



Town of Waynesville, NC

Board of Aldermen – Regular Meeting

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

Date: **June 13, 2017**

Time: **6:30 p.m.**

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A. CALL TO ORDER - Mayor Gavin Brown

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

Motion: To approve the minutes of the May 23, 2017 regular meeting minutes , as presented [or as corrected].

B. PRESENTATIONS

3. 100% Clean Energy and Green Jobs Presentation
 - Susan Williams
4. County-wide Warning and Notification System
 - Greg Shuping, Emergency Management Director
 - Zack Koonce, Assistant Emergency Management Coordinator

Motion: To approve the participation of the Town of Waynesville in the County-wide consolidated Warning and Notification system via Everbridge for a period of one year, as presented.

C. NEW BUSINESS

5. Request approval of Pension/Retirement Audit to be performed by Ray, Bumgarner, Kingshill and Associates

Motion: To approve the engagement proposal and authorize the Mayor Pro Tem to sign the engagement letter to examine the employee census data and related underlying payroll records of the Town of Waynesville for the year ended December 31, 2016, as presented.

TOWN OF WAYNESVILLE – REGULAR SESSION AGENDA

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6. Request approval of Amendment #6 to the 2016-2017 Budget Ordinance and Amendment #2 to the Renovations and Repairs to the Public Building Project Ordinance

- Eddie Caldwell, Finance Director

Motion: *To approve Amendment No. 6 to the 2016-2017 Budget Ordinance*

Motion: *To approve Amendment No 2 to the Renovations and Repairs to the Public Building Project Ordinance.*

7. Request approval of Amendment #1 to the Public Works Building Improvements Project Ordinance

- Eddie Caldwell, Finance Director

Motion: *To approve Amendment #1 to the Public Works Building Improvements Project Ordinance.*

D. PUBLIC HEARING

8. Public Hearing to consider a Conditional District map and text amendment request at 909 Russ Avenue, and 88 and 186 Frazier Street, Haywood County Tax Parcel Identification Numbers 8616-12-9629, 8616-12-9531, 8616-12-7433, and 8616-12-4331 from Russ Avenue Regional Center Commercial District (RA-RC) to Russ Avenue Regional Center Commercial District Conditional District (RA-RC-CD).

- Elizabeth Teague, Development Services Director

Motion: *To find the project consistent with the 2020 Land Development Plan.*

Motion: *To adopt the ordinance creating the Russ Avenue Regional Center Conditional District as proposed (or as amended).*

E. CALLS FOR PUBLIC HEARING

9. Call for a Public Hearing to be held on July 18, 2017 to consider a request to abandon a portion of right-of-way in order to remove an existing encroachment at 76 Adams Street

- Elizabeth Teague, Development Services Director

Motion: *To call for a Public Hearing to be held on Tuesday, July 18, 2017 at 6:30 pm or as closely thereafter as possible, in the Board Room of Town Hall, located at 9 South Main Street, Waynesville to consider a reduction in the Town of Waynesville's Municipal Services District by the removal of one lot at the request of the owner.*

TOWN OF WAYNESVILLE – REGULAR SESSION AGENDA

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10. Call for Public Hearing to consider a voluntary annexation request by Encouraging Word Baptist Church in order to receive municipal services

- Amie Owens, Assistant Town Manager/Town Clerk

Motion: *To call for Public Hearing to be held on Tuesday, June 27, 2017 at 6:30 p.m. or as closely thereafter as possible in the Board Room of Town Hall located at 9 South Main Street, Waynesville to consider the request for voluntary annexation from Encouraging Word Baptist Church for PIN 8615-92-2447 at 1408 Pigeon Road being 4.702 acres to receive municipal services.*

F. COMMUNICATIONS FROM STAFF

11. Manager's Report –Town Manager Rob Hites

- Wayfinding Signage Grant
- Frog Level Parking Lot

Motion: To approve the proposed lease agreement for the Frog Level Parking lot and authorize the Town Manager to execute, as presented.

12. Attorney's Report – Town Attorney Woody Griffin

G. COMMUNICATIONS FROM THE MAYOR AND BOARD

H. CALL ON THE AUDIENCE

I. ADJOURN



TOWN OF WAYNESVILLE

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CALENDAR June 13, 2017

2017	
Sat, June 10 10:00 AM to 5:00 PM Main Street	Appalachian Lifestyle Celebration – sponsored by the Downtown Waynesville Association
Tues, June 13 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Wed, June 14	Open Enrollment for Insurance Benefits ends
Fri, June 23 6:30 to 9:00 PM Historic Courthouse	Mountain Street Dance – partial closure of Main Street
Mon, June 26 5:30 PM Location TBA	Haywood County Council of Governments (COG) Meeting Haywood County Hosting
Tues, June 27 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Tue, July 4 11:00 AM to 2:00 PM Downtown	Stars & Stripes Celebration – sponsored by the Downtown Waynesville Association – rolling closure of Main Street for parade
Tue, July 4	Independence Day Town Offices Closed
Fri, July 7 6:30 – 9:00 PM Historic Courthouse	Mountain Street Dance – partial closure of Main Street
Fri, July 7 5:00 PM to 9:00 PM Main Street	Art After Dark – sponsored by the Downtown Waynesville Association
Tues, July 11 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Thur, July 13 7:00 AM to 9:00 AM Main Street	Rally USA – sponsored by the Tourism Development Authority – partial closure of Main Street from Pigeon to Miller Street Parking Area
Thur, July 20 – Sun, July 30	FOLKMOOT USA INTERNATIONAL FESTIVAL – various venues and times in Haywood and surrounding counties

Fri, July 21 6:30 to 9:00 PM Historic Courthouse	Mountain Street Dance – partial closure of Main Street
Sat, July 22 10:00 AM Main Street to Historic Courthouse	Folk moot USA Parade of Nations – sponsored by Folk moot USA Street closure from Pigeon Street to Historic Courthouse
Tues, July 25 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Sat, July 29 10:00 AM to 5:00 PM Main Street	International Festival Day – sponsored by Folk moot USA – Street Closure from Pigeon Street to Walnut Street
Fri, Aug 4 5:00 PM to 9:00 PM Main Street	Art After Dark – sponsored by the Downtown Waynesville Association
Fri, Aug 4 6:30 to 9:00 PM Historic Courthouse	Mountain Street Dance – partial closure of Main Street
Sat, Aug 5 9:30 AM to 1:00 PM Downtown	SARGE's Downtown Dog Walk – sponsored by the Friends of SARGE – rolling street closure for parade – event occurs at the Historic Courthouse
Tues, Aug 8 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Tues, Aug 22 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Mon, Aug 28 5:30 PM Location TBA	Haywood County Council of Governments (COG) Meeting Town of Maggie Valley Hosting
Fri, Sept 1 5:00 PM to 9:00 PM Main Street	Art After Dark – sponsored by the Downtown Waynesville Association
Fri, Sept 1 and Sat, Sept 2 Lake Junaluska	48 th Annual Smoky Mountain Folk Festival
Mon, Sept 4	Labor Day Town Offices Closed
Tues, Sept 12 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Sat, Sept 16 6:00 PM Main Street	BLOCK PARTY - sponsored by the Downtown Waynesville Association – partial street closure – Main Street
Tues, Sept 26 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Fri, Oct 6 5:00 PM to 9:00 PM Main Street	Art After Dark – sponsored by the Downtown Waynesville Association

Tues, Oct 10 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Sat, Oct 14 10:00 AM to 5:00 PM Downtown	Church Street Art and Craft Show – sponsored by the Downtown Waynesville Association – Street Closure of Main Street from Pigeon Street to Walnut Street
Sat, Oct 21 10:00 AM to 5:00 PM Downtown	29 th Annual Apple Harvest Festival – sponsored by the Haywood Chamber of Commerce – Street Closure of Main Street from Pigeon Street to Walnut Street
Mon, Oct 23 5:30 PM Location TBA	Haywood County Council of Governments (COG) Meeting Town of Waynesville Hosting
Tues, Oct 24 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Tues, Oct 31 5:00 PM to 7:00 PM Main Street	Treats on the Street – sponsored by the Downtown Waynesville Association – street closure of Main Street from Pigeon Street to Depot Street
Fri, Nov 3 5:00 PM to 9:00 PM Main Street	Art After Dark – sponsored by the Downtown Waynesville Association
Fri, Nov 10	Veteran's Day Town Offices Closed
Tues, Nov 14 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Thur & Fri, Nov 23-24	Thanksgiving Town Offices Closed
Fri, Dec 1 to Sun, Dec 31	All Through the Town – a month-long holiday celebration sponsored by the Downtown Waynesville Association
Fri, Dec 1 5:00 PM to 9:00 PM Main Street	Art After Dark – sponsored by the Downtown Waynesville Association
Mon, Dec 4 6:00 PM Main Street	Waynesville Christmas Parade – sponsored by the Downtown Waynesville Association – street closure of Main Street from Walnut Street to Legion Drive
Sat, Dec 9 6:00 PM to 9:00 PM Main Street	A Night Before Christmas – sponsored by the Downtown Waynesville Association – street closure of Main Street from Pigeon to Depot Street
Tues, Dec 12 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Wed, Dec 13 to Sun, Dec 24 Downtown	Twelve Days of Christmas – Magical Moments and Memories Made Here – sponsored by the Downtown Waynesville Association
Mon – Wed, Dec 25-27	Christmas Town Offices Closed

Board and Commission Meetings – June 2017

ABC Board	ABC Office – 52 Dayco Drive	June 20 3 rd Tuesdays 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	June 6 1 st Tuesdays 5:30 PM
Downtown Waynesville Association	UCB Board Room – 165 North Main	June 22 4 th Thursdays 12 Noon
Firefighters Relief Fund Board	Fire Station 1 – 1022 N. Main Street	Meets as needed; <i>No meeting currently scheduled</i>
Historic Preservation Commission	Town Hall – 9 S. Main Street	June 7 1 st Wednesdays 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	June 19 3 rd Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	June 8 2 nd Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	June 21 3 rd Wednesdays 5:30 PM
Waynesville Housing Authority	Waynesville Towers – 65 Church Street	June 21 3 rd Wednesdays 3:30 PM

BOARD/STAFF SCHEDULE

Mon- Thurs, August 28-31	Administrative Assistant	IIMC Clerks Certification Course – week 3 Chapel Hill, NC
Mon-Fri., October 23-27	Administrative Assistant	IIMC Clerks Certification Course – week 4 Chapel Hill, NC

MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REGULAR MEETING
May 23, 2017

THE WAYNESVILLE BOARD OF ALDERMEN held a regular meeting on Tuesday, May 23, 2017 at 6:30 p.m. in the board room of Town Hall, 9 South Main Street, Waynesville, NC.

A. CALL TO ORDER

Mayor Pro Tem Gary Caldwell called the meeting to order at 6:28 p.m. with the following members present:

Mayor Pro Tem Gary Caldwell
Alderman Jon Feichter
Alderman Julia Freeman
Alderman LeRoy Roberson

The following members were absent:
Mayor Gavin Brown

The following staff members were present:

Rob Hites, Town Manager
Woody Griffin, Town Attorney
Amie Owens, Assistant Town Manager/Town Clerk
Eddie Caldwell, Finance Director
David Foster, Public Services Director
Elizabeth Teague, Development Services Director
Bill Hollingsed, Police Chief

The following media representatives were present:

Cory Vaillancourt, Smoky Mountain News
Allison Richmond, The Mountaineer

1. Welcome /Calendar/Announcements

Mayor Pro Tem Caldwell welcomed everyone to the meeting and noted that Mayor Brown was under the weather and unable to attend the meeting this evening. From the events calendar, the following were mentioned:

- May 27 – first Block Party of the season is being held downtown from 7 p.m. to 10 p.m.
- May 29 – Town of Waynesville offices closed for Memorial Day

Ms. Owens added that there is a county-wide geocaching event this weekend and one of the stops is at the Old Time Music statue; Boojum and Affairs of the Heart were sponsors. There are approximately 2,000 participants who will be visiting the downtown.

2. Adoption of Minutes

Alderman Roberson made a motion, seconded by Alderman Feichter, to approve the minutes of the May 9, 2017 regular meeting, and the May 9, 2017 closed session minutes as presented. The motion carried unanimously.

B. NEW BUSINESS

3. Request approval of Public Art Commission piece and contract with artist

George Kenney, Chairman of the Waynesville Public Art Commission (WPAC) explained that he Was privileged to present the proposal to commemorate the Plott Hound, the state dog of North Carolina. He outlined the process starting with a Call for Artists in January. Eight (8) submissions were received and narrowed to a final 3. The three finalists completed a public presentation on April 29 and the WPAC, by unanimous recommendation, chose the rendering from Todd Frahm. Mr. Frahm has a national reputation and has submitted for several other projects in Waynesville. His rendering of the Plott Hound shows movement and the tenacious character of the dog. Mr. Kenney added that the piece would be installed in Hazelwood as part of the parking lot improvements in an area called the Robert and Viola Forga Mini-park. The cost for the piece is \$20,000 which is funded through donations only, no town monies go toward the project.

Mr. Kenney requested approval of the piece and the contract with the artist that outlines specific timeline goals for an installation in late October or early November.

Alderman Feichter made a motion, seconded by Alderman Roberson to approve the Plott Hound art piece and approve the contract with artist Todd Frahm to produce the piece, as presented. The motion carried unanimously.

4. Request to purchase trench box system

David Foster, Public Services Director, explained that the Town has an antiquated trench box system, and its bulk and weight made it tedious and cumbersome to deploy. He requested consideration for a lightweight and easily deployable trench box system. Three bids were secured for purchase of this trench box system. Mr. Foster added that having these smaller trench boxes would allow for safety and risk mitigation related to shoring of excavated areas. Mr. Foster shared a picture of the proposed unit and noted it was aluminum with steel cross bars and could be stacked for deeper small trenches. The larger trench boxes will continue to be used for other jobs.

Mr. Foster noted that this piece of equipment was not budgeted in the current capital budget. Finance Director Eddie Caldwell confirmed that this trench box system can purchased without a budget amendment in the Water Department materials and supplies line item.

Alderman Freeman made a motion, seconded by Alderman Feichter to approve and authorize the purchase of an OSHA compliant trench box system utilizing the Water Department materials and supplies line item, as presented. The motion carried unanimously.

5. Request approval of engagement of McGill and Associates to complete a Reservoir Capacity Use Study

Town Manager Rob Hites requested approval of the engagement of McGill & Associates to complete a reservoir capacity use study. He noted that when the water level dropped due to drought and the county was having difficulty other towns were looking at Waynesville for relief. Concerns about being able to handle another drought situation and how the Town could assist led to an informal study completed by Town Engineer Preston Gregg. Results showed that the reservoir could not support long term drought relief for all. Manager Hites explained that a more formal drought relief plan for the county needs to be developed. The suggestion is to have McGill complete the scientific study and once capacity is determined, a formal drought relief plan can be developed. The cost of the study is estimated at \$24,800. The cost would be shared between Water Treatment, \$12,800, and Water Maintenance, \$12,000.

Alderman Feichter inquired as to how long the study would take to complete. Manager Hites responded that the study could be finished by mid-August. Mr. Foster indicated that due to the data collection that occur onsite currently, modeling can be done which should help in the timeliness of the study. Manager Hites noted that the TVA would be notified of any change in the total pond level.

Alderman Roberson asked if during a drought the minimum amount of water released into Allen's Creek would remain the same. Mr. Foster answered that if the permitting was changed, that amount could possibly be reduced. Manager Hites added that McGill has just finished a similar study for Asheville and that McGill is the engineer for all of the regional water systems except for Junaluska Sanitary District.

Alderman Feichter clarified that the results of this study would allow the Town to take a different approach to its own water restriction/conservation efforts in the event of the drought. Manager Hites confirmed. Alderman Freeman inquired which year this would be budgeted. Finance Director Caldwell noted that this would be in the current year's professional services.

Alderman Feichter made a motion, seconded by Alderman Roberson to approve the engagement of McGill and Associates to complete a reservoir capacity use study and authorize the Town Manager to execute the agreement, as presented. The motion carried unanimously.

