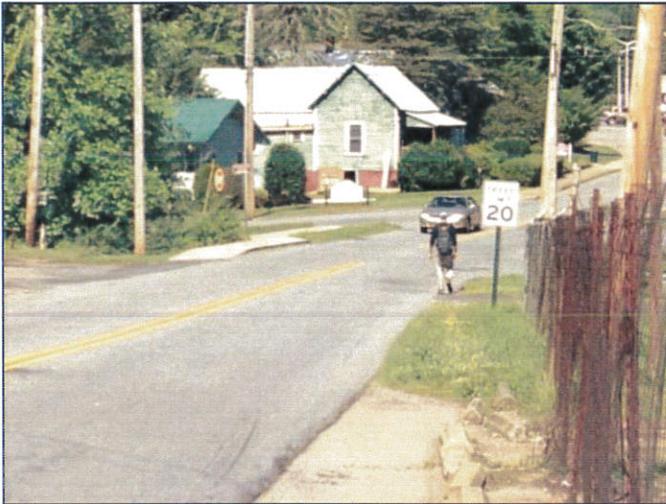
There exists a strong history of support from Complete Streets investments along North Main Street (US 23 Business) among the many stakeholders and agencies that have a role to play in funding, constructing and maintaining the street. The Town of Waynesville’s past planning and policy efforts, in combination with plans led by Haywood County, the French Broad River Metropolitan Planning Organization (FBRMPO), and the North Carolina Department of Transportation, clearly point to the need for robust multi-modal investments along the North Main Street corridor.

The plan and policy synthesis section further discusses and summarizes the many plans and strategies these agencies and stakeholders have adopted.



The intersection of North Main Street and Walnut Street in Waynesville is the subject of this Complete Streets study, which evaluated various design options to fill sidewalk gaps, provide for bicycle facilities and address future vehicular traffic needs.

It forms the basis for continued study and design of the corridor, as well as, helps identify how these agencies should support pursuits by the Town of Waynesville to re-build North Main Street to safely accommodate all modes of transportation —for both recreational and commuting purposes.



The Town of Waynesville pursued funding for this study, in part, to identify options that would complete the sidewalk network near the North Main Street and Walnut Street intersection.

A key part of the Complete Streets philosophy is improving roadway user safety while accommodating multi-modal transportation simultaneously. The reported vehicular crash history for this intersection for the past 10 years is low. This study is not an operational or driver safety project. As stated above and based on previous planning and policy efforts, this intersection was chosen because the need of multi-modal accommodations is clearly present.

Project Goals and Objectives

- ◆ To develop a project that encompasses the Complete Streets philosophy
 - ◆ To develop a project that will lead to economic development
 - ◆ To develop a project that will foster community development
 - ◆ To develop a project that can be expanded and connected to other activities, transportation systems, and community resources
-
- ◆ To develop a project that will serve the transportation needs of Waynesville
 - ◆ To develop a project that will operate efficiently, effectively, and safely for all roadway users

Recommended Alternative

The consultant team for the North Main Street Complete Streets study was tasked with taking a long-range view of growth and development in and around the intersection to develop a design alternative that met the goals and objectives listed above.

Based on these goals and objectives, a major realignment option for North Main Street and Walnut Street (Exhibit 1-1) is recommended to construct new pedestrian and bicycle facilities and create a realigned intersection that allows for a future direct connection to Vance Street that could be constructed if property north of Walnut Street redevelops.

This recommended alternative requires the full acquisition of two businesses located south of Walnut Street and represents a notable cost and impact to the project in order to fulfill the goals and objectives.

The summary of the breadth and depth of analysis undertaken to develop this recommendation is contained in *Chapter 6*.

Exhibit 1-1

Recommended Alternative: Major Realignment

The major realignment alternative is the recommended approach to addressing various long-term transportation, land use and economic development needs east of downtown Waynesville. The recommended realignment shown below has notable impacts to properties, which is typical for an urban environment. The impact to the two businesses south of Walnut Street is significant, requiring relocation. The long-term vision to create a more direct and safe multi-modal connection to the recreational facilities north of the intersection along Vance Street was a major consideration in recommending this alignment.



MINUTES OF THE TOWN OF WAYNESVILLE PLANNING BOARD
REGULAR MEETING
Town Hall – 9 South Main St., Waynesville, NC 28786
November 18, 2013

THE WAYNESVILLE PLANNING BOARD held a regular meeting on Monday November 18, 2013 at 5:30 p.m. in the board room of the Town Hall, 9 South Main Street, Waynesville, NC.

A. CALL TO ORDER

1. Welcome/Calendar/Announcements

Chairman Patrick McDowell welcomed everyone and called the meeting to order at 5:30 p.m. with the following members present:

Don Stevenson
Marty Prevost
Bucky Dykes
Brooks Hale
Shell Isenberg
Danny Wingate
Chairman Patrick McDowell

The following staff members were present:

Paul Benson, Planning Director
Eddie Ward, Deputy Town Clerk

2. Minutes of October 21, 2013

Board Member Brooks Hale made a motion, seconded by Board Member Don Stevenson, to approve the minutes of October 21, 2013 as presented. The motion passed unanimously.

B. NEW BUSINESS

3. Rezoning Request – 1783 South Main Street – from South Main Business District (SM-BD) to Hyatt Creek Regional Center (HC-RC) – PIN 8604-89-2630, -3535, -1476, -3449, -3453 Call for Public Hearing on December 16, 2013

Chairman McDowell asked Planning Director Paul Benson to give background information on the rezoning request. Mr. Benson said the property is owned by Morgan Legacy LLC consists of 5 tax parcels in single ownership located at the intersection of South Main Street and Allens Creek Road. One parcel is currently developed with a convenience store with gasoline sales, a car wash, and a free standing ATM. The other four parcels are vacant. Tom Morgan of Morgan Legacy plans to redevelop and expand this site.

The current zoning of the parcels is South Main Business District (SM-BD). The area is densely developed and contains a broad mix of land uses. Many neighborhoods, including Allens Creek, Hazelwood, Country Club, Saunook and Old Balsam, have a variety of services here, and make pedestrian amenities and vehicular movement critical. The Hyatt Creek Regional Center (HC-RC) district will develop as a mixed use center containing retail, service and employment uses to serve Waynesville and the region. Large-scale development can be accommodated in this area and contain a mix of uses.

Map 15 in the document Waynesville: Our Heritage, Our Future, 2020 Land Development Plan, explains that planned land use for this property is Mixed Use, Low to Medium. This use is described by the Plan as being located on lands where utility services are provided and road access is suitable for providers of goods and services to the local community.

Staff recommendation is approval of this request. It would create a logical extension of the Regional Center District since two of the other corners of the South Main Street – Allens Creek/Brown Avenue intersection is currently in the Regional Center Zoning.

Mr. Patrick Bradshaw, Civil Design Concepts, said he had been working with Mr. Morgan and the Town for approximately three years on this specific property. Since there has been quite a bit of development in the South Main area recently, Mr. Morgan is ready to move ahead with plans for redevelopment on this site. Mr. Bradshaw said the plans include a combination of convenience store and fast food development. Mr. Morgan has been in discussion with several businesses to occupy the complex.

A recommendation was made by the Board to hold a Public Hearing at the next meeting on December 16, 2013 for the rezoning request.

Mr. Benson told the Board that two more items had been brought to him that was not placed on the agenda.

4. Consideration of additional provisions to the Sign Ordinance

Mr. Benson stated the Board of Aldermen had asked the Planning Board to consider new provisions concerning the newly developed sign ordinance. The first being an off-premise sign allowance in Regional Commercial Districts, and the second being an allowance for Marquee signs in Business Districts only.

There was much discussion about the request by Kevin Sandefur, owner of Bear Waters Brewery. Mr. Sandefur had spoken at the previous Planning Board and Board of Aldermen meetings, wanted to be able to place an off- premise sign for his business. The Board had questions about the size and placement of such signs. Mr. Benson explained the proposed requirements were based on Black Mountain's ordinance.

Mr. Benson also explained the proposed provisions and sizes for allowance of Marquee Signs. At this time, Mr. Benson said the only business to benefit from this allowance would be The Strand Theater on Main Street. The Historic Preservation commission will make the call on the size, design, and illumination of the sign for The Strand.

A motion was made by Board Member Danny Wingate, seconded by Board Member Bucky Dykes to accept the provision for the Marquee signs (permitted in Business District only). The motion passed unanimously.

A motion was made by Board Member Marty Prevost, seconded by Brooks Hale to deny the provision of off-premise signs as currently proposed. The motion passed unanimously.

5. Presentation by Linda Gilts and Sealy Chipley, Land Of Sky Regional Council

GroWNC is a three year project to develop a framework of voluntary locally implemented, market based solutions and strategies to ensure that as a region continues to grow, the effects of this growth has a positive impact on the region and communities. This program is funded by a \$1.6 million grant from the Department of Housing and Urban Development.

Ms. Sealey Chipley explained that GroWNC is a listening and planning process related to growth and economic development. The five counties in the western region that are encompassed are Haywood, Henderson, Madison, Buncombe, and Transylvania.