C. **PRESENTATION**

6. Presentation of the Fiscal Year 2017-2018 Budget

Manager Hites read aloud the budget message. Finance Director Eddie Caldwell presented slides of information contained in section 3 of the budget book and additional information illustrating how the funds are allocated by function.

Mr. Caldwell explained that each penny on the tax rate was equivocal to \$113,770. In working with the new budget, all operating costs and capital were reviewed to ensure that all were necessary.

Mr. Caldwell explained that related to the Electric Fund, power costs were difficult to estimate going forward as there is only three months of history since the switch to Santee Cooper and due to a

mild winter power costs are down \$148,000 and sales are down \$223,000. Mr. Caldwell added that staff has been saving money with the peak shaving and the wholesale costs would have been much more. He noted that without the electric fund transfers to the general fund, taxes – equivalent to 10.83 cents – would have to be raised. This is why the electric fund maintains a profit - to help keep taxes low.

Mr. Caldwell provided additional graphs broken down fund and by major categories. He noted that in general fund – majority of cost is labor, insurance and benefits, which is difficult to cut. In covering each fund, he noted how allocations from the internal service funds were determined and added that the charges for the Garage were allocated based on fuel usage.

Alderman Roberson inquired if the propane conversion had been successful. Mr. Caldwell answered that part of the cost is tied up in conversion itself, but that it is cheaper and cleaner fuel. Alderman Roberson asked the same question of Police Chief Bill Hollingsed. Chief Hollingsed answered that the performance is fine and mileage is good and it does make a difference in idling.

Mr. Caldwell provided graphic information highlighting the information from peer groups and how Waynesville fares in comparison. He noted that the current fund balance is \$5.4 million. This will decrease by the end of the year.

Alderman Freeman thanked Mr. Caldwell and the department heads for their hard work and persistence in setting a proposed budget for fiscal year 2017/2018. Mayor Pro Tem Caldwell added that there are many items outlined in the budget, but he acknowledged that there will still be cuts required.

Manager Hites provided the Board with a proposed budget schedule leading up to the approval of the fiscal year 2017-2018 budget.

Alderman Roberson made a motion, seconded by Alderman Freeman to approve the budget schedule including the special called meeting on June 9, 2017 as presented. The motion carried unanimously.

D. CALLS FOR PUBLIC HEARING

7. Call for Public Hearing to consider the approval of the Fiscal Year 2017-2018 Budget for the Town of Waynesville

Mayor Pro Tem Caldwell noted that a requirement of the NC General Statutes related to the approval of the budget to hold a public hearing in order to obtain citizen input.

Alderman Roberson made a motion, seconded by Alderman Freeman to Call for Public Hearing to be held on June 9, 2017 at 1:00 p.m. or as closely thereafter as possible in the Town Hall Board Room located at 9 South Main Street, Waynesville to consider the approval of the Fiscal Year 2017-2018 Budget for the Town of Waynesville. The motion carried unanimously.

8. Call for Public Hearing to consider a Conditional District map and text amendment request at 909 Russ Avenue, and 88 and 186 Frazier Street, Haywood County Tax Parcel Identification Numbers 8616-12-9629, 8616-12-9531, 8616-12-7433, and 8616-12-4331 from Russ Avenue Regional Center Commercial District (RA-RC) to Russ Avenue Regional Center Commercial District Conditional District (RA-RC-CD)

Elizabeth Teague, Development Services Director, explained that she had received a request from MAB Management, LLC for conditional zoning to place a new retail development the Waynesville Pavilion. The reason for the request is due to the complexity of the site and engineering requirements for retaining walls; parking requirements are similar to those at Ingle's.

Alderman Freeman inquired about the Planning Board's recommendation. Ms. Teague noted that the Planning Board unanimously approved this and added three conditions Julia and the developer is addressing all three conditions. When the developer comes to Board, the conditions will have been met. The applicant has not officially gotten the right of way from the owners at the Sagebrush related to a turn lane, but negotiations are continuing.

Alderman Freeman made a motion, seconded by Alderman Roberson to call for a Public Hearing to be held on Tuesday, June 13, 2017 at 6:30 p.m. or as closely thereafter in the Town Hall Board Room located at 9 South Main Street, Waynesville to consider a Conditional District map and text amendment request at 909 Russ Avenue, and 88 and 186 Frazier Street, Haywood County Tax Parcel Identification Numbers 8616-12-9629, 8616-12-9531, 8616-12-7433, and 8616-12-4331 from Russ Avenue Regional Center Commercial District (RA-RC) to Russ Avenue Regional Center Commercial District Conditional District (RA-RC-CD). The motion carried unanimously.

E. COMMUNICATIONS FROM STAFF

9. Manager's Report –Town Manager Rob Hites

Manager Hites had nothing to report

10. Attorney's Report – Town Attorney Woody Griffin

Attorney Griffin had nothing to report

F. CALL ON THE AUDIENCE

No one addressed the Board

G. COMMUNICATION FROM THE MAYOR AND BOARD

There was no additional information from the Board.

H. CLOSED SESSION

11. Enter into closed session for the purpose of discussion of personnel – Town Attorney - under North Carolina General Statute §143.318.11(a)(6) and the discussion of property acquisition under North Carolina General Statute § 143.318.11(a)(5)

Alderman Feichter made a motion, seconded by Alderman Freeman to enter into closed session at 7:27 p.m. The motion carried unanimously.

The Board returned from closed session at 7:39 p.m.

Town Attorney

Manager Hites announced that discussion related to the hiring of a Town Attorney has concluded and a proposed contract drafted.

Alderman Feichter made a motion, seconded by Alderman Freeman to approve the contract with Attorney Bill Cannon of Cannon Law, PC, to serve as the Town Attorney for the Town of Waynesville effective July 1, 2017. The motion carried unanimously.

Attorney Bill Cannon addressed the board and expressed his appreciation for the opportunity to serve the time. Mr. Cannon noted that he had a great working relationship with current Town Attorney Griffin. He thanked the Board and added that he hoped to continue to earn the Town's trust and looked forward to the new relationship.

Land Acquisition

Manager Hites explained that the Town is moving forward with the purchase of approximately 9.67 acres owned by Scotty Schulhofer that is close to the recreation center to be used for recreational purposes.

Alderman Roberson made a motion, seconded by Alderman Feichter to approve the Town's purchase of a 9.67 acres parcel from Scotty Schulhofer. The motion carried unanimously.

Manager Hites added that it is necessary to have a budget amendment to cover the costs of the acquisition and related closing costs. Mr. Caldwell has prepared a budget amendment for \$85,000.00.

Alderman Roberson made a motion, seconded by Alderman Freeman to approve the budget amendment for \$85,000 for the land acquisition and related closing costs. The motion carried unanimously.

H. ADJOURN

There being no further business to discuss, Alderman Freeman made a motion, seconded by Alderman Feichter to adjourn the meeting at 7:46 p.m. The motion carried unanimously.

ATTEST

James G. Caldwell, Mayor Pro Tem

Robert W. Hites, Jr., Town Manager

Amanda W. Owens, Town Clerk

Background on the 100% Clean Energy and Green Jobs Resolution for the Town of Waynesville

- The Resolution calls for the State of North Carolina and the United States to establish a transition from a fossil fuel-based economy to a 100% clean renewable energy for all energy sectors-based economy, by January 1, 2050 or sooner to avoid climate catastrophe, to promote job creation and economic growth, and to protect the Earth for current and future generations from climate catastrophe.
- Achieving this goal would result in the total phase out of fossil fuels by 2050 for energy use.
- Numerous scientists, policymakers, business and faith leaders, environmentalists and others have stated that we are in a “climate emergency.”
- The use of fossil fuels by society is the primary cause of climate change according to leading scientific, academic and governmental organizations, including the National Academy of Sciences, Environmental Protection Agency (EPA), Department of Defense, United Nations Intergovernmental Panel on Climate Change (IPCC) and numerous other authorities.
- Climate change leads to rising sea levels through the melting of the glaciers and an increase in the severity and frequency of flooding, wildfires, droughts, heatwaves, infectious diseases among other disastrous impacts that can lead to death and dire economic impacts if not stopped. Human-induced climate change can only be stopped by phasing out fossil fuels, which cause greenhouse gas emissions such as carbon dioxide and methane. These emissions trap heat in the Earth’s atmosphere and oceans according to an overwhelming scientific consensus.
- In December 2015, nearly 200 nations, including the United States, signed a climate agreement in Paris, France to phase out all fossil fuels and to keep the global temperature increase since the 19th Century to well below 2 degrees Celsius and to pursue efforts to keep it below 1.5 degrees Celsius.
- North Carolina is second in the nation in solar capacity behind California and also has the biggest potential for offshore wind energy on the Eastern Seaboard.
- This resolution has been endorsed by the North Carolina Climate Solutions Coalition (NCCSC), a group dedicated to fight climate change and support clean energy, which consists of the following organizations: Climate Voices US, Justice Action Mobilization Network, Hip Hop Caucus, The Climate Times, Sustainable Sandhills, The Canary Coalition, Beyond Extreme Energy, Divestment Student Network, Blue Ridge Environmental Defense League (BREDL), NC Power Forward, Temple Emanuel Environmental Movement, Appalachian Voices, and the Long Branch Environmental Education Center. The Coalition is led by Boone, NC resident Dr. Harvard Ayers, Professor Emeritus of Anthropology at Appalachian State University.
- The Advisory Committee for the North Carolina Climate Solutions Coalition includes internationally recognized scientists and author/activist: Dr. Michael Mann, Distinguished Professor of Atmospheric Science, Penn State University; Dr. Robert Howarth, David R. Atkinson Professor of Ecology and Environmental Biology, Cornell University; Dr. George Woodwell, Founder and Director Emeritus of the Woods Hole Research Center; Dr. Mark Z. Jacobson, Professor of Civil and Environmental Engineering, Director of the Atmosphere/Energy Program, Stanford University; Bill McKibben, author, climate activist, Schumann Distinguished Scholar at Middlebury College, Founder of 350.org; and Dr. Richard Gray, Professor of Physics, Appalachian State University.
- On December 15, 2016, the Boone Town Council adopted by a vote of 5-0 a resolution calling for a goal of 100% clean energy and green jobs for all energy sectors for the State of North Carolina and the United States by the year 2050. The vote was historic because the Town of Boone became the first municipality in the United States officially calling for a 100% clean energy for all energy sectors goal

for their state and the United States.^{1,2} On January 17, 2017, the Watauga County Board of Commissioners adopted by a unanimous, bipartisan vote of 5-0 a resolution calling for 100% clean energy and green jobs for the State of North Carolina and the United States by the year 2050 for the purpose of avoiding climate catastrophe.³

- A joint Stanford University and University of California-Berkeley study concludes the United States and the world energy supply could be based entirely on renewable energy by the year 2050 using current technologies and 80% renewable energy by 2030 while creating numerous green jobs.⁴
- Currently, over 20 U.S. cities have already committed to 100% clean energy only for their electrical grid and not for all energy sectors (which would include electrical grid, transportation and all other energy sectors) and only for their own city. However, the Town of Boone adoption of the 100% Clean Energy and Green Jobs Resolution calls for achieving 100% clean energy by 2050 for all energy sectors for both North Carolina State and the United States, which is what makes the Boone Resolution the first of its kind in the nation for a town or municipality.
- A resolution introduced in 2015 in the U.S. House of Representatives calling for a goal of 100% clean renewable energy for all energy sectors for the United States by 2050 had 59 cosponsors (H.Res.540/Grijalva). H.Res.540, which has the same national goal as this Resolution, has been endorsed by over 450 organizations, local officials, academics, civic leaders and businesses, including the Sierra Club, Friends of the Earth, Environment America, Physicians for Social Responsibility, Public Citizen, Interfaith Power & Light, The Solutions Project, Environment North Carolina, Southern Alliance for Clean Energy, as well as six North Carolina state legislators: Senator Jane Smith; Senator Mike Woodard; Rep. Pricey Harrison; Rep. Shelly Willingham; Rep. Susan Fisher; and Senator Valerie Foushee.^{5,6}
- In 2016, 48 countries of the Climate Vulnerable Forum agreed while attending the United Nations Climate Change Conference in Marrakech, Morocco (COP22) to make their energy production 100% renewable "as rapidly as possible" and by between 2030 and 2050 at the latest.
- On March 16, 2017, an almost identical legislation (House Resolution 401), called the "100% Clean Energy and Green Jobs Resolution," was introduced in the North Carolina House of Representatives by State Representatives Pricey Harrison, John Autry, Jean Farmer-Butterfield, and Susan Fisher and currently has a total of 16 sponsors.
- At their meeting on Thursday, April 13, the Board of Commissioners of the Town of Sylva became the latest local government in North Carolina to pass the resolution being circulated by the NC Climate Solutions Coalition that includes The Canary Coalition, a local environmental organization based in Jackson County. The vote was unanimous.

¹<http://www.ecowatch.com/renewable-energy-solutions-project-2151130342.html>

² http://www.wataugademocrat.com/news/boone-council-endorses-call-for-total-clean-energy-by/article_a6848f65-34c5-505f-8f9f-d17d77fc39b5.html

³ <http://www.hcpress.com/front-page/watauga-commissioners-adopt-100-clean-energy-green-jobs-resolution-historic-vote.html>

⁴ <http://thesolutionsproject.org/>

⁵ <http://www.environmentamerica.org/news/ame/over-450-groups-officials-and-academics-call-congress-back-100-renewable-energy-goal>

⁶ http://environmentamerica.org/sites/environment/files/resources/100%25%20Coalition%20Letter.pdf?_ga=1.254070088.1904749149.1483228634

100% NORTH CAROLINA

Transition to 100% wind, water, and solar (WWS) for all purposes
(electricity, transportation, heating/cooling, industry)



Residential rooftop PV
6%



Solar PV plants
26.5%



CSP plants
5%



Onshore wind
5%



Offshore wind
50%

2050

PROJECTED
ENERGY MIX

Commercial/govt
rooftop PV
4%



Wave devices
0.8%



Geothermal
0%



Hydroelectric
2.7%



Tidal turbines
0.03%



40-Year Jobs Created

Number of jobs where a person
is employed for 40 consecutive years

Operation jobs:




63,199

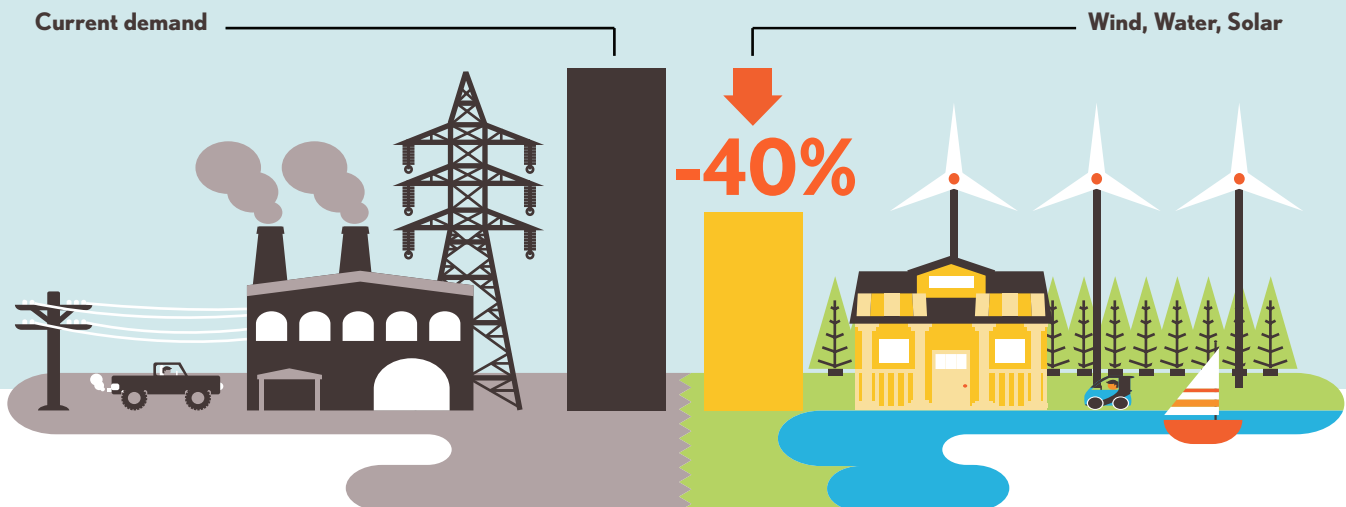
Construction jobs:



99,676

 =10,000

Using WWS electricity for everything, instead of burning fuel, and
improving energy efficiency means you need much less energy.