Ms. Gilts explained how the searchable online data base, located on the website, works. She also demonstrated the map viewer and other aspects of the online tool kit.

Chairman McDowell thanked Ms. Chipley and Ms. Gilts for their presentation.

C. ADJOURN

With no further business, a motion was made by Board Member Don Stevenson, seconded by Board Member Danny Wingate to adjourn at 6:50 PM. The motion passed unanimously.

Patrick McDowell, Chairman

Eddie Ward, Deputy Town Clerk

11.7.7 Off-Premises Directional Signs (Permitted in RC only)

- A.** Permitted only for uses located on properties with primary access from US 276 or US Business 23 but that are not adjacent to or do not have direct property frontage on these highways.
- B.** A maximum of one (1) such sign per use shall be permitted.
- C.** The use being advertised shall be located within the RC district within 1,000' of the sign location.
- D.** The use being advertised shall be properly permitted and licensed by the Town of Waynesville.
- E.** Such signs shall not exceed six (6) square feet per side for no more than 2 parallel sides, and shall not exceed five (5) feet in height.
- F.** Such signs shall be located out of the public right-of-way and otherwise meet the siting standards of Section 11.4.1.
- G.** Such signs shall have written permission of the property owner or authorized agent for the property on which the sign is to be placed.
- H.** Such signs may be attached to or included with on-premises signage, provided that such on-premises signage is conforming to current standards of this Chapter.
- I.** Where there are more than one Off-Premises Directional Signs on the same property these signs shall be of uniform design and located on a single Sign Structure.

TODS Fees and Costs

The TODS program is self-sufficient. This means that NCDOT does not profit or gain revenue from the fees, but assesses them to cover all costs associated with TODS including program administration.

The NC Administrative Code requires an annual fee of \$200.00 per sign. Sign fabrication costs are the responsibility of participating businesses. These are the only costs to participate in the TODS program.

Non-Qualifying Businesses

Shopping malls, furniture stores, drug stores, movie theaters, community business districts, appliance stores, automobile or truck dealerships or garages, houses of worship, real estate offices, livestock sales facilities, sand and gravel facilities, grocery stores, gas or vehicle service stations, bars, lounges, adult establishments, adult video, book, or novelty stores, medical facilities, and restaurants are not considered either "tourist oriented businesses" or "tourist oriented facilities."

TODS Application Process

If you believe your business meets the qualifications summarized in this brochure, and you would like to apply for the TODS Program, please contact your Division TODS Coordinator using the information herein. The Coordinator will provide any necessary forms and determine if the TODS program can serve your business!

NCDOT Division Contact Information

Inquiries about the Program should be directed to the Division TODS Coordinator

Division 1 (252) 482-7977

Bertie, Camden, Chowan, Currituck, Dare, Gates, Hyde, Martin, Northhampton, Pasquotank, Perquimons, Tyrrell, Hertford, Washington

Division 2 (252) 830-3490

Beaufort, Carteret, Craven, Green, Jones, Lenoir, Pamlico, Pitt

Division 3 (910) 341-0300

Brunswick, Duplin, New Hanover, Onslow, Pender, Sampson

Division 4 (252) 237-6164

Edgecombe, Halifax, Johnston, Nash, Wayne, Wilson

Division 5 (919) 220-4600

Durham, Franklin, Granville, Person, Vance, Wake, Warren

Division 6 (910) 486-1493

Bladen, Columbus, Cumberland, Harnett, Robeson

Division 7 (336) 334-3192

Alamance, Caswell, Guilford, Orange, Rockingham

Division 8 (910) 947-3930

Chatham, Hoke, Lee, Montgomery, Moore, Randolph, Richmond, Scotland

Division 9 (336) 703-6500

Davidson, Davie, Forsyth, Rowan, Stokes

Division 10 (704) 982-0101

Anson, Cabarrus, Mecklenburg, Stanly, Union

Division 11 (336) 667-9111

Alleghany, Ashe, Avery, Caldwell, Surry, Watauga, Wilkes, Yadkin

Division 12 (704) 480-9020

Alexander, Catawba, Cleveland, Gaston, Iredell, Lincoln

Division 13 (828) 251-6171

Buncombe, Burke, Madison, McDowell, Mitchell, Rutherford, Yancey

Division 14 (828) 631-1185

Cherokee, Clay, Graham, Haywood, Henderson, Jackson, Macon, Polk, Swain, Transylvania

This brochure is not intended to fully describe all the regulations and requirements for the TODS program. See Program website for details.



NCDOT TODS Program

<http://www.ncdot.org/preconstruct/traffic/tepp/T-08/T-08.html>

Tourist Oriented Directional Signing



TODS Purpose

The Tourist Oriented Directional Sign (TODS) program was established in North Carolina in 2001. The North Carolina Department of Transportation (NCDOT) TODS program provides the opportunity for qualifying businesses or facilities to be signed on NCDOT highway right of way. These signs are intended to help tourists find businesses of substantial interest and thereby promote tourism in North Carolina.

To qualify for the TODS program the business or facility must be a tourist attraction, such as an amusement park, a cultural center, or a natural phenomenon. A Lodging or Camping facility is required to have a minimum of two on premise amenities to qualify.

TODS panels are 72" x 16" and include the individual business name, distance, and directional arrow. TODS panels are provided to the Department by the business.



TODS are intended for installation in rural areas at intersections. They are not allowed on freeways, interchanges, or on ramps.

Attractions desiring signing on fully controlled access highways, such as freeways and interstate routes, should pursue Logo signing, which is a separate program offered by the Department. See www.ncdot.org/preconstruct/traffic/tepp/L-12/L-12.html

TODS Eligibility

Unfortunately, not all businesses are eligible to be signed by the TODS program. Eligibility criteria includes, but is not limited to the following:

- It does not restrict access to its facilities by the general public.
- It complies with all applicable laws, ordinances, rules, and regulations concerning the provision of public accommodations without regard to race, religion, color, age, sex, national origin, disability, and any other category.
- It is in continuous operation at least eight hours a day, five days a week during the normal operating season.
- It is licensed and approved by the appropriate State and local agencies regulating the particular type of business or activity.

The Business must:

-Have 30% of the products and services be unique to tourists' interests and tourists must account for at least 40% of the total revenue of the business.

Or...

-Derive 51% of income or visitors during the normal business season from road users not living within a 20 mile radius of the facility.

In addition, Lodging and Camping Facilities must have two of the following amenities on the property:

- Hiking or bicycle trails
- Horseback riding
- Fishing
- Golfing (excluding miniature golf, driving ranges, chip and putt areas and indoor golf)
- Rafting
- Skiing
- Indoor spa with attendant
- Listing on the National or State Historic Register
- Renown for exceptional architectural features, botanical gardens, or haute cuisine
- Exceptional scenic or panoramic views

TODS Location

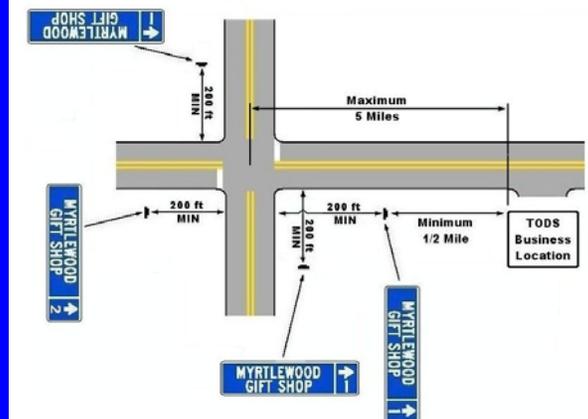
TODS are only installed on at-grade intersections, where there is sufficient right of way and sight distance for sign placement. TODS shall be located at least 200 feet in advance of the main intersection, and TODS shall not be placed between "stop ahead" or "signal ahead" signs and the intersection. TODS shall be spaced at least 200 feet apart and at least 200 feet from all other traffic control devices. TODS panels shall not be located more than one-half (0.5) mile from the center of the main intersection and shall not be placed in the signing sequence for any other prior intersections.

TODS are only installed in rural unincorporated areas or in towns or cities with a population of less than 40,000.

The maximum distance that an attraction shall be located from the intersection containing TODS panels is five miles.

No attraction may be simultaneously signed on a TODS and any other official highway sign at the same intersection or approach.

Possible Locations





FINE ARTS || FINE ARTS

DAMSELS IN DISTRESS
100 400 700 918
FOOTNOTE 720 930

SALMON FISHING IN THE YEMER
120 420
EMILY BLUNT EWAN MCGREGOR

Fine Arts Theatre

11 Signs

11.1 General Purpose and Intent

The purpose of this section and the other sign standards contained in this chapter, is to support and complement the various land uses allowed in the Town of Waynesville by the adoption of standards concerning the placement of signs. These standards are adopted under the zoning authority of the Town to achieve the following:

- To encourage the effective use of signs as a means of communication in the Town while preserving the rights of free speech under the First Amendment to the United States Constitution.
- To maintain and enhance the aesthetic environment and the Town's ability to attract sources of economic development and growth.
- To improve pedestrian and traffic safety.
- To minimize the possible adverse effect of signs on nearby public and private property.