VISIT [THESOLUTIONSPROJECT.ORG](http://thesolutionsproject.org)
TO LEARN MORE AND [100.ORG](http://100.org) TO JOIN THE MOVEMENT

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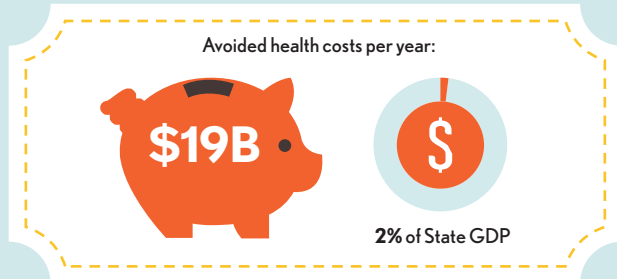


SolutionsProj

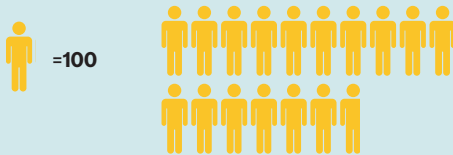
100% NORTH CAROLINA

Transition to 100% wind, water, and solar (WWS) for all purposes
(electricity, transportation, heating/cooling, industry)

Avoided Mortality and Illness Costs



Air pollution deaths avoided every year: **1,672**



Plan pays for itself in as little as **3** years from air pollution and climate cost savings alone

Percentage of North Carolina Land Needed for All New WWS Generators

0.47% Footprint area
0.56% Spacing area



Future Energy Costs 2050

BAU (Business as usual) WWS (Wind, water, solar)

U.S. average fossil-fuel energy costs*

10.5 c/kWh

*Health and climate external costs of fossil fuels are another 5.7c/kWh

State average WWS electricity costs

11.1 c/kWh

Money in Your Pocket

[P] = \$2,000

Annual energy, health, and climate cost savings per person in 2050: **\$6,623**



Annual energy cost savings per person in 2050: **\$131**



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TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date:

SUBJECT: Haywood County EOP Annex C Updated Alert and Warning Plan

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 4-B
Department: Administrative Services
Contact: Amie Owens, Assistant Town Manager
Presenter: Greg Shuping, EM Director, Zack Koonce, Assist. EM Coordinator

BRIEF SUMMARY:

As has been the focus with reviewing various contracts and agreements this year to obtain some cost savings, we have had an opportunity to work with Haywood County and all other municipalities to secure a proposal from a new warning and notification system vendor – Everbridge -that is more cost effective and more user-friendly than our current CodeRed System. Fire Chief Joey Webb, Brittany Buchanan, HR Specialist and Amie Owens, Assistant Town Manager have had the opportunity to participate in multiple meetings about this product and the benefit of a county-wide warning and notification system. Attached is the revised Annex C to the Haywood County Emergency Management Plan where information about the notification system is housed and some basic information about responsibilities and uses.

This would be a shared contract between all local governments and would result in a savings of approximately \$1,200 annually for the Town of Waynesville with increased capabilities and unlimited use. We would still be able to send our regular and emergency announcements for Waynesville through this system and have the added benefit if there is a county-wide emergency that everyone would be sending out the same information to citizens and visitors. This system has many more features for cell phone users than our existing system and visitors can receive messages by simply entering a keyword.

MOTION FOR CONSIDERATION: To approve the participation of the Town of Waynesville in the consolidated Warning and Notification system via Everbridge for a period of one year.

FUNDING SOURCE/IMPACT: Would replace the existing notification system covered under General Fund

ATTACHMENTS:

- Annex C – Haywood County Emergency Management Plan

MANAGER'S COMMENTS AND RECOMMENDATIONS: Recommend approval



Haywood
County,
N.C.

Annex C – Alert and Warning



Annex C

Alert and Warning

I. Introduction

- A. Purpose – This Annex is intended to facilitate the coordination of timely emergency information across bureaus and to the general public. It describes the methods by which emergency alerts and warnings are communicated to the public and incidents that trigger the lead incident response agency to notify the Haywood County Emergency Services Office.
- B. Scope – This Annex supports the County of Haywood Emergency Operations Plan and applies to all Municipalities, offices, staff and elected officials. This annex includes the following messaging types:
 - 1. Everbridge
 - 2. Emergency Alert System (EAS)
 - 3. Wireless Emergency Alerts (WEA)
 - 4. Unique Local Warning Devices
 - 5. Social media
 - 6. Media releases
 - 7. Door-to-door notifications
- C. Objectives – The provisions of this Annex seek to establish and maintain a consistent understanding and use of information, technology and relationships to communicate emergency information through Haywood County including the towns of Canton, Clyde, Maggie Valley and Waynesville, emergency management partners and the general public. Additionally, this Annex provides a common standard for Jurisdictions to follow for notifying the Emergency Management Office, Board of County Commissioners, Mayor's and appropriate County and City officials.

II. Situation and Assumptions

- A. Situation –
 - 1. Some incidents occur with enough warning that notification can be issued to ensure the appropriate level of preparation (e.g., winter weather, flood). Other incidents occur with little or no advanced warning and do not provide enough time to adequately notify the public (e.g., earthquake, wildfire, tornado).

2. To alert the greatest possible audience at risk in an emergency requires the use of multiple systems and methods to:
 - a) Capture the public's immediate attention, regardless of their location or the time of day.
 - b) Ensure important safety actions are communicated to all in the affected community regardless of language, disability or other factors inhibiting a clear understanding of the message.
3. As a hazard becomes known, and based on the circumstances and conditions that evolve, choices will be made to select:
 - a) The best communications tools to use given the situation.
 - b) The appropriate message content.
 - c) The optimum format for each message.
 - d) The most effective times for releasing each message.
4. Effective emergency messaging requires communication of the nature, extent and expected impact of a hazardous incident as well as clear, concise and decisive information concerning appropriate protective measures. The timely and coordinated use of public warnings can reduce the impact of hazardous incidents.
5. Each communication mode has different limitations. For example, messages sent via social media (Twitter) are limited to 140 characters. Additionally, most wireless carriers do not guarantee the timely delivery of text messages, nor do they guarantee text messages will be received at all. The public's ability to receive voicemails and emails may be disrupted if the networks are compromised by outages or high traffic volumes.
6. In general, HCES relies on the lead response Agencies, Haywood County Communications Center, or other partner agency (e.g., National Weather Service) to initiate notification to HCES of an emergency incident or event.
7. County PIOs or other representatives will post information regarding a significant incident on their respective agency website or social media accounts.

B. Assumptions –

1. This Annex is only intended to address initial emergency messaging to the public, not ongoing communication during a prolonged incident. In most cases, ongoing information to the public will be provided via many, but not all, of the same mechanisms described in this Annex. During a prolonged incident notifications will be requested, organized, clarified and, authorized by the Assigned PIO, Incident Command post and/ or EOC.
2. If an incident occurs suddenly and the situation evolves rapidly, information may be incomplete or unconfirmed.
3. While every effort has been made to ensure the reliability of the notification systems the County, Towns of Canton, Clyde, Maggie Valley and Waynesville uses, the successful delivery of messages is heavily dependent on external networks and providers outside the Counties control.
4. The Counties emergency notification system is in addition to other notification system used by Local jurisdictions, schools and or other public or private organizations.
5. Various factors can influence the public's response to an emergency message:
 - a. Interpretation of message – when different people listen to the same message, there may be a variation in what they hear or how they understand the message, leading to different interpretation and response.
 - b. Previous experiences – often people will rely on their previous experiences with the hazard to determine what actions they initially take (or don't take).
 - c. Observations – individual responses to warnings vary, but most people will seek some form of confirmation. For example, some people will look for more information through environmental cues, while others will seek to contact other trusted sources.
 - d. Perception of risk/proximity – people tend to make a rapid assessment of the relative safety of their location. If their perception of personal risk is high, people will act quickly. If their perception is low, they may delay acting.
 - e. Length of residency – tourists and newcomers to the area lack knowledge of local hazards and the history of local disasters, so they may react differently.

III. Concept of Operations

A. General – Timely and accurate emergency notifications to the public can prevent or reduce harm. The following principles of effective risk communication govern all alerts and warnings issued by the County:

1. Message clarity – describe the hazard or threat in accessible and direct terms.
2. Indicate intended audience – specify the geographic area or population affected by the alert.
3. Specify actions – tell people what they should do to protect themselves and others. Some examples include evacuating, staying indoors, avoiding a certain area or monitoring news or other information.
4. Acknowledge impacts – specify what damage has occurred or is expected to occur as a result of the incident.
5. Describe the response – let people know what the County and its partners are doing to manage the incident and its impacts.
6. Manage expectations – provide timely updates and “all clear” messages when appropriate to inform the public when it is safe to resume normal activities.

B. Message Format – When a hazard threatens public safety or creates a significant service disruption and an alert needs to be issued to the public, the Incident Commander (IC) of the lead response agency or HCES Director, or designee will determine the message content, geographic area to be covered, timing of message delivery and event duration, and appropriate public warning tools. To the greatest extent practicable, alert notifications should be uniformly categorized using the following format:

1. Category: Geophysical, Meteorological, Security, Rescue, Fire, Health, Environmental, Transportation, Infrastructure, CBRNE, Safety or Other.
2. Location.
3. Brief description of hazard, intended audience and recommended protective actions.
4. Message expiration / hazard duration.

The following table summarizes hazard categories and the lead agency responsible for originating notification to the public and for notifying HCES. Notifications to HCES may come from the lead response Agency, incident commander, public information officer (PIO), and emergency management official or other designated staff.

Category	Description	Agency Authorized to Requesting Public Notification
Geophysical	Land instability, landslides, earthquakes, and similar incidents that require a response from one or more agency	Incident or Unified Command, HC Communications Center, and all Jurisdictions
Meteorological	Extreme temperatures and severe weather conditions such as snow/ice, tornado, wind, lightning, flooding or other conditions observed by or reported to the National Weather Service (NWS).	NWS, Incident or Unified Command, HC Communications Center and all Jurisdictions
Security	Law enforcement, military or homeland security incidents including civil disturbances or serious criminal or terrorist activity.	Law Enforcement Incident Commander
Rescue	Medical incidents, occasionally involving trauma or entrapment, requiring the urgent attention of specialist personnel to avoid death or serious injury.	Law, Fire and/or Haywood County EMS Incident Commander
Fire	Urban and wildland fires, including those resulting either from human activity or natural hazards.	Fire Department, NCFS, NPS, USFS Incident Commander
Health	Human and animal disease outbreaks, epidemics and associated countermeasures including food-borne illnesses, and the suspected airborne spread of microbial pathogens capable of causing illness or distress or any other Health related issue	Haywood County Health and Human Services or Animal Control
Environmental	Threats to groundwater, air or land quality that do not arise from the release of hazardous materials or substances.	Incident or Unified Command with one or more of the following: Local Water, Haywood County Health and Human Services, NC DEQ or the US Coast Guard, NC WRC
Transportation/Infrastructure	Incidents involving the supply of gas or liquid fuels, power production or energy transmission, telecommunications, cable television, Internet or other communication capabilities and disruptions to the supply of drinking water or the removal or treatment of water or wastewater.	Local Public works Department, Haywood County Emergency Operations Center or telecommunications provider, Haywood County Government and Local Towns
CBRNE	Uncontrolled release of a chemical, biological, radiological, nuclear or explosive material capable of causing harm to people, property or the environment, whether in transportation or at a fixed facility. This category includes intentional releases of hazardous substances, suspicious packages or devices, and spills or releases of unknown or unidentified materials.	Unified Command with one or more of the following: Fire, LEO, SBI, HCES, HC Communications Center
Safety	Any incident not described above that threatens the safety or health of the community or the quality of the environment.	Varies.

C. Notifying HCES –

1. Warning is a two-part function: first, learning of the hazard or threat of hazard and second, alerting officials and the public. HCES relies on the lead response Agency(s), Haywood County Emergency Operations Center (HCEOC), or other partner agency to initiate notification to HCES of an emergency. The previous table and organization responsibilities section outlines specific hazards that require notification to the HCES On Call Officer by designated lead Agency staff.
2. Agency representatives should also notify the HCES Duty Officer when a *significant incident* or event occurs that meets any one or more of the following criteria:
 - a) Continuity of Operations Plan (COOP) – Any situation that significantly affects the agencies continuity of operations, i.e., the ability of an agency to meet expectations or deliver essential services.
 - b) Duration – Any non-routine, unplanned incident expected to continue beyond a single operational period (work shift).
 - c) Resources – Any situation that requires resources not provided by routine operational procedures or mutual aid.
 - d) Media Interest – Any incident that attracts significant media attention due to social, cultural, economic, political, technical or legal impacts (on staff or the public).
3. When the HCES Duty Officer receives a notification of a significant incident or event they will log the incident in WebEOC. If the incident requires a coordinated multi-agency response, the HCES Duty Officer –in discussion with the HCES Director – will determine whether to activate one or more Emergency Operations Center (EOC) positions.
 - a) *County Officials and Administration will be notified if/when the activation of the County EOC is necessary or being considered.*
 - b) *Local Town Administration and LEPC Representatives will be notified if/when the activation of the County EOC is necessary or being considered.*
 - c) *Other notifications for officials and personal will occur in accordance to the county EOP.*

D. Communication Tools –

1. **Everbridge** –

- a) Everbridge can initiate SMS text, email and phone calls to residents and businesses within Haywood County and the Towns of Canton, Clyde, Maggie Valley and Waynesville impacted by, or in danger of being impacted by, an emergency or significant incident. The system is preprogrammed with *published* and *unpublished* landline numbers, Voice over Internet Protocol (VoIP) phones and County and Town Employee information from the maintained roster in Everbridge system. However, it cannot contact mobile phones or send emails unless the individual registers the additional contact information at custom web site provided by vendor.
- b) Everbridge activation is accessed through the website custom web site provided by vendor operated by the Everbridge. Its use is limited to urgent incidents that require the public to take action (e.g. evacuate or stay indoors). Messaging that does not require immediate public action should be disseminated via press releases, social media and other Non-Everbridge channels.
- c) Everbridge provides a GIS interface that allows the sender to draw a circle or polygon to define the impacted area and limit notification to that specific area.
- d) The use of Everbridge for Warning the public of Emergency situations requires prior authorization by the Incident Commander of the lead response agency, HCES Officer on duty or elected official. Upon authorization, activation may be initiated by:
 - Haywood County Manager
 - HCES Director
 - HCES Duty Officer
 - HC Emergency Management Coordinator
 - HC Communication Center Supervisor
 - Haywood County Communication Center Shift supervisor
 - County PIO
 - HCSO PIO
 - Town of Canton
 - Town of Clyde
 - Town of Maggie Valley
 - Town of Waynesville
- e) Immediate requests to use Everbridge by an Incident Commander (or their designee) from a fire or law enforcement agency that HC Communications Center dispatches for will be initiated by HCCC On Duty Supervisor in Coordination with the HCES on duty officer. Other requests for an activation of Everbridge within Haywood Counties Jurisdictional Boundaries limits must be coordinated through the HCES Duty Officer

(Excluding Non-Emergent notifications that occur in the Jurisdictional Boundaries of the Towns of Canton, Clyde, Maggie Valley and Waynesville). If another agency has requested the activation of Everbridge, the HCES Duty Officer will immediately notify the HCES Director. HCEOC will notify the HCES Duty Officer of all Everbridge activations request they receive within the County of Haywood.

- f) If a activation of the Everbridge system occurs for Emergency warning notification all Emergency responders will be notified by the HC Communications Center via radio All Call and/ or CadPage

2. **Integrated Public Alert and Warning System (IPAWS)**

IPAWS is a comprehensive federal warning platform developed to reach all the people in the United States. It allows access to the Emergency Alert System and Wireless Emergency Alerts. Access of this system is allowed through a Memorandum of Authority (MOA) between Haywood County Emergency Services and Federal Emergency Management Agency (FEMA). Activation of IPAWS is an automatic trigger point for the opening of the County's Emergency Operations Center.

I. **Emergency Alert System (EAS) –**

- a) Everbridge provides access to EAS for relaying important messages to the public through participating broadcasters. Because of the large geographical area served by EAS, use should be restricted to situations in which *all four* of the following conditions apply:
 - i. The situation is imminent (time is critical).
 - ii. The situation is life threatening to the public.
 - iii. The public must be provided with instructions.
 - iv. Other warning methods would be ineffective.
- b) All requests for an EAS activation must be made to the HCES Duty Officer The message content will be provided and/or verified by the Incident Commander and the HCES Duty Officer.

II. Wireless Emergency Alerts (WEA) –

- a. WEA allows geographically targeted text-like alerts to be delivered directly to WEA-enabled mobile devices. The public does not need to sign up for this service; however, successful notification requires a WEA-enabled mobile device and participation by the wireless provider in WEA.
- b. WEA uses a unique ring tone and vibration to signal that an alert has arrived – this is particularly helpful to people with hearing or vision-related disabilities.
- c. WEA alerts are limited to 90 characters per message typically alerting the recipient of the type of event and recommended protective action (e.g. stays indoors, evacuate). To get more specific information the public will be directed to a website, local news or other source of information via WEA.
- d. WEA alerts are also issued by NOAA's National Weather Service (NWS) for imminent and severe weather conditions (e.g. tornado, blizzard warnings) in or near the city.
- e. WEA is intended to complement the EAS, which sends warnings to broadcast and satellite television and radio in the affected area.

3. Social Media –

- a) The following Facebook social media accounts have been identified though out the county:
 - Haywood County Sheriffs' Office
 - Town of Canton
 - Town of Waynesville
 - Town of Maggie
 - Waynesville Fire Department
 - Waynesville Police Department
- b) Significant Warning Notifications that are issued should also be shared on all applicable Facebook accounts.
- c) As other official Government Social Media accounts come available they will be identified and added the list as a source point of public notification.

4. Unique Local Warning Devices-

- a) Town Of Clyde- Air Siren
 - a. Flooding-
 - i. First activation round of the Siren will occurs if the water is out on Thompson Cove road minor flooding is occurring.
 - ii. Second activation round of the Siren notifies the public that major flooding occurring and a door to door evacuation will follow.
 - b. Tornado – If a tornado warning has been issued the Siren will be activated, this means that a funnel cloud has been spotted and to take shelter.

5. Media Releases –

- a) All media releases will occur initially and through an event through an event via the County PIO or the Jurisdictions having responsibility designees.
- b) The Activation of a Joint Information Center (JIC) will occur at the discretion of the Incident Commander or HCES Director.

6. Door-to-door Notifications –

- a) In the event of a significant or catastrophic telecommunications disruption or the inability to communicate emergency information via means described in this Annex – Law Enforcement and fire agency personnel may disseminate emergency information via roaming loudspeakers in emergency response vehicles or via door-to-door notifications.

IV. Organization and Responsibilities

- A. The Chairman of the Board of County Commissioners and the County Manager are responsible for providing general oversight of the County's emergency management program, including the authorization and appropriation of resources necessary to establish and maintain emergency notification and warning systems. Their leadership ensures the coordinated response of the Towns of Canton, Clyde, Maggie Valley and Waynesville and non-incorporated communities. Partnerships between the County and these Townships and non-incorporated communities help to ensure an effective response to emergencies.
- B. The Local Emergency Planning Committee (LEPC) advises the County concerning emergency management arrangements before, during and after an emergency. This role may include determining the areas targeted for specific warning messages and the notification thresholds for issuing public warnings.
- C. HCES Director reports to the County Manger and coordinates emergency management activities within the County of Haywood and among its regional partners in the public, private and non-profit sectors. HCES department administers the Everbridge portion of the www.haywoodnc.net website, Along

with the HCSO PIO administers the HCSO social media account, and is one of the agencies responsible for initiating alerts to the public through Everbridge, WEA and other systems described in this Annex. The department also maintains the Emergency Operations Center, which helps facilitate coordination among the Towns of Canton, Clyde, Maggie Valley and Waynesville along with other non-incorporated communities and outside agencies in an emergency.

- D. The Haywood County Communication Center (HCCC) serves as the local National Warning System (NAWAS) Primary Warning Point (PWP) – these locations must be staffed 24 hours a day and are responsible for disseminating the warning to local government officials. HC Communications Center will notify the HCES Duty Officer by whatever means necessary if any of the following occur:
1. Significant incidents (described below) attended by Law Enforcement Agency or Fire & Rescue Agency.
 2. Severe weather warnings issued by the National Weather Service, or state and national warnings received over the NAWAS for the County of Haywood.
 3. Requests from an Incident Commander of the lead response agency or elected official to activate EAS, Everbridge or WEA. The HCEOC Supervisor will initiate a Everbridge message after a request to do so by any authorized official.
- E. The Responsible departments in the Towns of Canton, Clyde, Maggie Valley and Waynesville will notify the Haywood County Communications Center and any regulatory agency of the occurrence of any of the following incidents:
1. The release of a hazardous material at a wastewater treatment plant.
 2. Any release of sewage to ground or water that threatens public health.
 3. Extended disruption of wastewater treatment services when the duration of the disruption is unknown or undetermined.
 4. Possible or imminent failure of a dam or reservoir.
 5. Actual, threatened or suspected contamination of the drinking water supply.
 6. Water main, tank or tower breaks that obstruct primary streets or arterial routes.
 7. Water main, tank or tower breaks that disrupt the supply of drinking water to critical facilities.
 8. Water main, tank or tower breaks that disrupt the supply of drinking

- F. Local Fire & Rescue has identified significant incidents that Are part of the HCEM response plan. HC Communication Center is responsible for notifying the HCES Duty officer. These incidents include the following:
1. Fires the have 5 or more departments operating on scene.
 2. Hazmat incidents that requires the use of the EAS or Everbridge to notify the public whether to evacuate or shelter-in-place.
 3. Mass casualty / mass fatality incidents.
 4. Other incidents that may affect large parts of the city.
- G. The HC Communications Center will notify the HCES Duty Officer any time a High Priority severe weather notice has been issued (I.e. Tornado, Flash Flood Warning, Landslides, ect). HCES Duty officer will monitor weather conditions and alert Haywood County Health and Human Services anytime weather conditions meet the criteria for determining a severe weather alert and the corresponding opening of Emergency Shelter.
- H. Law Enforcement Agencies has identified significant incidents that Are part of the HCEM response plan. HC Communication Center is responsible for notifying the HCES Duty officer. These incidents include the following:
1. Any situation involving hostages or an active shooter.
 2. Civil disturbances or terrorist activity.
- I. Incident Commanders may notify the HCES Duty Officer when an incident poses an unusual or extreme risk to public health or safety requiring coordination among response agencies or the assistance of agencies beyond the scope of routine mutual aid.

The following table summarizes hazardous incidents and the corresponding public warning system that will likely be used for disseminating information to the public.

	Everbridge / Authorized by ¹		IPAWS EAS / WEA Authorized by*	
Boil Water Notice	✓	Local Municipalities	X	X
Civil Unrest	✓	Law Enforcement	✓	HCES
Debris Flow (major)	✓	Local IC or Jurisdiction, HCES	✓	HCES
Earthquake (post incident information)	X	X	✓	HCES
Evacuation (large scale)	X	X	✓	HCES
Flood Watch Flood Warning	X	X	X	X
Dam Failure	✓	Local IC or Jurisdiction, HCES	✓	HCES
Hazardous Material Spill (any requiring evacuation or shelter in place)	✓	Local IC or Jurisdiction, HCES	✓	HCES
Infrastructure Road Closures Power Outages	✓	Local IC or Jurisdiction	X	X
Public Health Emergency	✓	Local IC or Jurisdiction, HCES	✓	HCES
Severe Weather (flash flood, wind, heat)	✓	Local IC or Jurisdiction, HCES	✓	NOAA/NWS
Sewage Releases	✓	Local Town or Jurisdiction	X	X
Space Weather (major solar activity)	X	X	✓	NOAA/NWS

¹ Assumes scale or timing of incident merits use of Everbridge.

* Instead of an activation of the EAS, broadcasters may be asked to display crawling tickers at the bottom of their broadcast feeds.

	Everbridge / Authorized by ¹		IPAWS EAS / WEA Authorized by*	
Structural Collapse	✓	Local IC or Jurisdiction, HCES	X	X
Terrorism / Cyber-attack (confirmed incident)	X	X	State and/or Federal	
Tornado Warning	X	X	✓	NOAA/NWS
Water Main, Tank or Tower Break	✓	Local Town or Jurisdiction	X	X
Wild land Fire	✓	HCES	✓	HCES
Winter Weather (snow/ice)	✓	Local Town or Jurisdiction	✓	NOAA/NWS

Haywood County Emergency Alert and Warning Process

Quick Reference

Incident Occurs

- Incident Commander Identifys
- Potential Loss of life.
- Potential Loss of Property.
- Need for Incident stabilization .

Public Alert and Warning Notification requested

- Incident commander request activation through 911 center.

911 Center contacts ES or EM On-Call for Authorization

- 911 center and On-call Officer verify, confirms and send message content.

ES or EM On-Call Contacts ES Director

- ES Director Coordinates with County or Town Administrator
- Determines the need for EOC Activation.

County or Agency PIO Activated

- PIO will coordinate with all agencies and other PIO's involved.
- PIO's will format and release all further Public information and alerts.

Sample Template

Disasterville Template for Emergency Alert System Message

Immediate Evacuation Order (EVI)

Replace all bracketed text below

(Headline field)

Immediate Evacuation Ordered for [geographic description of area to be evacuated]

(Description field)

Effective immediately, and extending until [further notice or expiration time], the Mayor of Disaster-ville has issued an evacuation order for all persons living, working, or travelling in the vicinity of [geographic description of area to be evacuated]. This area is at immediate risk from [brief description of the hazardous conditions].

(Instruction field)

To protect yourself and your family from this dangerous situation, the following actions are strongly urged:

*Leave your home or workplace immediately for a safe destination outside the hazard area via [specify recommended route(s) of travel].

*Take only pets and essential items such as medications with you.

[*Instruction related to school children if applicable, e.g. Do not pick up your children from school. They are being evacuated by school officials.]

A shelter operated by [organization, e.g. the Red Cross] is available at [address of public shelter]. If you need evacuation assistance, call 555-9999.

Do not call 9 1 1 unless you have a serious personal emergency. For further information, tune to radio station KKKK.

- Shelter in Place Warning (SPW): This event name/code may be appropriate for hazardous materials, radiological, law enforcement, or other types of events; however it is more effective if your community has been educated as to its meaning in advance.

V. Plan Development, Maintenance, and Review

- A. Ownership – The HCES Director is accountable for overall plan development, maintenance and approval. The Deputy Director of Administration will be responsible for vetting and coordination of this Annex with stakeholders and the community. If any major modifications to this plan are made then it will need to be approved by the Local Emergency Planning Committee and the Towns of Canton, Clyde, Waynesville and Maggie Valley and County Commissioners.
- B. Periodic Review – This Annex will be reviewed and revised (as necessary) following EAS or WEA activations, but no less than every year.
- C. Consultation – Changes to this Annex will be reviewed by the HCES Deputy Director of Administration, LEPC and Adopted by each body of Government

VI. Authorities and References

A. Statutes –

- 1. NC GS 166 A. – Emergency Management Act

B. Ordinances –

- 1. Haywood County Ordinance – Chapter 31 Emergency Management

C. Plans and Procedures

- 1. Haywood County Emergency Operations Plan (EOP)
- 2. Haywood County EM Response Plan
- 3. HCEOC Standard Operating Procedures
- 4. Haywood County Everbridge Emergency Launch Instructions

D. Other Documents

- 1. Wireless Emergency Alerts, Federal Communications Commission
- 2. Emergency Alert System, Public Safety and Homeland Security Bureau, Federal Communications Commission
- 3. Integrated Public Alert and Warning System, Federal Emergency Management Agency

Greg Shuping	Chairperson, Haywood County Local Emergency Planning Committee	DATE
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Joey Webb Sr. Vice Chairperson, Haywood County Local Emergency Planning Committee	DATE
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TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION

Meeting Date: June 13, 2017

SUBJECT: An examination and testing of the Town's retirement data under the Local Government Retirement System as required by the State of North Carolina Office of the State Auditor

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 5-C
Department: Finance
Contact: Eddie Caldwell, Finance Director
Presenter: Eddie Caldwell, Finance Director

BRIEF SUMMARY: "As you are aware, we are now in our third year of reporting pensions as required by GASB Statement 68." "One of the many challenges presented by this standard as well as GASB Statement 67 is auditing the data that is used to calculate the net pension liability, pension expense, and the related deferred inflows and outflows of resources, and apportioning that data to the employer participants in the plan." "The AICPA, in its whitepaper Single-Employer and Cost-Sharing Multiple-Employer Plans: Issues Associated with Testing Census Data in an Audit of Financial Statements, discusses the various aspects of auditing census data and why it is important to both the plan and the employer participants." "One such discussion is how the plan auditor, using a risk-based approach can rely on testing done by the auditor of a sample of employer participants." "The Office of State Auditor (OSA), in its role as the auditor for the State CAFR, which includes the LGERS plan, decided upon implementation of the GASB Standards 67 and 68 to use this approach to provide assurance that the census data used to produce the net pension liability and the pension expense data is materially accurate." "As a result, OSA has selected a sample of 60 employer participants from both LGERS and TSERS." "The independent auditors for these 60 entities are being asked to provide attestation to both OSA and the Department of State Treasurer that certain census data is materially correct for the unit being audited." The Town Waynesville has been selected as part of the sample of 60.

This is a one time special engagement that I have asked our auditors Ray, Bumgarner, Kingshill, and Associates to submit an engagement letter for completing an examination of the census data and the related underlying payroll records of the Town of Waynesville under the attestation standards established by the American Institute of Certified Public Accountants and as requested by the State of North Carolina Office of the State Auditor and the Department of the State Treasurer..

The fees for this examination will be based on the actual time spent at their standard hourly rates of \$95.00 per hour, plus travel and other out of pocket costs such as report production, typing, postage, etc.

My estimate is that this examination and report will cost between \$3,500 and \$4,500.

MOTION FOR CONSIDERATION: 1) To approve *the engagement proposal and authorize the Mayor Pro Tem to sign the engagement letter to examine the employee census data and related underlying payroll records of the Town of Waynesville for the year ended December 31, 2016.*

FUNDING SOURCE/IMPACT:

ATTACHMENTS:

- Engagement Letter
- Email dated February 16, 2017 from Sharon Edmundson, Director Fiscal Management Section
- Letter dated May 10, 2017 from State of North Carolina Office of State Auditor

MANAGER'S COMMENTS AND RECOMMENDATIONS: Approve as presented.

May 25, 2017

Board of Aldermen and Management
Town of Waynesville
Waynesville, North Carolina

We are pleased to confirm our understanding of the services we are to provide for Town of Waynesville.

We will examine the employee census data and related underlying payroll records of Town of Waynesville for the year ended December 31, 2016 to (1) determine that the employee census data provided to the Local Government Employees Retirement System is complete and accurate based on the criteria set by the Retirement Systems handbook revised January 2016; and (2) to express an opinion as to whether the employee census data for the year ended December 31, 2016 is presented complete and accurate based on the criteria set by the Retirement System's Handbook revised January 2016, in all material respects.

Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Accordingly, it will include examining, on a test basis, your records and other procedures to obtain evidence necessary to enable us to express our opinion. We will issue a written report upon completion of our examination. Our report will be addressed the Board of Aldermen and Management of the Town of Waynesville. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or may withdraw from this engagement.

Because of the inherent limitations of an examination engagement, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected, even though the examination is properly planned and performed in accordance with the attestation standards.

Our report is intended solely for the information and use of the Town of Waynesville's management, the North Carolina Department of State Treasurer, and the North Carolina Office of the State Auditor and is not intended to be and should not be used by anyone other than these specified parties.