11.2 Applicability

11.2.1 Permits Required

Except as provided by this section, it shall be unlawful for any person to erect, construct, enlarge, move or replace any sign without first obtaining a sign permit from the Administrator. Additional permits may be necessary pursuant to the regulations in the state building code or other sections of this ordinance.

11.2.2 Alteration of Sign Face

Repainting of a sign, if in conformance with the applicable standards of this chapter, shall be considered maintenance or repair and shall not require a permit. The changing of tenant name panels on multiple-tenant development signage shall not require a permit.

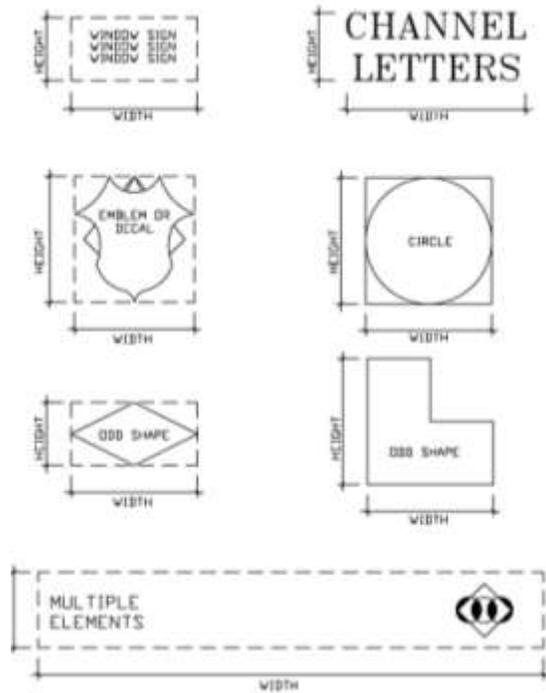
11.2.3 Compliance Required

Existing nonconforming signs shall be brought into full compliance subject to the requirements of Sections 13.2 and 13.7.

11.3 Computation of Signage Area

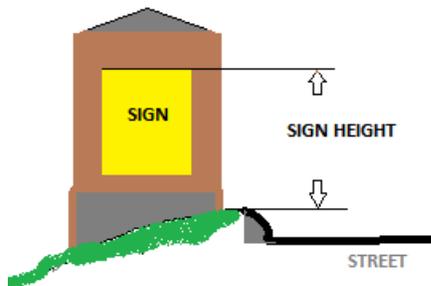
11.3.1 Computation of Sign Face

- A. The area of a sign face shall be deemed to be the entire area within the smallest square or rectangle that will encompass the extreme limits of the writing, representation, emblem, or other display on the sign.
- B. The area shall also include any material or color forming an integral part of the background of the display or used to differentiate the sign from the backdrop or structure against which it is placed.
- C. Frames or structural members not bearing informational or representational matter shall not be included in computation of the area of a sign face.
- D. Signs attached to walls (other than building walls) or fences shall be treated as monument ground signs and allowed only where monument ground signs are permitted. Only that portion of that wall or fence onto which the sign face or letters are placed shall be calculated in the sign area.



11.3.2 Computation of Height

The height of a sign shall be measured from the highest point of a Sign Face sign or its support whichever is greater, to the base of the sign at the highest adjacent grade at the base of the sign, provided that height of the sign structure shall not exceed the height of the Sign Face by greater than twenty percent (20%).



11.4 General Provisions

11.4.1 Standards Applicable to All Permitted Signs

Permitted signs shall be located outside of the street right-of-way, behind sidewalk areas and outside of the site triangle as per Sections 6.7.2 for streets and 9.8.3 for driveways.

11.4.2 Noncommercial Messages

Any sign, display or device allowed under this chapter may contain, in lieu of any other copy, any otherwise lawful noncommercial message.

11.5 Signs Not Requiring a Permit

11.5.1 Governmental Signs

- A. Signs posted by various local, state and federal agencies in the performance of their duties such as, but not limited to, regulatory signs, welcome signs and traffic signs.
- B. Signs installed under governmental authority which note the donation of buildings, structures or streetscape materials (such as, but not limited to benches, park facilities, etc.).

11.5.2 Flags, Etc.

Flags or insignia of any nation, organization of nations, state, county or municipality, any religious, civic or fraternal organization, or any educational or cultural facility and/or any one corporate flag per lot provided the height of any pole shall not exceed the maximum building height for the district.

11.5.3 Temporary Holiday Decorations

Temporary decorations or displays, when such are clearly incidental to and are customarily and commonly associated with any national, local or religious holiday/celebration.

11.5.4 Window Displays

Merchandise, pictures or models of products or services that are incorporated as an integral part of a window display.

11.5.5 Building Marker/Identification Signs

A sign cut or etched into masonry, bronze or similar material on a building that identifies the building and is a permanent and integral part of the building.

11.5.6 Legal and Warning Signs

- A. Signs erected to warn of danger or hazardous conditions such as signs erected by public utility companies or construction companies.

- B. Signs required for or specifically authorized for a public purpose by any law, statute or ordinance.
- C. Signs that display information pertinent to the safety or legal responsibilities of the general public with regard to a particular piece of property shall be located on the premises to which the information pertains. No advertising may be affixed to such a sign.

11.5.7 Occupant/Street Number Signs

Signs affixed to structures, mailboxes, decorative light posts, driveway entrances, etc., which serve to identify the address of the structure or occupant. All such signs must be placed in such a manner as to be visible from the street.

11.5.8 Vending Machine/Automatic Teller and Gasoline Pump Signs

Signs attached to and made an integral part of a vending machine, automatic teller machine or gasoline pump if advertising or giving information about the products or services dispensed or vended by that machine.

11.5.9 Directional Signs

- A. Directional signs must be located on the premises to which directions are indicated.
- B. Such signs may not exceed three (3) feet in height if freestanding.
- C. Directional signs may not exceed four (4) square feet per face.
- D. Such signs may contain no copy (i.e., company name or logo) other than directional information and either company name or logo.
- E. Illumination of such signs shall be as permitted for on-premises signs in the land development district where the sign is located.
- F. No more than two (2) signs per entrance or exit shall be permitted.

11.5.10 Incidental Signs

- A. Signs containing information necessary or convenient for persons coming on premises shall be located on the premises to which the information pertains.
- B. No advertising may be affixed to such a sign.
- C. Such signs must be single-faced only and wholly attached to a building (may be located on windows or doors).

11.5.11 Real Estate Signs

- A. Only one (1) sign is allowed per street frontage.
- B. Such signs may not be illuminated.
- C. Such signs may be no greater than four (4) square feet in area (all types of signs) and four (4) feet in height (if freestanding) when located on a residential property.
- D. Such signs may be no greater than thirty-two (32) square feet in area (all types of signs) and eight (8) feet in height (if freestanding) for non-residential properties, except that such signs may not exceed the maximum height and size for permanent signs within the district.

- E. Real estate signs shall be removed within seven (7) days after the closing of the sale, rental or lease of the property.
- F. Such signs shall only be located on property for sale or lease.

11.5.12 Political Signs (rev.9/11/12)

- A. Such signs shall not be illuminated.
- B. Political signs may not be located within a public street right-of-way and shall not be attached to trees or utility poles or on publicly-owned property.
- C. Such signs may not exceed six (6) square feet in area and four (4) feet in height if freestanding.
- D. Political signs may be displayed during a period beginning thirty (30) days prior to the beginning date of “one-stop” early voting under G.S. 163-227.2 and concluding ten (10) days after the election.
- E. Any person wishing to erect political signs must first make application to the Administrator which application shall include a deposit that shall be returned to the applicant upon removal of all signs.
- F. Political signs located along State highways are exempt from this section and are instead regulated by G.S. 136-32.

11.5.13 Construction Signs

- A. Construction signs shall be allowed provided such signs do not exceed one (1) sign per street frontage with a maximum of two (2) signs per construction site.
- B. Such signs shall not exceed ~~four (4)~~ sixteen (16) square feet in area and ~~six (6)~~ ~~four (4)~~ feet in height for single-family or duplex residential construction or thirty-two (32) square feet in area and eight (8) feet in height for other construction.
- C. Construction signs shall not be erected prior to the issuance of a building permit and shall be removed within seven (7) days of the issuance of a certificate of occupancy on the last building in the development.