We will plan and perform the examination to obtain reasonable assurance about whether the employee census data provided to the Local Government Employees Retirement System is complete and accurate based on the criteria set by the Retirement Systems handbook revised January 2016. Our engagement will not include a detailed inspection of every transaction and cannot be relied on to disclose all material errors, or known and suspected fraud or noncompliance with laws or regulations, or internal control deficiencies, that may exist. However, we will inform you of any known and suspected fraud and noncompliance with laws or regulations, internal control deficiencies identified during the engagement, and uncorrected misstatements that come to our attention unless clearly trivial.

We understand that you will provide us with the information required for our examination and that you are responsible for the accuracy and completeness of that information. We may advise you about appropriate criteria, but the responsibility for the subject matter remains with you.

You are responsible for ensuring the employee census data provided to the Local Government Employees Retirement System is complete and accurate based on the criteria set by the Retirement Systems handbook revised January 2016; and for determining the Town of Waynesville is in compliance with the criteria set by the Retirement Systems Handbook revised in 2016. You are responsible for, and agree to provide us with, a written assertion about whether the employee census data provided to the Local Government Employees Retirement System is complete and accurate based on the criteria set by the Retirement Systems handbook revised January 2016. Failure to provide such an assertion will result in our withdrawal from the engagement. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the measurement, evaluation, or disclosure of the subject matter; (2) additional information that we may request for the purpose of the examination; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence.

At the conclusion of the engagement, you agree to provide us with certain written representations in the form of a representation letter.

Nancy Lux, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We plan to begin our procedures on approximately June 1, 2017. Our fees for these services will be based on the actual time spent at our standard hourly rates of \$95 per hour, plus travel and other out-of-pocket costs such as report production, typing, postage, etc. Our invoices for these fees will be rendered as work progresses and are payable upon presentation. We anticipate cooperation from your personnel and assume that unexpected circumstances will not be encountered during the engagement. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree

with the terms of our engagement as described in this letter, please sign the enclosed copy of this letter and return it to us.

Very truly yours,


Ray, Bumgarner, Kingshill & Assoc. P.A.

Ray, Bumgarner, Kingshill & Assoc., P.A.
Certified Public Accountants

This letter correctly sets forth the understanding of the Town of Waynesville.

Signature: _____

Title: _____

Date: _____

Eddie Caldwell

From: Sharon Edmundson <Sharon.Edmundson@nctreasurer.com>
Sent: Thursday, February 16, 2017 4:46 PM
To: Sharon Edmundson
Cc: Preeta Nayak; Amy Senogles (Amy_Senogles@ncauditor.net)
Subject: LGERS and TSERS Census Testing Sample Selection for 2017
Attachments: Census Data Memo Feb 2017.pdf; Additional Info Pension Attest 2017.pdf; LIST OF LGERS TSERS ER.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Colleagues,

As you are aware, we are now in our third year of reporting pensions as required by GASB Statement 68. One of the many challenges presented by this standard as well as GASB Statement 67 is auditing the data that is used to calculate the net pension liability, pension expense, the related deferred inflows and outflows of resources, and apportioning that data to the employer participants in the plan. The AICPA, in its whitepaper *Single-Employer and Cost-Sharing Multiple-Employer Plans: Issues Associated with Testing Census Data in an Audit of Financial Statements*, discusses the various aspects of auditing census data and why it is important to both the plan and the employer participants. One such discussion is how the plan auditor, using a risk-based approach, can rely on testing done by the auditor of a sample of employer participants. The Office of State Auditor (OSA), in its role as the auditor for the State CAFR, which includes the LGERS plan, decided upon implementation of GASB Standards 67 and 68 to use this approach to provide assurance that the census data used to produce the net pension liability and the pension expense data is materially accurate. Likewise, the LGERS Plan itself has the responsibility to ensure that census data is materially correct so that it can have comfort that the actuary that is performing the net pension liability, pension expense, and deferrals calculation, is basing those calculations on materially correct data. Therefore, The Department of State Treasurer (DST) likewise decided to use this same approach to provide assurance to the Plan that the data is materially correct.

As a result, OSA has selected a sample of 60 employer participants from both LGERS and TSERS. You are receiving this email because your unit or your client has been selected as part of the sample of 60. The independent auditors for these 60 entities will be asked to provide attestation to both OSA and DST that certain census data is materially correct for the unit being audited. This will be an attest engagement for which a separate engagement document will be needed. Without this testing, OSA would be unable to issue its attest document and accompany schedules of the percentage of net pension liability, expense, and the related deferrals that will be allocated to each member employer.

PLEASE NOTE: We are sending this email to the auditor of record using the 2016 audit information. Units, if you have changed auditors please let your new auditor know you have been selected. Auditors, if you have new clients that are members of LGERS or TSERS please ask them if they have been selected or refer to the sample list that is included in this email.

Attached to this email are two documents with more specific information about the process. A third document is the list of employers that were selected.

We encourage you, if you have not already done so, to read the above reference white paper issued by the AICPA. You can find the paper here:

http://www.aicpa.org/interestareas/governmentauditquality/resources/gasbmatters/downloadabledocuments/aicpaslgep_cs_census_data_whitepaper.pdf

If you have any questions about this process please contact me at (919) 814-4289 or via email at Sharon.edmundson@nctreasurer.com or Preeta Nayak at (919) 814-4291 or via email at Preeta.nayak@nctreasurer.com

Sharon Edmundson, MPA, CPA
Director, Fiscal Management Section
State and Local Government Finance Division
Phone:(919) 814-4289
Fax:(919) 855-5812

North Carolina 
Department of State Treasurer
Dale R. Folwell, CPA
State Treasurer of North Carolina

3200 Atlantic Avenue, Raleigh, NC 27604
www.NCTreasurer.com



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IMPORTANT: When sending confidential or sensitive information, encryption should be used.

2017 LGERS ATTEST SAMPLE
EMPLOYER PARTICIPANTS
2/17/2017

Ahoskie
Anson County
Beaufort
Belmont
Chatham County
Concord
Cumberland County
Dare County
Davidson County
Duplin County
Fayetteville
Forest City
Forsyth County
Garner
Greensboro
Greenville Housing Authority
Henderson County
Hoke County
Holden Beach
Holly Springs
Johnston County
Knightdale
Lenoir
Lincoln County
Madison
Mebane
Mecklenburg County
Mocksville
Monroe
North Topsail Beach
Pamlico County
Pineville
Raleigh
Rutherfordton
Smoky Mountain MHC
Summerfield Fire District
Swain County
Waynesville
Weaverville
Weldon
Whiteville

2017 TSERS ATTEST SAMPLE
EMPLOYER PARTICIPANTS
2/17/2017

Asheboro City Schools
Buncombe County Schools
Camden County Schools
Catawba County Schools
Chapel Hill - Carrboro City Schools
Charlotte-Mecklenburg County Schools
Chatham County Schools
Davidson County Community College
Gaston College (Community)
Guilford County Schools
Highway - Administrative
Johnston County Schools
Johnston Technical College
Lexington City Schools
Nash-Rocky Mount Schools
North Carolina Education Lottery
Pitt Community College
Rowan-Salisbury School System
Yadkin County Schools

STATE OF NORTH CAROLINA
Office of the State Auditor



Beth A. Wood, CPA
State Auditor

2 S. Salisbury Street
20601 Mail Service Center
Raleigh, NC 27699-0600
Telephone: (919) 807-7500
Fax: (919) 807-7647
<http://www.ncauditor.net>

To: Certified Public Accounting Firms

From: Katina Bell, CPA, Financial Audit Director *KBB*

Date: May 10, 2017

Re: Testing of Census Data for Cost-Sharing Multiple-Employer Defined Benefit Pension Plans

The Governmental Accounting Standards Board (GASB) issued statements related to pensions (i.e., GASB Statements No. 67, 68, 71, 73, 78, and 82). As you are aware, these standards change the reporting requirements for most pension plans (plan) including the Teachers' and State Employees' Retirement System (TSERS) and the Local Government Employees' Retirement System (LGERS) plans.

The AICPA State and Local Government Expert Panel (SLGEP) has issued a Pension Whitepaper Series that includes non-authoritative guidance related to these new pension standards. In February 2014, the AICPA SLGEP issued the whitepaper titled "Single-Employer and Cost-Sharing Multiple-Employer Plans: Issues Associated with Testing Census Data in an Audit of Financial Statements." The whitepaper discusses the plan auditor's responsibility related to the census data provided by employers to the plan. The Office of the State Auditor (OSA) audits pension plans included in the State's Comprehensive Annual Financial Report (CAFR) in order to issue an opinion on the State's financial statements and as such is the plan auditor for the above mentioned plans.

North Carolina's local governments financial statements are audited annually by independent CPAs, therefore the local auditors are the employer auditors as referred to in the new pension standards. Implementation of these new standards will require coordination between the plan and employer auditors.

Because the local auditors are performing the employer financial statement audit, we believe it would be more efficient to have these auditors provide assistance in performing audit procedures related to census data at the local level for the current fiscal year ending June 30, 2017.

An essential part of the implementation process for GASB Statements No. 67 and 68 is the testing of the pension census data at the employer participant level. We have selected a sample of employer participants in both the TSERS and the LGERS. You are receiving this notification because your client has been selected. We are requesting that you conduct an examination engagement in accordance with AT-C sections 105 and 205. The engagement

should be designed to obtain reasonable assurance that the completeness and accuracy of the census data is free from material misstatement as reported to the State Treasurer for the calendar year ended December 31, 2016 (measurement date). The results should be provided to us in the form of an attestation opinion that we will use as substantive evidence to support our audit opinion on the pension plans. An example opinion is attached (see Attachment A). The results are due to the Office of State Auditor by October 13, 2017.

Assurance about whether the completeness and accuracy of the census data is free from material misstatement must be obtained. It not only impacts the State Auditor's opinion on the plans' financial statements but could impact the State Auditor's opinion on the pension employer allocation schedules. The allocation schedules are necessary to record the pension liability on the employers' statements for the fiscal year ending June 30, 2018. Local government auditors will rely on the State Auditor's opinion for the allocation schedules. Thus, the local government auditors' (local auditors) opinion on participant employers' financial statements could be impacted.

The AICPA's whitepaper "Single-Employer and Cost-Sharing Multiple-Employer Plans: Issues Associated with Testing Census Data in an Audit of Financial Statements" provides guidance on procedures that should be performed at both the plan and the participant employers to assure the underlying census data for certain financial statement elements of the plan are materially correct. To assist local auditors in determining the objectives and procedures, we have also provided some suggested guidance (see Attachment B). The attached is not intended to be all-inclusive or a listing of required procedures. Local auditors will need to exercise professional judgment in determining the most appropriate and cost effective procedures given the environment or circumstance, and requirements of the standards contained in **AT-C sections 105 and 205**. Therefore, the auditor should not consider the attached guidance to be a "safe harbor" for identifying the audit procedures to be applied.

Attachments (2)

Attachment A

The following is a standard examination report (example 4 from AT-C section 205). This report pertains to subject matter for which the criteria are suitable, but available only to specified parties; therefore use of the report is restricted to the specified parties who either participated in the establishment of the criteria or can be presumed to have an adequate understanding of the criteria. A written assertion must be obtained from the responsible party.

All data in blue font should be updated accordingly

Independent Accountant's Report

[Appropriate Addressee]

We have examined the employee census data and related underlying payroll records of XYZ Government for the year ended December 31, 20XX to determine that the employee census data provided to the {Teachers' and State Employees' Retirement System or Local Governmental Employees' Retirement System} is complete and accurate based on the criteria set by the Retirement System's Handbook revised January 2015. XYZ Government's management is responsible for the employee census data provided to the retirement system. Our responsibility is to express an opinion on the employee census data based on our examination. 2016

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the employee census data is complete and accurate in accordance with the criteria set by the Retirement System's Handbook revised January 2015 in all material respects. An examination involves performing procedures to obtain evidence about the completeness and accuracy of the employee census data. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material misstatement of the employee census data, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion. 2016

[Include a description of significant inherent limitations, if any, associated with the measurement or evaluation of the subject matter against the criteria.]

[Additional paragraph(s) may be added to emphasize certain matters relating to the attest engagement or the assertion.]

In our opinion, the employee census data for the year ended December 31, 20XX referred to above, is presented complete and accurate based on the criteria set by the Retirement System's Handbook revised January 2015 in all material respects. 2016

This report is intended solely for the information and use of XYZ Government's management, the North Carolina Department of State Treasurer, and the North Carolina Office of the State Auditor and is not intended to be and should not be used by anyone other than these specified parties.

[Signature]

[City & State]

[Date]

Attachment B

I. Introduction

The State Auditor's Office has prepared this document to provide **suggested guidance** on the objectives and procedures **that may be utilized** for this attestation service. **It is not intended to be all-inclusive or a listing of required procedures.** Auditors will **need to exercise judgment** in determining the most appropriate and cost effective procedures given the environment or circumstance and must ensure their procedures are in accordance with the attestation standards for examination engagements at **AT-C sections 105 and 205**. In other words, auditor judgment will be necessary to determine whether the suggested audit procedures are sufficient to achieve the audit objectives or whether alternative audit procedures are needed. Therefore, the auditor should **not consider this guidance to be a "safe harbor"** for identifying the audit procedures to apply in a particular engagement.

The auditor should develop a plan that includes the following:

- The nature, timing and extent of planned risk assessment procedures
- The nature, timing and extent of planned further audit procedures
- Other planned procedures that are required to be carried out so that the engagement complies with the attestation standards.

An important part of the auditor's risk assessment procedures is to obtain an understanding of the internal control process in place and evaluate its effectiveness in order to assess risks. In examining internal control, auditors will seek to determine whether the employer has established effective procedures to reduce the chance of errors or fraud. This includes evaluating the design of those controls relevant to the subject matter and determining whether they have been implemented by performing procedures in addition to inquiry of the personnel responsible.

In developing an audit strategy, the auditor should design further audit procedures whose nature, timing, and extent are based on, and responsive to, the assessed risks of material misstatement. Further audit procedures include, but are not limited to, tests of controls, analytical procedures, tests of details, and sampling. If test results indicate that controls are effective, the auditor may be able to reduce the level of substantive tests to be performed as a basis for the opinion. It may be more efficient for the auditor to take a control based approach to testing census data and the underlying payroll records of the employer when management has effective processes and controls over the census data.

II. Overall Engagement Objective

To verify that the employee census data (or participant data) reported by employers to the Department of State Treasurer's Retirement Systems Division for the calendar year based on the criteria set by the Retirement System's Handbook revised January 2015 is complete and accurate in all material respects.

2014

III. Suggested Control Objectives and Procedures

Each employer has access to the data files they have loaded/provided the State Treasurer. Thus the employer should be able to access the Online Retirement Benefits through Integrated Technology (ORBIT) system and provide the auditor with a copy of

the employee data they reported. Guidance for employers regarding ORBIT information and reporting is available on the Department of State Treasurer website at:

<https://www.nctreasurer.com/Retirement-and-Savings/For-Government-Employers/Pages/Payroll-and-Reporting-in-ORBIT.aspx>

In addition, employers have access to view individual participant data that is recorded in the ORBIT system.

Note: ORBIT is a system maintained by the Department of State Treasurer that grants employers, employees and retirees online access to retirement accounts and transactions. Each employer is responsible for:

- 1) Enrolling all new eligible members into the Retirement System by introducing Employee Self Service to all new members.*
 - 2) Submitting the required Employee and Employer contributions monthly along with the monthly ORBIT payroll report.*
 - 3) Certifying employee termination information on the monthly ORBIT payroll report.*
 - 4) Reporting retirees who return to work as State Retirees Subject to Restrictions (STRS) or Local Retirees Subject to Restrictions (LOCRS) on the monthly ORBIT payroll report.*
- 1) **Audit Objective** – Determine that employers include all eligible employees in the monthly data submitted to the State Treasurer (completeness/no eligible employee is prevented from enrolling in the plan).

Suggested Audit Procedures – Internal Control

- Obtain and review plan documents to understand the official rules and regulations of the retirement system (Plan) regarding eligibility.
- Obtain an understanding of the processes and controls used by the employer to support the completeness of eligible employees reported to the State Treasurer.
- Evaluate the design of those controls relevant to ensuring that all eligible employees are included and verify that those controls have been implemented.