11.5.14 Temporary Signs

- A. Window Signs: Temporary signs which are affixed to the inside of a window. ~~Such signs shall not exceed 50% of the window area except within designated National Register Historic Districts where such signs shall not exceed 25% of the window area. and which do not exceed a cumulative total for all such signs of sixteen (16) square feet in area are allowed per establishment.~~
- B. Special Event Signs: Signs may be erected by public or non-profit organizations such as schools and churches for promoting special events as follows:
 1. Signs for public events such as fund drives, fairs, festivals, sporting events, etc. may be displayed for a period of thirty (30) days ~~and may be allowed on or off premises. Such signs shall not be illuminated. Such signs are limited to eighteen (18) square feet in size and six (6) feet in height.~~
 2. ~~The maximum size and height shall be the same as established for a permanent sign of the same type in the district in which the sign is erected.~~

C. Yard Sale Signs

1. Such signs may be located on-premises only and may not be located within a public right-of-way nor placed on a tree, street sign or utility pole.
2. Such signs may not be illuminated.
3. Yard sale signs are limited to four (4) square feet in area and four (4) feet in height.
4. One (1) yard sale sign is allowed per street frontage.
5. Such signs may be displayed **no more than one day in advance of the sale and be removed the day following the sale only on weekends and shall not be erected before 5:00 P.M. on Friday and shall be removed by 7:00 A.M. on Monday.**

~~D. Regional and Town Center Signs~~

- ~~1. Ground signs may be erected at locations which represent the entrance of the regional/town center districts.~~
- ~~2. Only two (2) ground signs per area center district shall be erected.~~
- ~~3. The sign face shall be an oval shape with no more than two (2) faces allowed per sign.~~
- ~~4. The sign face shall not be larger than 4.5 feet in width and 3 feet in height. Smaller sign faces shall have a proportion of 1.5 feet wide to 1 foot high.~~
- ~~5. The overall height of the sign shall be no greater than four (4) feet above ground level.~~
- ~~6. Area center signs shall be supported with six (6) inch by six (6) inch pressure treated posts which shall be painted black.~~

~~D. Vehicular Signs: signs not prohibited under Section 11.8.11 displayed on vehicles and equipment which are being operated in the normal course of business, such as signs indicating the name of the owner or business and which are affixed or painted onto such vehicles or equipment, provided that when not being so operated, such vehicles are parked or stored in areas appropriate to their use as vehicles and in such a manner and location so as to minimize their visibility from any street to the greatest extent feasible.~~

~~E. Ball Field Fence Signs: nonprofit organizations, i.e., local ball leagues, may attach signage to ball field fences providing the following requirements are met:~~

- ~~1. Sign panels must be of uniform size and weather durable material and cannot exceed three feet by five feet in dimension.~~
- ~~2. Signage must be attached to the interior (ball field) of the chain link fencing, have advertising copy on only the interior (ball field) side of fencing and cannot be self-illuminated.~~

3. Where adjacent properties are in residential use the back (exterior) side of the sign must be a dark solid color and be uniform in color with all the other signs.
4. All signs must be kept clean and in good repair.
5. Signage cannot exceed one per fence panel.
6. Sign must be uniform in height.
7. Signage can be erected two weeks prior to the beginning of the ball season and must be taken down within two weeks from the conclusion of the season.
8. The organization or tenant leasing the property will be responsible for installing and removing the signs.

F. Decorative Flags (except American Flags) shall be counted towards the maximum signage square footage for Attached Signs permitted in the district. Only one (1) flag for every 25 feet of linear building frontage is permitted. All such flags on a single building face shall count as one of the three (3) permitted Attached Signs permitted on that building face.

G. Promotional/Special Event Signs

1. One (1) per property per street frontage
2. May be either a Ground Sign, or Attached Sign
3. The maximum size and height shall be the same as established for a permanent sign of the same type in the district in which the sign is erected.
4. Duration: may be displayed on one (1) occasion in any three (3) month period for a maximum of fourteen (14) consecutive days or on one (1) occasion in any six (6) month period for a maximum of thirty (30) consecutive days.
5. Permit required: a permit application shall be submitted indicating the size, content, location and dates of erection and removal. The permit fee shall be the same as that for a corresponding permanent sign as established by the Schedule of Fees and Charges except there shall be no fee for public or non-profit organizations such as schools and churches for promoting special events such as fund drives, fairs, festivals, sporting events.
6. Moveable Signs are expressly prohibited.
7. Facsimile Signs are permitted only within Regional Commercial (RC) districts.
8. Banner type Promotion/Special Event Signs shall not be permitted within any district listed on the National Register of Historic Places.

H. Temporary Uses Signs for uses permitted by Section 4.6 shall be the same as Promotional/Special Event Signs in subsection G. of this section provided that the duration shall be the same as that of the specific Temporary Use.

11.6 Permitted Signage by District

11.6.1 Permitted Signage by District

The following permanently mounted signs and their related maximum dimensions are allowed subject to the issuance of a sign permit.

District	Ground Sign	Attached Sign	Permitted Illumination	Other Standards
Residential-Low Density (RL)	16 sq ft – 4 ft tall	16 sq ft	None permitted	
Residential-Medium Density (RM)	16 sq ft – 4 ft tall	16 sq ft	External illumination only	
Neighborhood Residential (NR)/ Urban Residential (UR)	16 sq ft – 4 ft tall	10% of wall 16 sq ft	External illumination only	
Neighborhood Center (NC)	24 sq ft – 6 ft tall	10% of wall	External illumination only	Pedestrian Sign – 1 Per Business, Master Development Sign
Business District (BD)	24 sq ft – 6 ft tall Exceptions: Ground signs are not permitted on Main Street from Church Street to Russ Avenue; Ground signs shall be limited to 16 ft – 4 ft tall along Wall Street from East Street to Howell Street	1 sq ft for each 1 linear ft of wall frontage – maximum of 100 sq ft	Internal illumination permitted except within a National Register Historic District	Pedestrian Sign – 1 Per Business, Master Development Sign Marquee Sign
Regional Center (RC)	48 sq ft – 8 6 ft tall	15% of wall	Internal illumination permitted	Multiple Message Pedestrian Sign – 1 per business, Master Development Signs Permitted
Commercial Industrial (CI)	48 32 sq ft – 8 6 ft tall	15% of wall	Internal illumination permitted	Master Development Sign

11.6.2 Other Permitted Signage

Development Type	Standard
Home Occupations (All Residential Districts)	82 sq ft
Master Development Sign (For Development 5 acres or greater) within RC& CI districts	160 sq ft – 25 ft tall – 1 permitted per major road frontage
Master Development Sign (For Development 2 acres or greater) within NC and BD districts	48 sq ft – 8 ft tall – 1 permitted per major road frontage
Neighborhood Entrance Ground Signs	16 sq ft – 6 ft maximum above grade – 1 per entrance subject to Planning Board design approval

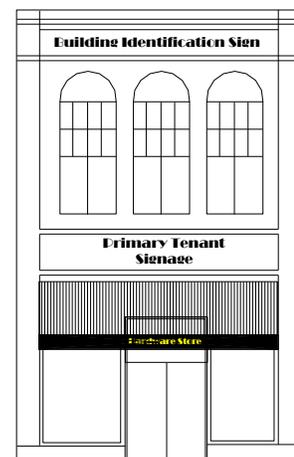
11.7 Signage Types

11.7.1 Ground Signs

- A. All Ground Signs shall be located **out of the street right-of-way or at least five (5) feet for the edge of the Public Way whichever is greater a minimum of 5 feet behind the street right of way.**
- B. No Ground Sign shall be located in any required buffer yard, **within a sight triangle as established by Sections 6.7.2 for streets and 9.8.3 for driveways or within 10 feet of a side property line, 20 feet from any right of way intersection, or within any required sight triangle.**
- C. Ground signs shall include a base (min. 1 ft in height) constructed of rock, brick, or other masonry material or permanent landscaping.
- D. Residential Neighborhood and Business District Entrance Signs shall be professionally designed and produced using high-quality materials and shall be appropriate in size, number and location for the neighborhood or district being identified as approved by the Planning Board following a public hearing.
- E. One (1) ground sign is permitted per building for and on each public street frontage provided that building directly fronts the public street, and no other principal building on the same property is situated between the building and the public street.

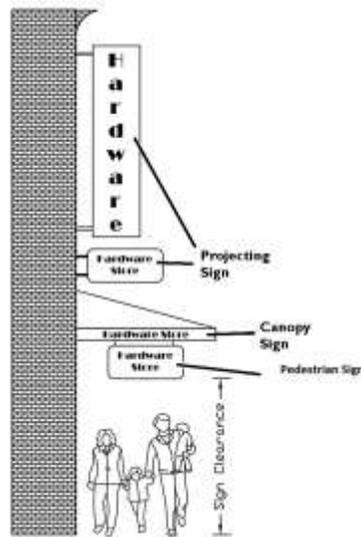
11.7.2 Attached (Includes Canopy, Projecting and **Permanent Window Flag** Signs)

- A. The maximum permitted aggregate area of Attached Signs includes the area of any **permanent Window Signs windows or doorways.**
- B. Attached signage may not extend above the vertical wall to which the sign is attached or extend out into the **street tree** planting area or street side of the sidewalk.
- C. The preferred location for Attached Signs is between the first floor window and window sill of second floor,



or on a sign frieze area of the building if original to the building. (Exception: Building identification which is an integral part of the building's design and architectural character shall not be considered a sign for the purposes of this standard.)

- D. Signs on Windows and Doors: Signage posted on windows and doors shall not exceed 25 percent of the window/door area.
- E. Maximum of 3 Signs Permitted: No more than three attached signs (excluding a single Pedestrian Sign where permitted) may be erected provided the total surface area permitted is not exceeded.
- F. Canopy/Awning Signs: Signs on awnings shall be considered Attached Signs. Maximum Awning Sign Area: 50 percent of awning area.
- G. Projecting Signs: Attached signs may not project more than ~~three (3)~~ four (4) feet from the façade of the building on which the sign is located.



- H. Clearance Required: The bottom of any attached sign, if extended from the façade of a building shall be at least eight (8) feet above any pedestrian walkway.
- I. Clearance from Curb/Street: Under no circumstance shall a sign or canopy/awning overhang any closer than 2 feet from the face of the existing curb.
- J. ~~Decorative Flags (except American Flags) shall be counted towards the maximum signage square footage permitted in the district. Only one (1) flag for every 25 feet of linear building frontage is permitted.~~

11.7.3 Pedestrian

- A. Pedestrian signs shall be hung perpendicular to the sidewalk and be generally centered between the edge of the building façade and the outside edge of the canopy or awning. In no case shall the sign project beyond the outside edge of the canopy or awning may not project more than four (4) feet from the façade of the building on which the sign is located.

- B. The bottom of any pedestrian sign, ~~if extended from the façade of a building~~ shall be at least ~~eight (8)~~ seven (7) feet above any pedestrian walkway.

11.7.4 Electronic Changeable Face Signs (Permitted in RC Only)

Electronic changeable face signs are permitted as a component of otherwise permitted signage subject to the following standards.

- A. No electronic changeable face sign may change its message or copy, or any pictures or images that are part of the message, more frequently than once every minute.
- B. When the message of an electronic changeable face sign is changed mechanically, it shall be accomplished in three (3) seconds or less. When the message of an electronic changeable face sign is changed in an electronic manner, through the use of light emitting diodes, back lighting or other light source, the transition shall occur within two (2) seconds.
- C. The portion of the sign face of an electronic changeable face sign which accommodates multiple messages shall not exceed 50 percent (50%) of the total sign face area and may not change its message or copy, or any pictures or images that are part of the message, more frequently than once every minute; the remaining portion shall be static.
- D. Electronic changeable face signs which are illuminated or which use electronic lighting to display message shall be subject to the restrictions and limitation applicable to illumination in this ordinance.
- E.** There shall be located no more than one electronic changeable face sign per lot, and such sign shall be permitted only on a ground sign and not on any attached sign or window sign.

11.7.5 Portable Signs (Permitted in BD Only)

- A. Permitted only in Business Districts (Central, Hazelwood and North Main)
- B. Permitted only on properties where no Ground Signs exist.
- C. A maximum of 1 sign per public entrance is permitted.
- D. The maximum dimensions shall be:
 - a. area of 6 square feet
 - b. height of 4 feet
 - c. width of 2 feet
- E. A minimum sidewalk clear zone of 5 feet shall be maintained between the sign and any other sidewalk obstruction including but not limited to hydrants, light poles, planters, etc. If this clear zone cannot be met a sign is not permitted.
- F. The signs shall be self-supporting and stable (designed to prevent tipping over or blowing away).
- G. The sign shall be placed in front of the business not more than 3 feet from the front door or entry alcove.
- H. Portable signs shall have a minimum spacing of 15 feet from each other.

- I. Portable Signs shall not obstruct building entrances
- J. Portable Signs shall be removed daily at the end of each business day and shall not be displayed while the business is closed.
- K. Shall not be attached to buildings or other structures.
- L. Shall not be illuminated or contain any electrical component.
- M. No objects shall be attached such as, but not limited to, balloons, banners, merchandise and electrical or mechanical devices.
- N. The signs shall have a maximum of 2 faces on opposite sides.
- O. The signs shall only contain information and advertising for the business at the sign location and shall not contain any endorsement or logos for any other business.
- P. Sign design shall comply with the following:
 - 1. Materials shall be durable, weatherproof, and be finished with paint, stain or other decorative finish.
 - 2. Permanent lettering and logos shall be professionally painted or applied.
 - 3. Use of unique logos, shapes and art work related to the business is encouraged.
 - 4. Signs shall be maintained in good condition and repair.
- Q. A sign permit shall be required. The permit application shall contain a diagram with the specific approved location for sign placement. The Town will supply a permit sticker which shall be displayed on each sign.
- R. The Town of Waynesville may require the temporary removal of portable signs for special events.

11.7.6 Marquee Signs (Permitted in BD only)

- A. Permitted only on properties where no Ground Signs exist.
- B. May project up to a maximum extent permitted by the North Carolina Department of Transportation, but in no case shall project over the street-side edge of the sidewalk.
- C. The maximum size for each face shall be the same as that for Attached Signs. However Marquee Signs shall be permitted up to three faces - one parallel and two generally perpendicular to the street, except within National Register Districts see Subsection E below.
- D. Internal illumination shall meet the standards of Section 11.9.2., except within National Register Historic Districts see Subsection E below.
- E. Within National Register Historic Districts the maximum size, lighting and design shall be in keeping with the period of significance of the district and building as approved by the Historic Preservation Commission, provided that the maximum illumination of any face shall not exceed the standards established by Section 11.9.2.H.2.

11.8 Prohibited Signs

The following signs are prohibited:

- 11.8.1 Off Premises Signs
All off-premises signs unless specifically allowed elsewhere in this chapter are prohibited.
- 11.8.2 ~~Portable or~~ Movable Signs
- 11.8.3 Roof Signs
Roof signs are prohibited; provided however, that signs on the surfaces of a mansard roof or on parapets shall be permitted provided that the signs do not extend above the mansard roof or parapet to which they are attached.
- 11.8.4 Animated/Flashing Signs or Signs of Illusion
Signs displaying blinking, flashing or intermittent lights, animation, and moving parts or signs giving the illusion of movement are prohibited.
- 11.8.5 Signs Resembling Traffic Signals
Signs that approximate official highway signs, warning signs or regulatory devices are prohibited.
- 11.8.6 Signs on Roadside Appurtenances
Signs attached to or painted on utility poles, telephone poles, trees, parking meters, bridges and overpasses, rocks, other signs, benches and refuse containers, etc. are prohibited unless specifically allowed elsewhere in this chapter.
- 11.8.7 Abandoned Signs or Sign Structures
 - A. Signs that advertise an activity or business no longer conducted on the property on which the sign is located are prohibited.
 - B. Sign structures on which no sign is erected are prohibited.
 - C. Such signs or sign structures must be removed within sixty (60) days of becoming an abandoned sign or sign structure.
- 11.8.8 Pennants, Streamers, Balloons, ~~Banners~~, Etc.
Signs containing or consisting of pennants, ribbons, streamers, balloons **greater than twelve (12) inches in diameter**, ~~or~~ **spinners or similar devices** are prohibited.
- 11.8.9 Signs Obstructing Access
Signs which obstruct free ingress or egress from a driveway or a required door, window, fire escape or other required exitway.
- 11.8.10 Facsimile Signs
Except for permitted temporary Promotional/Special Event Signs within RC districts (Section 11.5.14.G.).

11.8.11 Signs on Vehicles

Signs placed on vehicles or trailers which are parked or located for the primary purpose of displaying such sign, including any sign erected in the bed of trucks or trailers and any that project from the sides or top of any vehicle or trailer.

11.9 Sign Illumination

11.9.1 Generally

All lighted signs shall have their lighting directed in such a manner as to illuminate only the face of the sign. If separate fixtures are used to illuminate a sign, lighting fixtures used to illuminate an outdoor advertising sign either shall be by directed ground lighting or mounted on the top of the sign, and shall ~~comply with the shielding requirements~~ be fully shielded.

11.9.2 Internal Illumination

Where internally illuminated signs are permitted they must meet the following requirements:

- A. Such signs shall consist of light lettering or symbols on a dark background.
- B. The lettering or symbols shall constitute no more than forty (40) percent of the surface area of the sign.
- C. The luminous transmittance for the lettering or symbols shall not exceed thirty-five (35) percent.
- D. The luminous transmittance for the background portion of the sign shall not exceed fifteen (15) percent.
- E. Light sources shall be fluorescent tubes, spaced at least twelve (12) inches on center, mounted at least 3.5 inches from the translucent surface material.
- F. Channel letter type signs may use neon tubing as an internal illumination source, provided that the light source is shielded by translucent faces or that a silhouette type sign is used where the light source illuminates the sign background and the letters or symbols are opaque.
- G. Outdoor advertising signs of the type constructed of translucent materials where the copy only is illuminated from within do not require shielding provided the light source or bulb is not showing.
- H. Electronic changeable face signs shall comply with the following:
 1. The outdoor advertising sign shall have an automatic dimmer (factory set to the illumination intensities set below) and a photo cell sensor to adjust the illumination intensity or brilliance of the sign so that it shall not cause glare or impair the vision of motorists, and shall not interfere with any driver's operation of a motor vehicle.
 2. The sign shall not exceed a maximum illumination of 7,500 nits (candelas per square meter) during daylight hours and a maximum illumination of 500 nits between dusk to dawn as measured from the sign's face at maximum brightness.

3. Any illumination devices shall be effectively shielded so as to prevent beams or rays of light from being directed at any portion of a street or highway. Illumination intensity or brilliance shall not cause glare or impair the vision of motorists, and shall not interfere with any driver's operation of a motor vehicle.

11.9.3 Conformance with Other Provisions

All lighting shall be in conformance with Chapter 10, Lighting.

11.10 Maintenance and Non-Conformities

The following maintenance requirements must be observed for all signs visible from any public street or highway within the jurisdiction of the Town of Waynesville.