Suggested Audit Procedures – Substantive

The nature, timing, and extent of substantive procedures to be performed on the census data and the underlying payroll records **will depend on the assessed risk** of material misstatement and whether management has effective processes in place.

- Select a sample of employees reported to the retirement system. Verify that those reported in the Online Retirement Benefits through Integrated Technology (ORBIT) are eligible per the system requirements.
- Select a sample of employees who are not reported in ORBIT. Examine selected participants employment records (including personnel files and support for hours worked during the plan year) to determine whether they have been erroneously excluded from the plan.

Note: Consider the risk that the employer is treating an employee as a contract worker vs. a full-time, eligible employee.

- Compare employer current year participant data submitted to the State Treasurer to underlying payroll records and the prior year participant data file. Review comparison and/or scan the files for any unexpected differences.

Note: Auditor may consider significant changes or obvious errors in employees, hours worked, pay, age, gender, etc. as an unexpected difference. For example, the auditor may consider scanning for large variance between the prior and current year and between the payroll records vs ORBIT data file.

- 2) Audit Objective** – Determine whether all employees being reported to the State Treasurer are eligible to participate in the pension plan.

Suggested Audit Procedures – Internal Control

- Obtain and review plan documents to understand the official rules and regulations of the Plan regarding eligibility.
- Obtain an understanding of the processes and controls used by the employer to determine whether employees are eligible to participate in the pension plan.
- Evaluate the design of those controls relevant to ensuring all reported employees were eligible to participate in the plan and verify that those controls have been implemented.

Note: It is the employer's responsibility to determine whether their employees are eligible to participate in the retirement system.

Suggested Audit Procedures – Substantive

The nature, timing, and extent of substantive procedures to be performed on the census data and the underlying payroll records **will depend on the assessed risk** of material misstatement and whether management has effective processes in place.

- Select a sample of active, disabled, and terminated participants reported in ORBIT. Examine selected participants' employment records (including personnel files and support for hours worked during the plan year) to determine whether employees have been appropriately included in the plan.

Note: Auditor may also need to review support of hours worked during the Plan year. For example: The Local Governmental Employees' Retirement System allows employees to participate if they are employed by a participating unit in a regular position that requires 1,000 hours or more of service per year. Similarly, the Teachers' and State Employees' Retirement System requires permanent employees to work at least 30 hours per week for nine months per year.

- Compare employer current year participant data submitted to the State Treasurer to underlying payroll records and/or the prior year participant data file. Review comparison and/or scan the files for any unexpected differences.

Note: Auditor may consider significant changes or obvious errors in employees, hours worked, pay, age, gender, etc. as an unexpected difference. For example, an unexpected difference may be significant increase or decrease in the number of eligible or ineligible employees.

- 3) Audit Objective** – Determine whether the compensation reported to the pension plan is accurate and eligible to be counted as a basis for retirement benefits.

Suggested Audit Procedures – Internal Control

- Obtain and review plan documents to understand the official rules and regulations of the Plan regarding eligible retirement compensation.
- Obtain an understanding of the processes and controls used by the employer to determine whether employee compensation reported to the pension plan is accurate and eligible to be counted as a basis for retirement benefits.
- Evaluate the design of those controls relevant to ensuring whether the compensation reported to the pension plan is accurate and eligible to be counted as a basis for retirement benefits based on the criteria set by the Retirement System's Handbook, and verify that the controls have been implemented.

Suggested Audit Procedures – Substantive

The nature, timing, and extent of substantive procedures to be performed on the census data and the underlying payroll records **will depend on the assessed risk** of material misstatement and whether management has effective processes in place.

- For selected pay periods or the entire year, select a sample of employees and agree (or recalculate) the compensation (total gross pay) reported to the State Treasurer as follows:
 - a) If the employee is on salary, agree the pay rate to the appropriate supporting employee/HR records.
 - b) If the employee is paid on an hourly basis, agree wage rates to the appropriate supporting employee/HR records. Also, for a selected time period trace and agree time cards to appropriate supporting documentation.
- Select a sample of terminated employees. Examine payroll records to ensure final payments were eligible to be counted as a basis for retirement benefits.

Note: Final payment for unused vacation leave and/or prorated longevity may be counted as a basis for retirement benefits. However, final payments for unused sick leave or reimbursements for expenses should not be included as a basis for retirement benefits.

- Select a sample of employees. Scan his/her monthly salary information reported in ORBIT to determine whether there are significant or unusual pay spikes.
- Compare employer current year participant data submitted to the State Treasurer to underlying payroll records and/or the prior year participant data file. Review comparison and/or scan the files for any unexpected differences.

Note: Auditor may consider significant changes or obvious errors in employees, hours worked, pay, age, gender, etc. as an unexpected difference. For example, an unexpected difference may be significant increase or decrease in the reported compensation amount from prior to current year or between the underlying payroll records in comparison to what was reported in ORBIT.

- 4) **Audit Objective** – Determine whether employee demographic data (specifically gender and birth date) reported to the pension plan is accurate.

Suggested Audit Procedures – Internal Control

- Obtain an understanding of the processes and controls used by the employer to determine whether employee demographic data reported to the pension plan is accurate.
- Evaluate the design of those controls relevant to ensure employee demographic data is recorded and reported accurately, and verify that those controls are in place.

Suggested Audit Procedures – Substantive

The nature, timing, and extent of substantive procedures to be performed on the census data and the underlying payroll records will depend on the assessed risk of material misstatement and whether management has effective processes in place.

- Select a sample of employees. Agree demographic data reported in ORBIT to the personnel files.
- Reconcile aggregate data, such as number of employees and covered compensation, per the employer records/payroll reports to amounts shown in ORBIT.
- Compare employer current year participant data submitted to the State Treasurer to underlying payroll records and/or the prior year participant data file. Review comparison and/or scan the files for any unexpected differences.

Note: Auditor may consider significant changes or obvious errors in employees, hours worked, pay, age, gender, etc. as an unexpected difference. For example, the auditor may consider scanning for blank fields for birth dates, gender, etc., birth dates entered as "99/99/9999"; or birth dates indicating a age that is too old or too young for reasonable employment.

Source of Governing Requirements

AICPA AT-C Section 105 – Concepts Common to All Attestation Engagements

AICPA AT-C Section 205 – Examination Engagements

The defined benefit public employee retirement plans administered by the State were established by the following general statutes:

- *Teachers' and State Employees' Retirement System – NC General Statute 135 Article 1*
- *Local Governmental Employees' Retirement System – NC General Statute 128 Article 3*

In addition, the State Treasurer has issued the following guidance documents:

- *Teachers' and State Employees' Retirement System Employer Manual Revised January 2016*
- *Local Governmental Employees' Retirement System Employer Manual Revised January 2016*

Note: You can view the North Carolina Retirement Systems' Retirement Handbooks at www.nctreasurer.com → Retirement & Savings → Government Employers → Manuals & Newsletters

<https://www.nctreasurer.com/Retirement-and-Savings/For-Government-Employers/Pages/Employer-Manuals.aspx>

A copy of the AICPA SLGEP Pension Whitepaper Series, Governmental Employer Participation in Cost-Sharing Multiple-Employer Plans: Issues Related to Information for Employer Reporting, issued February 2014, can be found at: http://www.aicpa.org/interestareas/governmentalauditquality/resources/gasbmatters/downloadabledocuments/aicpaslgpep_cs_census_data_whitepaper.pdf

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: June 14, 2017

SUBJECT: Amendment #6 to the 2016-2017 Budget Ordinance and Amendment #2 to the Renovations and Repairs to the Public Building Project Ordinance

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 6-C
Department: Water, Sewer, and Electric Departments and Capital Project Funds
(Public Works & Public Buildings)
Contact: Eddie Caldwell, Finance Director.
Presenter: Eddie Caldwell, Finance Director

BRIEF SUMMARY: The Public Works Building Improvements Project Ordinance was established and adopted by the Board on the 28th day of June 2016. The costs of this capital project fund were budgeted to be funded from loan proceeds \$1,265,000 and transfers from other funds \$400,000.

Amendment #6 to the 2016-2017 Budget Ordinance will allow the transfers to be completed from the Water, Sewer and Electric Funds to the Public Works Building Improvements Capital Project Fund.

The transfer will be as follows: Water Fund \$50,760, Sewer Fund \$50,760 and Electric Fund \$50,761.

Amendment #2 to the Renovation and Repairs to Public Building Project Ordinance will allow the close out of the Renovations and Repairs to Public Building Capital Project Fund and transfer the unspent funds to the Public Works Building Improvements Capital Projects Fund.

This transfer will be \$247,719.

MOTIONS FOR CONSIDERATION: To approve Amendment No. 6 to the 2016-2017 Budget Ordinance.

To approve Amendment No 2 to the Renovations and Repairs to the Public Building Project Ordinance.

FUNDING SOURCE/IMPACT:

Funding for the Water, Sewer and Electric Funds transfers will come from savings or fund balances of the respected funds. And the funding from the Renovations and Repairs to the Public Building Capital Project fund will come from unspent funds of the respected capital project budget.

ATTACHMENTS:

- Amendment No. 6 to the 2016-2017 Budget Ordinance
- Amendment #2 to the Renovations and Repairs to the Public Building Project Ordinance

MANAGER'S COMMENTS AND RECOMMENDATIONS: Approve as presented.

Amendment No. 6 to The 2016-2017 Budget Ordinance

WHEREAS, the Board of Aldermen of the Town of Waynesville, wishes to amend the 2016-2017 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville that the 2016-2017 Budget Ordinance be amended as follows:

Water Fund:

Increase the following revenues:

Other Financing Sources	
Fund Balance Appropriation 613900-493992	\$50,760
	<hr/>
Total Water Fund revenue increase	\$50,760

Increase the following appropriations:

Operating Transfers	
Transfer to Public Works	
Building Improvements	
Capital Projects Fund 619800-599230	\$50,760

(Complete the transfer to the Capital Projects Fund as per the Public Works Building Improvements Project Ordinance adopted by the board on the 28th day of June 2016.)

Total Water Fund appropriation increase	\$50,760
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Sewer Fund:

Increase the following revenues:

Other Financing Sources	
Fund Balance Appropriation 623900-493992	\$50,760
	<hr/>
Total Sewer Fund revenue increase	\$50,760

Increase the following appropriations:

Operating Transfer	
Transfer to Public Works	
Building Improvements	
Capital Projects Fund 629800-599230	\$50,760

(Complete the transfer to the Capital Projects Fund as per the Public Works Building Improvements Project Ordinance adopted by the board on the 28th day of June 2016.)

Total Sewer Fund appropriation increase	\$50,760
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Electric Fund:
Increase the following revenues:

Other Financing Sources	
Fund Balance Appropriation 633900-493992	\$50,761

Total Electric Fund revenue increase	\$50,761
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Increase the following appropriations:

Operating Transfers	
Transfer to Public Works	
Building Improvements	
Capital Projects Fund 639800-599230	\$50,761

(Complete the transfer to the Capital Projects Fund as per the
Public Works Building Improvements Project Ordinance adopted
by the board on the 28th day of June 2016.)

Total Electric Fund appropriation increase	\$50,761
--	----------

Adopted this 13th day of June 2017.

Town of Waynesville

J. Gary Caldwell
Mayor Pro Tem

Attest:

Amanda W. Owens
Town Clerk

Approved As To Form:

Woodrow H. Griffin
Town Attorney

Ordinance No. O-07-17

Amendment # 2 to the Renovations and Repairs to Public Buildings Project Ordinance

WHEREAS, the Board of Aldermen of the Town of Waynesville wishes to amend the capital projects fund to account for the Renovations and Repairs of Public Buildings.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville that the following project ordinance be amended as follows:

Increase the following sources of resources to complete this project:

Other Financing Sources		
Fund Balance Appropriations	413900-493992	\$247,719
(Close out the Capital Projects Fund.)		
Total Revenues		<hr/> \$247,719

Increase the following expenditures to complete this project:

Operating Transfers		
Transfer to Public Works Building		
Improvements Capital Projects Fund	419800-599230	\$247,719
(Transfer the left over funds to the Public Works Building		
Improvements Capital Project as per the Public Works		
Building Improvements Project Ordinance adopted by the		
Board on the 28 th day of June 2016.)		
Total Appropriations		<hr/> \$247,719

Adopted this 13th day of June 2017.

Town of Waynesville

J Gary Caldwell, Mayor Pro Tem

Attest:

Amanda W. Owens
Town Clerk

Approved As To Form:

Woodrow H. Griffin
Town Attorney

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: June 14, 2017

SUBJECT: Amendment #1 to the Public Works Building Improvements Project Ordinance

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 7-C
Department: Capital Project Funds (Public Works Building Improvements Project)
Contact: Eddie Caldwell, Finance Director.
Presenter: Eddie Caldwell, Finance Director

BRIEF SUMMARY: Requesting amendment to move loan payment on the Public Works Building Improvements Project to the Public Works Building Improvements capital project fund. Moving the loan payment to the capital project fund will centralize all costs during construction into one fund until the project is capitalized and completed. Our request for loan quotes asked the banks to schedule the first loan payment in the 2017-2018 budget but the winning quote requires a loan payment in the 2016-2017 budget. This request will make it easier by reporting all costs including the loan payment during construction to the Public Works Building Improvements capital project fund.

Since the contingency has not been used or is not expected to be needed, I am proposing the contingency expenditure line item be reduced \$56,950 to balance the amendment.

MOTIONS FOR CONSIDERATION: To approve Amendment #1 to the Public Works Building Improvements Project Ordinance.

FUNDING SOURCE/IMPACT: Non- loan payments will begin in the 2016-2017 budget instead of the 2017- 2018 budget.

ATTACHMENTS:

- Amendment #1 to the Public Works Building Improvements Project Ordinance

MANAGER'S COMMENTS AND RECOMMENDATIONS: Approve as presented.

Ordinance No. O-08-17

Amendment # 1 to the Public Works Building Improvements Project Ordinance

WHEREAS, the Board of Aldermen of the Town of Waynesville wishes to amend the capital projects fund to account for the Public Works Building Improvements.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville that the following project ordinance be amended as follows:

Increase the following expenditures to complete this project:

Expenditures		
Loan Payments	234260-546000	\$56,950
(Moving loan payment to capital project fund to make it easier to capitalize interest costs during construction as per Generally Accepted Accounting Principals (GAAP). Recording all costs in one fund until project is ready to be capitalized. Once the project is completed, project will be capitalized and all loan payments will be moved to the Asset Services Management Fund.)		
Total Appropriations Increased		<hr/> \$56,950

Decrease the following expenditures to complete this project:

Expenditures		
Contingency	234260-596200	\$56,950
(Contingency is being reduced to balance the amendment.)		
Total Appropriations Decreased		<hr/> \$56,950

Adopted this 13th day of June 2017.

Town of Waynesville

J Gary Caldwell
Mayor Pro Tem

Attest:

Amanda W. Owens
Town Clerk

Approved As To Form:

Woodrow H. Griffin
Town Attorney

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: June 13, 2017

SUBJECT: Public Hearing to consider a Conditional District map and text amendment request at 909 Avenue, and 88 and 186 Frazier Street, Haywood County Tax Parcel Identification Numbers 8616-12-9629, 8616-12-9531, 8616-12-7433, and 8616-12-4331 from Russ Avenue Regional Center Commercial District (RA-RC) to Russ Avenue Regional Center Commercial District Conditional District (RA-RC-CD).

AGENDA INFORMATION:

Agenda Location: Public Hearing
Item Number: 8-D
Department: Development Services
Contact: Elizabeth Teague, Development Services Director
Presenter: Elizabeth Teague, Development Services Director

BRIEF SUMMARY: This Conditional District Rezoning request is being made by MAB Management, LLC. for the purpose of placing a new retail development, proposed as the “Waynesville Pavilion,” on 6.63 acres in the Russ Avenue Regional Center District.

MOTIONS FOR CONSIDERATION:

1. Motion to find the project consistent with the 2020 Land Development Plan.
2. Motion to adopt the attached ordinance creating the Russ Avenue Regional Center Conditional District as proposed (or as amended).