11.10.1 Surface Appearance

No sign shall have more than twenty (20) percent of its surface area covered with disfigured, cracked, ripped or peeling paint or poster paper for a period of more than thirty (30) successive days.

11.10.2 Broken Displays

No sign shall remain with a bent or broken display area, broken supports, loose appendages or struts or stand more than fifteen (15) degrees from the perpendicular for a period of more than thirty (30) successive days.

11.10.3 Illuminated Signs

No indirect or internally illuminated sign shall have only partial illumination for a period of more than thirty (30) successive days.

11.10.4 Limitation on Non-Conforming Signs

All legal nonconforming signs in existence as of the effective date of this chapter may be continued and shall be maintained in good condition. However, a nonconforming sign shall not be:

- A. Changed to another type or shape of nonconforming sign; provided, however, the copy, content, or message of the sign may be changed so long as the shape or size of the sign is not altered.
- B. Structurally altered so as to prolong the life of the sign.
- C. Expanded.
- D. Reestablished after discontinuance for sixty (60) days.
- E. Reestablished after damage or destruction where the estimated expense of reconstruction exceeds fifty (50) percent of the appraised replacement cost of the sign in its entirety.
- F. **For change of use, parking area expansion and building expansion/reconstruction the Non-Conforming Sign removal requirements of Section 13.7.**

Definitions regarding signs, from Chapter 17

Public Way A street, alley, sidewalk or other parcel of land open to the outside air leading to a street that has been dedicated or otherwise permanently appropriated to the public use.

Sign Any display of letters, words, numbers, symbols, emblems, pictures or any combination thereof made visible for the purpose of attracting attention or of making something known, whether such display be made on, attached to, or constructed as part of a building, structure, vehicle or object.

Sign, Abandoned A sign that advertises an activity or business no longer conducted on the property on which the sign is located.

Sign, Attached A sign erected parallel to the facade of any building to which it is attached, and supported throughout its entire length by the building face.

Sign, Canopy/Awning A sign, which is painted, stitched, sewn, or stained onto the exterior of a canopy or awning.

Sign, Directional A sign or guide whose sole purpose is to direct pedestrian or vehicular traffic on the premises on which it is displayed. Examples include: "entrance," "exit," "driveway", "one-way traffic," etc.

Sign Face The part of the sign that is or can be used to identify, advertise, or communicate information or for visual representation that attracts the attention of the public for any purpose.

Sign, Facsimile An over-sized, three dimensional object, such as an automobile, human figure, etc. that may or may not contain advertising matter, and may or may not contain information about products sold on the premises, and is located in such a manner as to attract attention.

Sign, Electronic Changeable Face A sign, display, or device, or portion thereof, which electronically changes the fixed display screen composed of a series of lights, including light emitting diodes (LED's), fiber optics, or other similar new technology where the message change sequence is accomplished immediately. Electronic changeable face outdoor advertising signs include computer programmable, microprocessor controlled electronic or digital displays that display electronic, static images, static graphics, or static pictures, with or without textual information, and trivision outdoor advertising signs. Electronic changeable face outdoor advertising signs do not include animated or scrolling images, graphics, video active images (similar to television images), projected images or messages onto buildings or other objects, or static outdoor advertising signs.

Sign, Ground A **free-standing** sign that is mounted generally flush with the surrounding grade. ~~It may not be attached to a pole or pylon, nor raised by mounting on a man-made berm, wall, or similar structure.~~

Sign, Incidental A single-faced sign attached wholly to a building, window or door containing information relative to emergencies, store hours, credit cards honored and other similar accessory information.

Sign, Marquee A sign of a theater, auditorium or museum which advertises current and scheduled events. Marquees may include, incorporate or consist of electronic message signage.

Sign, Movable A sign that may be moved from one location to another, is not permanently affixed to the ground, and is differentiated from a portable sign in that it may be equipped for transporting by motor vehicle or other mechanical means and includes sign referred to as trailer signs.

Sign, Off-Premise A sign identifying/advertising and/or directing the public to a business, or merchandise, or service, or institution, or residential area, or entertainment which is located, sold, rented, leased produced, manufactured and/or furnished at a place other than the real property on which said sign is located. This definition shall include signs commonly referred to as “outdoor advertising” or “billboards.”

Sign, Pedestrian A sign which is suspended from and attached to a canopy or awning, supported from, applied to, or forms part of a canopy. Also known as a canopy suspended sign.

Sign, Portable A sign that is movable by a person without aid of a motor vehicle or other mechanical equipment.

Sign, Real Estate Temporary signs advertising the sale, rental or lease of property.

Sign, Static A type of outdoor advertising sign, generally, but not limited to, a rigidly assembled sign, display, or devise, that is free standing and affixed to the ground, the primary purpose of which is to display advertising messages or information that can be changed manually in the field. Such signs commonly referred to as “billboards” are generally designed so that the copy or poster on the sign can be changed frequently and the advertising space is for lease.

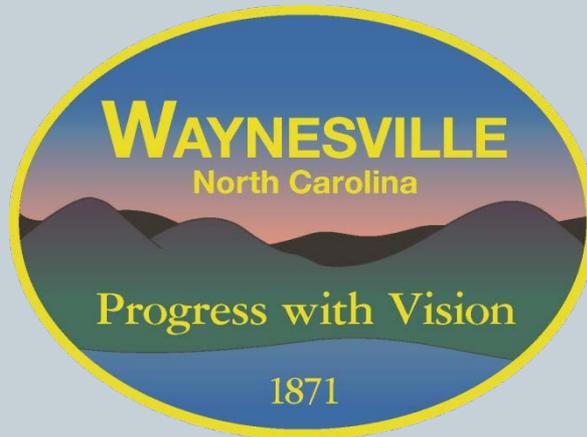
Sign, Temporary A sign advertising a special event or sale and not intended to be displayed on a permanent basis.

Sign, Tri-vision A type of electronic changeable face outdoor advertising sign composed in whole or in part of a series of vertical or horizontal slats or cylinders that are capable of being rotated at intervals so that partial rotation of the group of slats or cylinders produces a different image and when properly functioning allows on a single sign structure the display at any given time of up to three images.

Town of Waynesville



SIGN REGULATION

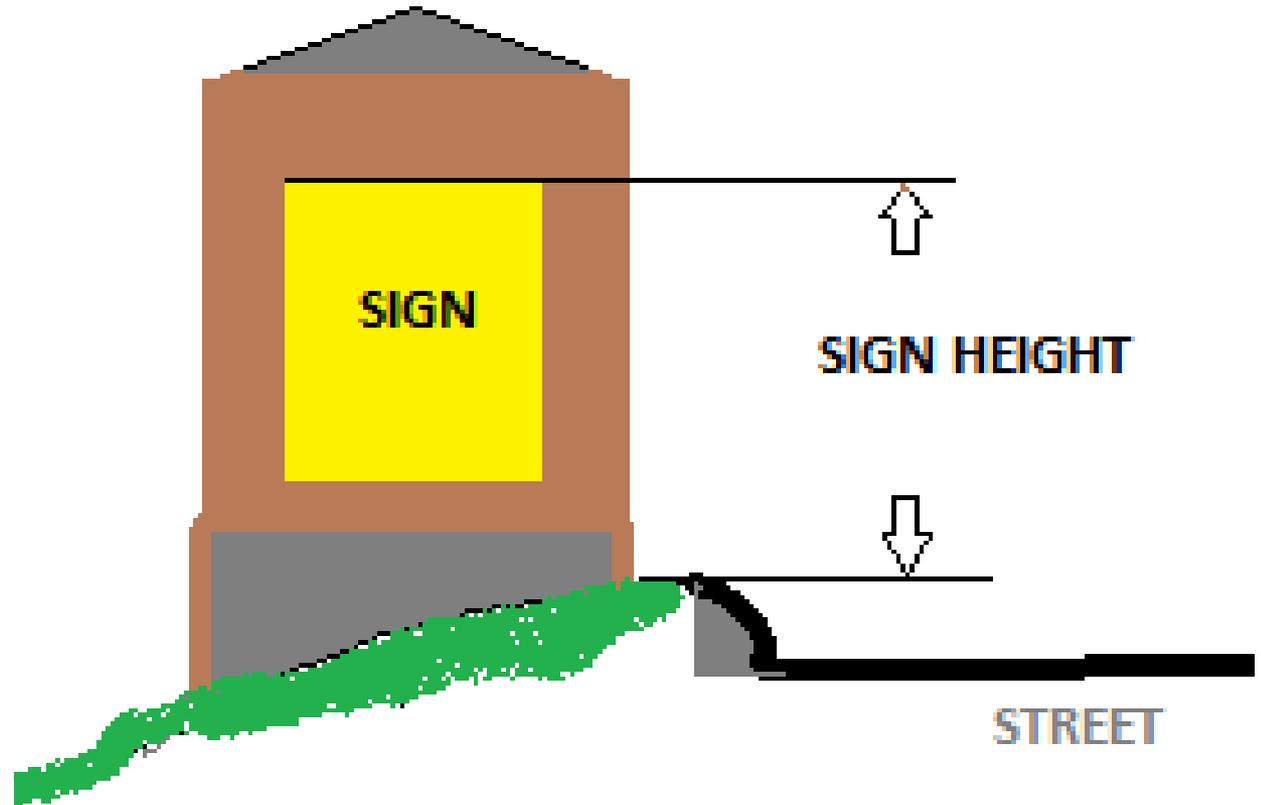


Primary Sign Issues



- **No provision for temporary banners for sales, et.**
- **No provision for portable signs downtown**
- **Size, height and maximum number too restrictive**
- **Format and clarity of ordinance needs improvement**

Change measurement of maximum sign height to top of Sign Face rather than sign structure – permit structure to be up to 20% higher



Proposed Solutions



Excludes decorative sign structures from Sign Height calculation – provided that structure height is no more than 20% greater than height of Sign Face



Example: decorative pediment would not be counted in Sign Height



Increase size of temporary construction signs from 4 to 16 square feet, and from 4' to 6' high

Current



Proposed





Current standard of 16 square feet doesn't match industry practice

Proposed standard is designed to permit typical temporary window sign usage without permitting windows to be converted to signs



YES



NO



Defines permissible and prohibited vehicular signs



Legal Vehicular Sign



Vehicle Signs



Prohibited Vehicle Sign



Permit “Ball Field Fence Signs” – currently not permitted



Ball Field Fence Signs



Add provisions for temporary display of Promotional/Special Event Signs – may be Banner Sign



Promotional/Special Event Signs – Commercial



Uniform standards for commercial and non-commercial Promotional/Special Event Signs (except no Sign Permit fee for non-commercial)



Promotional/Special Event Sign – Non-profit



Added a provision for temporary uses to have signage under same terms as Promotional/Special Event Signs



Temporary Use Signs



Adds provisions for additional signs in residential districts



Permits both Ground and Attached Signs for businesses in residential districts



Adds Master Identification Sign for properties of over 2 acres in Neighborhood Commercial and Business Districts of up

Permits an increase of size of Ground Signs from 24 to 48 square feet

Settlers Station



SIGN DYNAMICS

**Master Identification Sign –
example is approximately 9'x6' or
54 sq. ft.**



Increase in Sign Height
from 6' to 8' in RC and
CI districts



Approximately 7.5' high



Increase in Sign Height
from 6' to 8' in RC and
CI districts



Approximately 7'



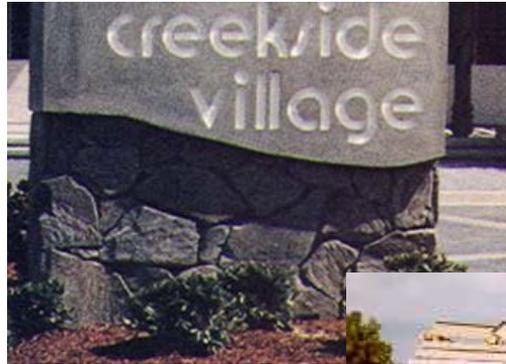
Increase in Sign Height
from 6' to 8' in RC and
CI districts



Approximately 12' high



Adds flexibility for
Neighborhood Entrance
and Business District
Signage

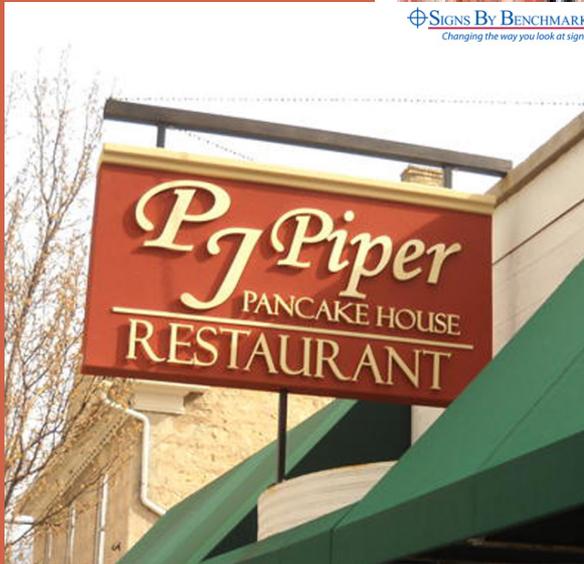


**Requires professional
design/construction and Planning
Board hearing/approval**



Downtown Signage – Part 1

Increase projection of
Attached Signs from 3'
to 4'



Projecting Attached Signs



Decreases required clearance of Pedestrian Signs from 8' to 7'



Pedestrian Signs in Waynesville



Add allowance for Portable Signs in central business districts under provisions to limit size and to prevent blocking sidewalks



Portable Signs on sidewalks in Business Districts



Exempts balloons under
12" in diameter



Balloons used to enhance new cars



Permitted in Regional
Commercial districts on
same terms as
Promotional/Special
Event Signs



Facsimile Signs



Let's hear from you!

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: November 26, 2013**

SUBJECT: Amendment to Town Personnel Policy on Leaves of Absence (Article X, Sec. 1-2) adjusting the Annual Paid Holiday Schedule

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 6-D
Department: Administrative Services/Human Resources/Finance
Contact: Margaret Langston, Human Resources Manager
Presenter: Marcy Onieal, Town Manager

BRIEF SUMMARY:

During the FY14 budget process, the manager presented several personnel-related proposals, including a proposed amendment to the Town's holiday schedule, which was approved by board consensus during budget work sessions. A formal change in the paid holiday schedule requires an amendment to the Town Personnel Policy (Article X, Sec 1-2). The proposed amendment would exchange the "floating holiday" for a holiday on Veteran's Day and would provide for three paid holidays at Christmas, regardless of what day of the week the holiday falls on. The proposal calls for adopting an annual holiday schedule of 12 paid holidays, as published annually by the State of North Carolina, Office of State Personnel, for all full-time and permanent part-time employees, which coincides with the approved holiday schedule observed by all state employees and by the employees of Haywood County and surrounding jurisdictions. The "use it or lose it" policy associated with the town's current "floating holiday" is extremely time-consuming to administer and becomes "lost time" when an employee fails to take the leave before December 31. Syncing the Town's holiday schedule with those of the State and surrounding jurisdictions will also provide a better means of planning, and should prove less confusing to the public, since all public offices within the county would be closed at the same time.

MOTION FOR CONSIDERATION: To amend the Town Personnel Policy, Article X, Sections 1-2 as presented, effective November 27, 2013, in order to provide town employees 12 paid holidays annually on a schedule coinciding with that published by the State of North Carolina, and as observed by other Haywood County local government jurisdictions.

FUNDING SOURCE/IMPACT: Cost already accommodated in FY14 adopted budget. This amendment would result in no additional out-of-pocket cost to the Town, except for the cost of the sanitation crew which would need to run garbage collection routes on a holiday/overtime rate basis at least one day during each holiday period.

ATTACHMENTS:

- Current Town Personnel Policy (Article X, Sec. 1-2)
- Proposed Town Personnel Policy (new Article X, with Sec. 1 amended, and Sec. 2 deleted)
- State of NC Holiday Schedules, 2013-2017

MANAGER'S COMMENTS AND RECOMMENDATIONS: Approve as presented.



**STATE OF NORTH CAROLINA
OFFICE OF STATE PERSONNEL
1331 MAIL SERVICE CENTER
116 WEST JONES STREET
RALEIGH, NC 27699-1331**

**BEVERLY EAVES PERDUE
GOVERNOR**

**LINDA D. COLEMAN
STATE PERSONNEL DIRECTOR**

MEMORANDUM

TO: Agency Heads and Chancellors
Human Resource Directors

FROM: Linda D. Coleman

DATE: March 14, 2011

SUBJECT: **2013 Holiday Schedule**

Listed below are the holidays that will be observed by State employees during **2013**.

New Year's Day	January 1, 2013	Tuesday
Martin Luther King's Day	January 21, 2013	Monday
Good Friday	March 29, 2013	Friday
Memorial Day	May 27 th , 2013	Monday
Independence Day	July 4, 2013	Thursday
Labor Day	September 2, 2013	Monday
Veteran's Day	November 11, 2013	Monday
Thanksgiving	November 28 & 29, 2013	Thursday & Friday
Christmas	December 24, 25, & 26, 2013	Tuesday, Wednesday, Thursday

NOTE: The schedule shall be used by all State agencies operating und the policies, rules and regulation of the Office of State Personnel. Institutions of higher education and agencies requiring a twenty-four hour operation may adopt varying holiday schedules in keeping with operational needs, provided the employees are given the same number of holiday as approved by the State Personnel Commission. Such special holiday schedules must be filed with the Office of State Personnel.

It is recognized that some agencies may need to adopt an additional holiday schedule applicable to employees working in twenty-four hour operation; this schedule would designate as holidays the specific dates of the legal observances rather than the substitute weekdays when the observance occurs on Saturday or Sunday. This would be in keeping with the purpose of the holiday premium pay policy.

An Equal Opportunity Employer



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OFFICE OF STATE PERSONNEL
1331 MAIL SERVICE CENTER
116 WEST JONES STREET
RALEIGH, NC 27699-1331**

**BEVERLY EAVES PERDUE
GOVERNOR**

**LINDA D. COLEMAN
STATE PERSONNEL DIRECTOR**

MEMORANDUM

TO: Agency Heads and Chancellors
Human Resource Directors

FROM: Linda D. Coleman

DATE: March 14, 2011

SUBJECT: **2014 Holiday Schedule**

Listed below are the holidays that will be observed by State employees during **2014**.