FUNDING SOURCE/IMPACT: N/A

ATTACHMENTS:

1. Staff Report and Proposed Ordinance
2. Area Maps
3. Application cover letter and form
4. Proposed site plan

MANAGER’S COMMENTS AND RECOMMENDATIONS: Recommend approval; Planning Board unanimously approved.

Board of Aldermen Staff Report
Waynesville Pavilion Conditional District Rezoning
June 13, 2017

Project: Waynesville Pavilion (Large Retail and Shops)
Location: 909 Russ Avenue and 88 and 186 Frazier Street
PINs 8616-12-9629, 8616-12-7433, 8616-12-9531 and 8616-12-4331
Acreage: 6.63 acres four lots combined.
District: Russ Avenue Regional Center Commercial District (RA-RC)
Applicant: MAB American Management, LLC which has a contract to purchase the four lots.

Background:

MAB American Management, acting as the development agency, Columbia Engineering, and Max Design Group Architects, have submitted site plans, elevations, environmental documentation and a traffic study to redevelop the project area into a 49,098 square foot retail store and a separate 7,200 square foot retail building of up to 6 units.

The project consists of 4 lots that will be recombined into a unified site. These lots currently include the Lodge Motel, the Red Barn and other retail buildings. The site plan in question *does not* include the property of the Sagebrush restaurant and parking lot.

MAB is applying for a Conditional District rezoning. If approved, their request would amend the zoning map for the area identified in their application to Russ Avenue Regional Center Conditional District (RA-RC-CD). Approval, or approval with conditions, amends the Land Development Standards as they apply specifically to these properties, and only to these properties as requested and as specifically shown on the Master Plan and included in the CD Ordinance. As a point of reference, the Ingles across the street is 127,967 square feet with an additional 9,200 square feet of retail and was approved by a Conditional District rezoning to RA-RC-CD in 2010.

Retail development is permitted in the RA-RC District, and therefore the applicant is not requesting any deviations from the permitted *uses* otherwise allowed. The applicant is requesting flexibility in Land Development Standards for the structure elevations, landscaping, parking lot and other infrastructure.

Conditional District rezoning is a tool that provides flexibility in design standards through site specific planning. According to the Town of Waynesville's Land Development Standards, Section 15.15:

“Conditional Districts (Section 2.6) are districts with conditions voluntarily added by the applicant and approved in a legislative procedure by the Board of Aldermen in accordance with G.S. 160A-382. Conditional Districts provide for orderly and flexible development under the general policies of this Ordinance without the constraints of some of the prescribed standards guiding by-right development.”

If approved, this site plan and CD designation will replace any conflicting development regulations which would otherwise apply. Therefore the Board may recommend “reasonable and appropriate conditions including, but not limited to the location, nature, hours of operation and extent of the proposed use.” Such conditions or additional standards that the Board imposes, “shall be limited to improving conformance with the existing ordinance and/or addressing expected impacts generated by the development and use of the site.” The ordinance requires that an applicant have a reasonable opportunity to consider and respond prior to final action by the Board.

The Planning Board held a hearing on May 15, 2017 and made a unanimous recommendation to the Board of Aldermen for approval of MAB's Conditional District Rezoning request, with three conditions:

1. That traffic planning be coordinated with NCDOT and a plan based on a traffic study be formalized prior to the building permit being issued;
2. That proposed landscaping be supplemented along the road frontage of Russ Avenue and the rear (western) boundaries of the property adjacent to the Love Lane Residential Medium Density, Mixed-Use Overlay District; and to
3. Add façade treatment along the side of the "Major A" building facing Frazier Street.

Since the Planning Board meeting, the applicant has submitted a revised elevation for the Frazier Street side of the building, an enhanced landscaping plan, and a Traffic Study recommending roadway improvements and driveway configurations which will require continued coordination with NCDOT.

The Plan was reviewed by the Town's Technical Review committee on February 6 and April 24, 2017 and Town staff have provided feedback to the applicants team since that time and since the Planning Board Meeting which have informed revisions shown in the application package presented.

Revised plans and application were initially submitted May 1, 2017, and plan revisions in response to the Planning Board's comments and conditions were submitted June 1-6, 2017. Included in the initial application were:

1. Cover letter and application form, including signature pages from individual property owners and MAB who holds the sales contract,
2. An enumerated list of requested variances to the Land Development Standards,
3. Site plans,
4. Landscape plan,
5. Topographical cross section (added to submittal at the request of staff),
6. Building elevations,
7. Survey information,
8. Utility plans,
9. Stormwater calculations, with pre-and post topography,
10. Grading and drainage plans,
11. Replacement of an existing culvert which runs through the middle of the property.

Supplemental information provided since the Planning Board meeting included:

1. A VHB Engineering memorandum and a Trip Generation Rates summary indicating the existing traffic of the site as it is now and the future proposed trips to be generated by the development;
2. Revised building elevation along Frazier Street with revised architectural view cross sections; and
3. A revised site plan indicating additional landscaping per the Planning Board's direction.

Information provided for this hearing includes just those items that pertain to the Conditional District Rezoning. All other materials submitted are available in the Development Services Department.

Existing Site Conditions

The existing site is challenging for redevelopment and has several constraints which are notable in consideration of the deviations from the Land Development Standards requested.

- Topographically, the property increases in elevation toward the 23/74 expressway, and slopes down toward Russ Avenue, and therefore requires retaining walls at several locations, including along the NCDOT right-of-way for the expressway and at the western portion of the project area along Frazier.
- The site itself is restricted by shape in that the expressway curves west.
- Russ Avenue is scheduled for improvement with construction beginning 2022 (NCDOT Project U-5839). The Applicants have met with NCDOT and are designing to the future Russ Avenue roadway. The proposed vehicle and pedestrian access is designed to accommodate infrastructure that is not yet in place. Therefore the interior sidewalk is stubbed out to meet the Russ Avenue right-of-way and sidewalk as required along Russ Avenue will have to be guaranteed through a “fee-in-lieu” of construction. This means that the applicant will have to pay for the cost of the sidewalk along Russ to the town and the Town will use those funds toward construction of that sidewalk when appropriate as part of the NCDOT project.
- There is an existing stream within a culvert which comes from the expressway right-of-way, travels under the current Lodge and sagebrush properties and daylights at the corner of Russ and Frazier. The culvert will be replaced on that portion of the property within the proposed development.
- The property is surrounded on three sides by NCDOT right-of-way along 23/74 and along Russ Avenue and is bordered by the Town road of Frazier Street. However, the property at the corner is not part of the project and limits the property’s access points.
- Frazier Street has only 30’ of public right-of-way which slopes up to the west and the edge of right-of-way slopes down toward the north. Frazier Street will require retaining walls and other improvements and the applicant is seeking additional right-of-way from the property owners of the Sagebrush lot. The Town has already made known its support of expanding right-of-way in this area to the adjacent property owner and NCDOT.
- The property currently has little provisions for drainage and stormwater management.
- Existing structures will require demolition permits and have to be evaluated for asbestos.

Zoning and Surrounding Land Uses

This project does not change the use of the site as it exists now as a collection of individual retail buildings. A retail store is permitted outright in the RA-RC district as a General Commercial use.

To the north, the site abuts 23/74; to the east it abuts Russ Avenue and the Sagebrush property. To the south it abuts Frazier Street within the RC district but also in the southwest corner adjacent to the Love Lane Medium Density Residential District Mixed-Use Overlay District. The properties on the other side of Frazier Street are primarily single-family residential. Therefore it is adjacent mostly to similar RC zoning on three sides, and RM Mixed Use zoning for a portion of the site.

RC redevelopment that is adjacent to RC Zoning would not require any buffering, but redevelopment adjacent to RM zoning would require Type A buffering. The applicant is seeking deviation from Section 8.4 in order to accommodate the site constraints of right-of-way and slope along Frazier Street.

Conditional District Application and Ordinance Request:

The attached application and list of variances covers the extent of the conditions and requests being submitted as part of the design and text amendments as would apply to the area of the Master Plan.

1. **Section 5.10.3.C.2 – Building glazing requirements.**
2. **Section 5.10.4.A – Rooftop equipment screening.**
3. **Section 8.4 Buffer yards.**
4. **Section 8.5 Street tree plantings.**
5. **Section 8.6.1.A Parking lot screening.**
6. **Section 8.6.2.B – interior parking lot plantings.**

Section 9.3 – regulates the Permitted Parking Locations on new development or redevelopment. The applicant is using this Conditional District Rezoning request instead of applying for a Special Use Permit in order to allow parking to be located in the front of the building.

Staff Review Comments

Environmental:

- The project area is not within a regulatory floodplain.
- The underground culvert which conveys a perennial stream will be replaced.
- The project area is 6.63 acres of which 6.55 acres represents the total drainage area with 3.38 acres of that area currently considered impervious surface (“pre-development condition”). The proposed “post-development” condition for that same 6.55 acres will be 4.93 acres of impervious surface, a 1.55 acre difference which will require a stormwater permit. Calculations submitted with the stormwater plan shall meet the Town’s Stormwater Ordinance (LDS Section 12.5).
- The total disturbed area for the project will be 7.24 acres and will require a State sedimentation and erosion control permit. The project will involve changing the shape and size of the drainage areas on the site and increasing the grade of several slopes surrounding the project area. These will require retention walls subject to state building codes.

Staff concludes that the redevelopment as proposed will greatly improve the stormwater, drainage, and environmental conditions of the site.

Infrastructure:

- Adequate water and sewer is available for the project and will require line improvements. Applicant has been working with the Town’s Public Services Department on water and sewer upgrades.
- The site has adequate access to power for the site either from Duke or from the Town of Waynesville.
- Existing driveways will be re-used and brought up to current Town and NCDOT standards. Applicants were able to meet with NCDOT staff and have been provided with plans for the Russ Avenue Improvement project, U-5839. This project is scheduled for right-of-way acquisition in 2020, and construction to begin in 2022.

- The project installs sidewalk infrastructure to connect pedestrians from Russ Avenue to the front door of the store. This sidewalk is stubbed out to connect to the future sidewalk along Russ Avenue that is planned as part of NCDOT project U-5839. The alignment of this facility will also provide the most practical route between the public sidewalk and the building entrance in accordance with Section 9.4.4, providing a pedestrian facility within the interior of the parking lot.
- Project proposes to use Frazier to access side and rear of the development, accommodating delivery trucks. This will require upgrades to Frazier that must be approved by the Public Works Director. The applicant has asked for the Town's and NCDOT's assistance in securing additional right-of-way at the corner of Frazier and Russ to accommodate a safer turning movement from Russ Avenue onto Frazier. The right-of-way requested falls within the right-of-way expansion being considered by NCDOT as part of U-5839.
- The Town requires a Traffic Impact Analysis (TIA) if a project is estimated to generate 3,000 vehicles per day or greater during an average weekday based on a 5 day average defined in the Institute of Transportation Engineers Trip Generation Manual. Study was undertaken in August and predicts a net change of 2,394 in Annual Daily Traffic and recommends improvements to ingress/egress as part of the redevelopment plan. The work and road design already completed for Russ Avenue by NCDOT, will also address traffic, access and turning movements in relation to this project as U-5839 progresses.
- The project will include a transit stop with bench and signage at the front of the store.

Generally speaking, this project is being designed for future traffic and road improvements as well as its own utility needs, and the applicant has done a good job in accommodating the infrastructure needs changing around them.

Parking Lot and Landscaping:

- Applicant seeks relief from Sec 9.3 which limits how parking may be located in the front of the store. In commercial applications within Regional Center Districts, this request would require a Special Use Permit, but can be addressed as part of the Conditional District process instead.
- The proposed parking exceeds the Town's minimum standards, Sec 9.2.1 (1 space/600sf), providing 246 spaces of which 11 are handicapped for the 49098 sf building and 40 spaces of which 2 are handicapped parking for the 7,200 sf building. The client for this development requires 5.01 spaces for every 1000 sf, about three times the Town's minimum standard.
- Bicycle parking of 14 spaces has been provided in compliance with Sec 9.5.
- The site in its current condition has little to no landscaping and no canopy trees. Landscaping on the edge of the property is constrained by slope and right-of-way along Frazier and the Expressway. The ordinance requires 1 canopy for every 50' of roadway frontage in the RC District, but the plan provides for 18 as part of Parking lot screening, providing trees along Frazier, Russ Avenue, and 23/74 to the extent possible, and have supplemented 5 more trees behind the smaller retail shops structure and 4 additional trees to the rear of the lot, since the Planning Board Meeting.
- Canopy trees are required within the parking lot at a ratio of 1 tree to every 12 spaces, which would equate to 23 trees for a 286 space parking lot. 21 are provided, along with smaller scale plantings

interspersed within the parking lot and along the front of the building. The ordinance requires parking spaces to be within 40' of a canopy tree, and approximately 20 just miss this space requirement. However, given the need for parking spaces and shopping cart stalls, the interior plantings appear to be maximized.

- The applicant is asking for flexibility in both the exterior and interior tree requirements in order to both accommodate their client and to try and squeeze the structures and parking spaces into a space constrained by slope and rights-of-way. Given the experience with the other commercial sites, the technical review committee generally feels it is important to maximize the number of parking spaces while providing landscaped areas that are large enough to support healthy shade trees.

While the geography of the site limits the ability to meet all of the landscape requirements, the developer has, I believe, met the spirit of the requirements, and has supplemented landscaping where they could to respond to the request of the Planning Board and staff's recommendation.

Signage:

- A full signage package has not yet been submitted, but elevations show signage locations and areas that are compliant with the Town's ordinance (Chapter 11, Section 7.2(E) states: "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" for any single retail structure, and one wall sign for each tenant in multi-tenant buildings.

Buildings:

- Lighting and State and Local Building codes will be required as part of the building permit.
- The ordinance requires façades that face a street lot line to be broken up by glazing and façade treatments so as to avoid extensive blank walls facing public corridors. The smaller retail structure complies with the ordinance on all sides. The façade on the larger structure "Major A Retail" and that faces Russ Avenue is also compliant with the ordinance. The facades facing 23/74 would only be partially visible from the roadway because of the change of elevation and retaining walls.
- The façade of the "Major A" building along Frazier Street, however, will be visible to the adjacent roadway and adjacent properties. This façade is 115' long and has been revised since the Planning Board Meeting to improve compliance with the Town's design guidelines by breaking up the façade with changes to the roofline and the addition of pillars that segregate wall sections.

Staff finds that the revised elevation for side of the Building that faces Frazier Street is much improved. It includes changes to the roof line, multiple color tones, and the inclusion of pillars which break up the wall of the building. The applicant chose not to include additional glazing because of the drive through window and the internal programming of the building.

Consistency with the 2020 Land Development Plan

Staff submits that this Conditional District request is consistent with the Town of Waynesville's 2020 Land Development Plan in that it re-uses and improves an existing commercial site promoting the

“orderly growth, development and enhanced land values of the Town” (4-2 Land Use). Such re-use of a site is considered “in-fill development” which is the preferred alternative to commercial development outside of the Town or in more rural areas. The Plan as proposed also is consistent with the Comprehensive Plan in that it:

1. “Concentrates commercial development with residential development along transportation corridors...” (4-3 Land Use)
2. “Develops alternative transportation opportunities” (4-9 Transportation)
3. “Promotes the reuse of vacant or under-utilized industrial and commercial sites through the use of incentives ...” (4-19 Economic Vitality).

Staff Recommendation:

Staff believes that the proposed Master Plan and Ordinance is consistent with the Town’s goals for Land Development as written in the 2020 Plan and that the proposed site plan and elevations represent an improvement to the area. The impacts of this project as proposed will be positive, expanding the pedestrian network, adding a transit stop, providing landscaping and stormwater controls where there currently are none, and providing new retail which will also create jobs. Staff recommends approval of the Master Plan and ordinance as presented with the conditions that:

- Traffic planning should continue to be coordinated with NCDOT to accommodate changes to Russ Avenue and future sidewalk installation and connection as shown.

Requested Actions:

1. Motion to find the project consistent with the 2020 Land Development Plan.
2. Motion to adopt the attached ordinance creating the Russ Avenue Regional Center Conditional District as proposed (or as amended).