New Year's Day	January 1, 2014	Wednesday
Martin Luther King's Day	January 20, 2014	Monday
Good Friday	April 18, 2014	Friday
Memorial Day	May 26, 2014	Monday
Independence Day	July 4, 2014	Friday
Labor Day	September 1, 2014	Monday
Veteran's Day	November 11, 2014	Tuesday
Thanksgiving Day	November 27 & 28, 2014	Thursday & Friday
Christmas	December 24, 25, & 26, 2014	Wednesday, Thursday Friday

NOTE: The schedule shall be used by all State agencies operating under the policies, rules and regulation of the Office of State Personnel. Institutions of higher education and agencies requiring a twenty-four hour operation may adopt varying holiday schedules in keeping with operational needs, provided the employees are given the same number of holiday as approved by the State Personnel Commission. Such special holiday schedules must be filed with the Office of State Personnel.

It is recognized that some agencies may need to adopt an additional holiday schedule applicable to employees working in twenty-four hour operation; this schedule would designate as holidays the specific dates of the legal observances rather than the substitute weekdays when the observance occurs on Saturday or Sunday. This would be in keeping with the purpose of the holiday premium pay policy.

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PAT MCCRORY
GOVERNOR

C. NEAL ALEXANDER, JR.
STATE PERSONNEL DIRECTOR

TO: Agency Heads and Chancellors
FROM: Neal Alexander Jr.
DATE: January 24, 2013
SUBJECT: 2015 Holiday Schedule

Listed below are the holidays that will be observed by State employees during 2015.

New Year's Day	January 1, 2015	Thursday
Martin Luther King, Jr. Birthday	January 19, 2015	Monday
Good Friday	April 3, 2015	Friday
Memorial Day	May 25, 2015	Monday
Independence Day	July 3, 2015	Friday
Labor Day	September 7, 2015	Monday
Veteran's Day	November 11, 2015	Wednesday
Thanksgiving	November 26 & 27, 2015	Thursday and Friday
Christmas	December 23, 24 & 25, 2015	Wednesday, Thursday and Friday

NOTE: The schedule shall be used by all State agencies operating under the policies, rules and regulations of the Office of State Personnel. Institutions of higher education and agencies requiring a twenty-four hour operation may adopt varying holiday schedules in keeping with operational needs, provided the employees are given the same number of holidays as approved by the State Personnel Commission. Such special holiday schedules must be filed with the Office of State Personnel.

It is recognized that some agencies may need to adopt an additional holiday schedule applicable to employees working in twenty-four hour operation; this schedule would designate as holidays the specific dates of the legal observances rather than the substitute weekdays when the observance occurs on Saturday or Sunday. This would be in keeping with the purpose of the holiday premium pay policy.

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WWW.OSP.STATE.NC.US



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OFFICE OF STATE PERSONNEL
1331 MAIL SERVICE CENTER • RALEIGH, NC 27699-1331

PAT MCCRORY
GOVERNOR

C. NEAL ALEXANDER, JR.
STATE PERSONNEL DIRECTOR

TO: Agency Heads and Chancellors

FROM: Neal Alexander Jr.

DATE: January 24, 2013

SUBJECT: 2016 Holiday Schedule

Listed below are the holidays that will be observed by State employees during 2016.

New Year's Day	January 1, 2016	Friday
Martin Luther King, Jr. Birthday	January 18, 2016	Monday
Good Friday	March 25, 2016	Friday
Memorial Day	May 30, 2016	Monday
Independence Day	July 4,, 2016	Monday
Labor Day	September 5, 2016	Monday
Veteran's Day	November 11, 2016	Friday
Thanksgiving	November 24 &25, 2016	Thursday and Friday
Christmas	December 23, 26 & 27. 2016	Friday, Monday and Tuesday

NOTE: The schedule shall be used by all State agencies operating under the policies, rules and regulations of the Office of State Personnel. Institutions of higher education and agencies requiring a twenty-four hour operation may adopt varying holiday schedules in keeping with operational needs, provided the employees are given the same number of holidays as approved by the State Personnel Commission. Such special holiday schedules must be filed with the Office of State Personnel.

It is recognized that some agencies may need to adopt an additional holiday schedule applicable to employees working in twenty-four hour operation; this schedule would designate as holidays the specific dates of the legal observances rather than the substitute weekdays when the observance occurs on Saturday or Sunday. This would be in keeping with the purpose of the holiday premium pay policy.

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PAT MCCRORY
GOVERNOR

C. NEAL ALEXANDER, JR.
STATE PERSONNEL DIRECTOR

TO: Agency Heads and Chancellors

FROM: Neal Alexander Jr.

DATE: January 24, 2013

SUBJECT: 2017 Holiday Schedule

Listed below are the holidays that will be observed by State employees during 2017.

New Year's Day	January 2, 2017	Monday
Martin Luther King, Jr. Birthday	January 16, 2017	Monday
Good Friday	April 14, 2017	Friday
Memorial Day	May 29, 2017	Monday
Independence Day	July 4, 2017	Tuesday
Labor Day	September 4, 2017	Monday
Veteran's Day	November 10, 2017	Friday
Thanksgiving	November 23 & 24, 2017	Thursday and Friday
Christmas	December 25, 26 & 27 2017	Monday, Tuesday & Wednesday

NOTE: The schedule shall be used by all State agencies operating under the policies, rules and regulations of the Office of State Personnel. Institutions of higher education and agencies requiring a twenty-four hour operation may adopt varying holiday schedules in keeping with operational needs, provided the employees are given the same number of holidays as approved by the State Personnel Commission. Such special holiday schedules must be filed with the Office of State Personnel.

It is recognized that some agencies may need to adopt an additional holiday schedule applicable to employees working in twenty-four hour operation; this schedule would designate as holidays the specific dates of the legal observances rather than the substitute weekdays when the observance occurs on Saturday or Sunday. This would be in keeping with the purpose of the holiday premium pay policy.

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Section 1 Holidays Observed (Board Amended 07/01/08)*

The following days and such other days as the Board of Aldermen may designate, are holidays with pay for regular, full-time and permanent part-time Town employees.

New Years Day	January 1
Martin Luther King	Third Monday in January
Good Friday	Friday before Easter Sunday
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving	Fourth Thursday and Friday in November
Christmas	December 25 and one additional day
Floating Holiday*	See Guidelines Below

When a holiday, other than Christmas Day, falls on a Saturday, the holiday will be observed on Friday. If the holiday, other than Christmas Day, falls on Sunday, Monday will be observed as a holiday unless otherwise amended by the Board of Aldermen. When Christmas Day falls on a Saturday or Sunday, the preceding Friday and following Monday will be observed as holidays.

Section 2 Floating Holiday – Eligibility Guidelines (Amended 12/13/05)

Employees hired on or after January 1, 2006, will be eligible to take the "Floating Holiday" upon successful completion of the 6-month probationary period.

Scheduling

1) Floating Holiday must be requested in writing by employee at least (2) two weeks prior to taking and subject to approval by the Department Head. Requests may be turned down for any specific day or time, if in the opinion and/or judgment of the Department Head, request would impair the department's ability to adequately function and maintain an acceptable level of service in the community.

2) Requests will be approved on a first come, first serve basis. If several employees apply for the same day off in the same department, approval will be determined by the following method:

- a) Number of employees that can be out of the department on any given day or hour;
- b) Date and time request was made in writing;
- c) Employee's department seniority;
- d) Employee's hire date.

Employees not following the outlined procedure to schedule the floating holiday should:

- 1) Expect their request to be turned down, until procedure is correctly followed.
- 2) Floating Holiday "use or lose" rule must be taken by December 31 of each year. Floating Holiday does not carry over into the next year.

Unscheduled and/or exception requests to the two-week notification approval will be evaluated on a case by case basis, and will require authorized written validation.

Section 3 Holidays - When Work is Required

The Town recognizes that some employees are required to work on holidays to provide essential services to the citizens of the Town and that this hardship should be compensated. Therefore, employees who work on designated holidays will be given regular pay for the time worked on the holiday in addition to normal pay. Actual hours worked on a holiday will be recorded and included in determining total hours for the work week for the purpose of calculating overtime payments.

Section 4 Vacation Leave - Policy

Vacation leave will be used for rest and relaxation, and may be used for unexcused absences due to adverse weather conditions or for other appropriate reasons. Employees are encouraged to use vacation during each year.

Section 5 Vacation Leave – Accumulation

All full-time, regular and probational employees of the Town will earn vacation leave at the following rate:

Length of Service	Hours Earned Each Month	Days earned each month	Days Earned Each Year
0-5 years	6.67	.83	10
5-10 years	8.00	1.00	12
10- 15 years	10.00	1.25	15
15-20 years	11.33	1.41	17
20+ years	13.33	1.67	20

Vacation leave may accumulate to a maximum of thirty (30) days. When the maximum has been accumulated, all additional leave over thirty (30) days must be taken by December 31st.