TOWN OF WAYNESVILLE Planning Board

9 South Main Street
Waynesville, NC 28786
Phone (828) 456-8647 • Fax (828) 452-1492
www.waynesvillenc.gov

Chairman

Patrick McDowell

Planning Board Members

Danny Wingate (Vice)

Anthony Sutton

Marty Prevost

Robert Herrmann

Phillip Gibbs

H.P. Dykes, Jr.

Pratik Shah

Ginger Hain

Development Services

Director

Elizabeth Teague

MINUTES OF THE TOWN OF WAYNESVILLE PLANNING BOARD Regular Meeting Town Hall – 9 South Main St., Waynesville, NC 28786 May 15, 2017

THE WAYNESVILLE PLANNING BOARD held its regular meeting on May 15, 2017, 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

Vice Chairman Danny Wingate welcomed everyone and called the meeting to order at 5:30 p.m.

The following members were present:

Danny Wingate – Vice Chairman
Bucky Dykes
Ginger Hain
Phillip Gibbs
Pratik Shah
Marty Prevost
Anthony Sutton

The following members were absent:

Chairman Patrick McDowell
Robert Herrmann
Phillip Gibbs

The following staff members were present:

Rob Hites, Town Manager
Elizabeth Teague, Development Services Director
Eddie Ward, Deputy Clerk
Jill Howell-Shook, Administrative Assistant
Attorney Ron Sneed

The following media representatives were present:

Jessi Stone, Smoky Mountain News
Allison Richmond, Mountaineer
Frank Kracher, WLOS

2. Adoption of Minutes

A motion was made by Board Member Anthony Sutton, seconded by Board Member Bucky Dykes to approve the minutes of the April 17, 2017 regular meeting, as presented. The motion passed unanimously.

B. NEW BUSINESS

1. Public Hearing to consider a Conditional District map and text amendment request for 909 Russ Avenue (PIN 8616-12-9629), 88 Frazier Street (PINs 8616-12-7433 and 8616-12-9531) and 186 Frazier Street (8616-12-4331) within the Russ Avenue Regional Center District (RA-RC).

Vice Chairman Danny Wingate asked Development Services Director Elizabeth Teague to give background information on the request for Conditional District map and text amendment for 909 Russ Avenue, 99 Frazier Street, and 186 Frazier Street.

Background:

Ms. Teague explained to the Board that this project is called the Waynesville Pavilion and is four lots combined totaling 6.63 acres. It is located in the Russ Avenue Regional Center Commercial District (RA-RC) and the applicant is the MAB American Management, LLC.

Ms. Teague said the site plans have been submitted by MAB American Management (acting as the development agency) and Columbia Engineering. This request is to redevelop the project area into a 49,098 square foot retail store with a separate 7,200 square foot retail building with up to 6 units. As an additional note, Ms. Teague said that in spite of rumors, the applicant has not officially provided the name of the future tenant. She explained that as a point of reference, the Ingles store across the street is 127,967 square feet with an additional 9,200 square feet of retail. This project was approved by a Conditional District rezoning in 2010.

The four lots included in this project currently contain the Lodge Motel, the Red Barn and other retail buildings. The property does not include the property at the corner of Russ Avenue and Frazier Street that contains Sagebrush restaurant and parking.

This request, if approved, would amend the zoning map for the area in the Master Plan to Russ Avenue Regional Center Conditional District (RA-RC-CD). The Land Development Standards will also be amended.

Ms. Teague said that retail development is permitted outright within the RA-RC District but requires a Special Use Permit if the parking lot is sited within the front of the building, and Conditional Use Permit is required if the applicant wants flexibility in the implementation of the proposed site plan. She explained to the Board that their recommendation should consider:

- If the proposed use is compatible with surrounding properties
- Area impacts and adequate facilities, infrastructure, etc.
- Building and site design
- Compatibility to the immediate context.

The Town's Technical Review committee reviewed the plans on February 6, and April 24, 2017. Additional consultations between the Town's water, sewer, street department, and Development Services concerning zoning, building codes issues, stormwater and drainage plans. The revised plans and application were submitted on May 1, 2017. Notification of this hearing was scheduled in the Mountaineer on May 5, 2017 and May 10, 2017, letters were sent to property owners within 500 feet of the project and notification sent via the Town's email "Sunshine List" on May 3, 2017 and the property was posted on May 4, 2017.

Existing Site Conditions and Surrounding Land Uses

Ms. Teague said the existing site is challenging for redevelopment with several constraints to note in consideration of the deviations from the Land Development Standards requested.

- Because of the topographical increases in elevation toward the 23/74 expressway, and the slopes down toward Russ Avenue, retaining walls will be required at several locations, including the NCDOT right-of-way for the expressway and at the western portion of the project area along Frazier Street.
- In 2021 Russ Avenue is possibly scheduled for improvement construction. This means that the proposed vehicle and pedestrian access is designed to accommodate infrastructure that is not yet in place. A "fee-in-lieu" will be required for future sidewalk construction and pedestrian connection to the main store along the Russ Avenue right-of-way.
- An existing stream and culvert that comes from the expressway right-of-way travels under the current Lodge and Sagebrush properties and presents itself again at the corner of Russ Avenue and Frazier Street and will be replaced on that portion of the property within the proposed development.
- The property is surrounded on three sides by NCDOT right-of-way along 23/74 and along Russ Avenue, and is bordered by Frazier Street. The property at the corner is not part of the project and limits the property's access points.
- Frazier Street has only 30 feet of public right-of-way which slopes to the west and the edge of the right-of-way slopes down toward the north. That street will require retaining walls and other improvements. The applicant is seeking additional right-of-way from the property owners of the Sagebrush lot.

Zoning and Surrounding Land Use

Ms. Teague explained to the Board that this project would not change the use of the site as it exists now, which is a collection of individual retail buildings. The property fronts and is adjacent to other Regional zoning. The north the property abuts 23/74; to the east it abuts the Sagebrush property. To the south the property abuts Frazier Street and partially remains within the RC zoning, but in the southwest corner it is adjacent to the Love Lane Medium Density Residential Mixed-Use Overlay District. Along the other side of Frazier Street are primarily single-family residences.

Ms. Teague referred the Board to Section 8.4 of the Master Plan. She stated that the applicant is seeking deviation from the Type A buffering that is required in RC development is adjacent to RM zoning. Street trees would also be required with screening between the parking lot and the public roadways in both districts. The applicant is seeking deviation in this requirement along parts of Frazier Street, Russ Avenue, and 23/74.

Conditional District Application and Ordinance Request

Ms. Teague shared the list of requested variances, the conditions and requests, being submitted as part of the design and text amendments as would apply to the area of the Master Plan.

1. Section 5.103.C.2 – Building glazing requirements
2. Section .10.4.A – Rooftop equipment screening
3. Section 8.4 Buffer yards
4. Section 8.5 Street tree plantings
5. Section 8.6.1.A Parking lot screening
6. Section 8.6.2.B – Interior parking lot plantings

Staff Review Comments

Ms. Teague gave the following staff comments:

- The area is not within a regulatory floodplain
- Underground culvert which conveys a perennial stream will be replaced
- The project area is 6.63 acres of which 6.55 acres represent the total drainage area and 3.38 acres of that area being “pre-development condition.” A stormwater permit will be required for 1.55 acres, and the calculations submitted with the stormwater plan meets the Town’s Stormwater Ordinance (LDS Section 12.5).
- The total disturbed area for the project will be 7.24 acres, and will require a State sedimentation and erosion control permit. The project will involve changing the shape and size of the drainage areas on the site and increasing the grade of several slopes surrounding the project area. These will require retention walls subject to state building codes.

Infrastructure

- There is adequate water and sewer available, and will require line improvements
- There is adequate access to power from either Duke Energy or the Town of Waynesville

- Driveways will be re-used and brought up to current Town and NCDOT standards. Applicants have met with the NCDOT staff and have been provided with plans for the Russ Avenue Improvement Project.
- The project installs sidewalk infrastructure to connect pedestrians from Russ Avenue to the front door of the store. This sidewalk is stubbed out to connect to the future sidewalk along Russ Avenue as part of the NCDOT improvement project. This will provide the most practical route between the public sidewalk and the building entrance in accordance with Section 9.4.4 providing a pedestrian facility within the interior of the parking lot.
- The project proposes to use Frazier Street to access the side and rear of the development for accommodating delivery trucks. This will require upgrades to the street that must be approved by the Public Works Director. The applicant has asked for the Town's and NCDOT assistance in securing additional right-of-way at the corner of Frazier and Russ for a safer turning movement from Russ Avenue onto Frazier Street. This falls within the right-of-way expansion being considered by NCDOT as part of the future Russ Avenue Improvement plan.
- The Town requires a Traffic Impact Analysis (TIA) if a project is estimated to generate 3,000 or more vehicles per day or greater during an average weekday based on a 5 day average as described in the Institute of Transportation Engineers Trip Generation Manual. The work and road design already completed for Russ Avenue by NCDOT will also address traffic, access and turning movements in relation to this project.
- The project will include a transit stop with bench and signage at the front of the store.

Parking Lot and Landscaping

- The applicant is seeking relief from Section 9.3 which limits how many parking spaces may be located in the front of the store. This can be addressed as part of the Conditional District process.
- The proposed parking exceeds the Town's minimum standards, Section 9.2.1 (1 space per 600 square feet, providing 246 spaces of which 11 are handicapped for the 49,098 square foot building and 40 spaces, including 2 handicapped parking for the 7,200 square feet of building. The client for this development requires 5.01 spaces for every 1,000 square feet, about 3 for every 600 square feet. This is three times the Town's minimum standard.
- Fourteen spaces for bicycle parking have been provided in compliance with Section 9.5.
- Currently this site had little landscaping and no canopy trees. The slope and right-of-way constrains any landscaping on the edge of the property. The ordinance requires 1 canopy tree for every 50 feet of roadway frontage in the RC District, but the plan provides for 16 trees along Frazier Street, Russ Avenue, and 23/74, falling short by 5 trees.
- Canopy trees are required in the parking lot at a ratio of one tree to every twelve spaces, which equals 23 trees for a 286 space parking lot. Only 19 trees are provided, falling short by 4 trees. Additionally, the ordinance requires parking spaces to be within forty feet of a canopy tree, and 20 spaces are non-compliant.
- The applicant is asking for flexibility in both the exterior and interior tree requirements in order to both accommodate their client and to try and place the structures and parking spaces into a space constrained by slope and rights-of-way. The technical review committee feels it is important to maximize the number of parking spaces and provide landscaped areas that are large enough to support healthy shade trees.

Signage

A complete signage package has not been submitted by the applicant, but elevations show signage locations that are compliant with the Town's ordinance (Chapter 11, Section 7.2(E) that states 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 for any single retail structure, and one wall sign for each tenant in multi tenant buildings.

Buildings

- Lighting and State and Local Building codes will be required as part of the building permit.
- The ordinance requires that each façade that faces a street lot line must be broken up by glazing and façade treatments so as to avoid extensive blank walls facing public corridors. The smaller retail structure and the façade on the larger structure that faces Russ Avenue are compliant with the Town's Ordinance. The façade facing 23/74 would only be partially visible from the roadway because of the change of elevation and retaining walls.
- The façade of the building along Frazier Street will be visible to the adjacent roadway and adjacent properties. That façade is 115 feet long and is broken up only by the drive-thru window. Consideration should be given for visually breaking up the length of that wall with changes to brick patten, and color or other elements to meet the ordinance.

Consistency with the 2020 Land Development Plan

Ms. Teague said that staff feels this Conditional District request is consistent with the Town of Waynesville's 2020 Land Development Plan because it re-uses and improves an existing commercial site promoting orderly growth, development and enhanced land values of the Town. This is considered an in-fill development and is the preferred alternative to commercial development outside the Town or in more rural areas. It is consistent because

1. "Concentrates commercial development with residential development along transportation corridors" (4-3 Land Use)
2. "Develop alternative transportation opportunities" (4-9 Transportation)
3. "Promotes the reuse of vacant or under-utilized industrial and commercial sites through the use of incentives "(4-19 Economic Vitality)".

Staff Recommendation

Ms. Teague told the Board that staff believes that the proposed Master Plan Ordinance represents an improvement to the area. Impacts of this project as proposed will be positive by adding a transit stop, landscaping, stormwater controls, and pedestrian access where there are currently none. Staff recommends approval of the Master Plan and ordinance as presented with the conditions that:

- Proposed landscaping is supplemented as possible along the road frontage of Russ Avenue and the rear (western) boundaries of the property where the lots are adjacent to the Love Lane Residential Medium Density, Mixed-Use Overlay District. Placement of additional landscaping as feasible, as determined by the Planning Director through alternate compliance,

not to exceed the five canopy trees and low laying border shrubs that would be otherwise required.

- Additional façade treatment along the side of the “Major A” building facing Frazier Street.

Requested Action

1. Motion to find the project consistent with the 2020 Land Development Plan.
2. Motion to recommend approval by the Board of Aldermen.

Vice Chairman Danny Wingate thanked Ms. Teague and asked the applicant to speak.

John Argo MAB American Management

Mr. Argo stated his family had been visiting the Waynesville area for over thirty years. He is very excited to possibly have the opportunity to become part of the business community. He said he felt like this project is a great opportunity for redevelopment of an area, and he hopes this is just the beginning of many more opportunities in retail in Waynesville. Mr. Argo recognized several people in the audience that have contributed to the project, including landowners of the four properties.

Jennifer Losurdo MAB American Management

Ms. Losurdo directed the Board to a slide show with aerial photographs of the property, explaining the boundaries of the four properties included in the project. They include the Lodge Motel, Sutton property, Muse property, and the Roberts’ property. She explained that these properties will be combined into one property and redeveloped. The largest proposed retail building will be 49,098 square feet, and the smaller building with 7,200 square feet.

Ms. Losurdo stated the revitalization project has a cost of 15 – 20 million dollars, and the retail center will provide 200 permanent jobs and 200 construction jobs over the 18 month construction period. Aged commercial buildings will be cleaned up, access avenues from Russ Avenue and Frazier Street will be provided, and reconfiguring driveways for truck access will be a major part of the project. Ms. Losurdo said that MAB had been in conversation with NCDOT since late last year. Roadway and drainage improvements will be done on Frazier Street. The tenant has asked for a dedicated left turn from Frazier Street onto Russ Avenue. This will require a right-of-way from Sage Brush and will allow better truck access on Frazier Street.

Stormwater issues are currently being addressed as there are currently no stormwater facilities on this site. Underground sewer and stormwater facilities will be installed on the property. The placement of these facilities has to be carefully placed so that trees won’t be planted on top and damage the facility.

Ms. Losurdo said a pedestrian path, stub out sidewalk, and landscape will be added with the project. She said that variances are requested because of topographic constraints including elevations, utilities, stormwater facilities, and truck deliveries. Retaining walls will be constructed to compensate for the significant changes in elevation and the amount of grading that will be required.

Ms. Losurdo explained to the Board that canopy trees would be provided where they could. Because of the grade, the parking lot will be higher than Frazier Street with an eight feet retaining wall. There are proposed trees along the wall, and some canopy trees along Frazier Street. She said she feels the retaining wall adds screening because of the height of the parking lot.

Another variance is the interior parking lot that requires a canopy tree within twenty feet of a parking space. She reemphasized the topographical constraints that cause problems with trees in the parking lot. She assured the Board that there would be as many trees as was possible with these constraints. Ms. Losurdo pointed out to the Board that there is one access from Sagebrush to the retail store. Mr. Argo stated that the tenant could not short change themselves on parking, and have their customers parking in Sagebrush parking lot or visa versa.

**Rick Maxion
MAB American Management**

Mr. Maxion stated that MAB had worked with staff and the tenant to create the façade of the major building. Stone and brick will make up the majority of the façade along with EIFS material. The canopy is steel and exposed wood. Mr. Maxion showed the Board slides of how the side of the major building is proposed to look. The Board had questions concerning “fake windows” or “shutters” being placed along a wall on the 23/74 side. Mr. Maxion said that the tenant has allowed shutters to be placed on other projects, and agreed to look at the shutters on the HVO building located on Riverbend Street in Hazelwood.

Board Member Ginger Hain had a question about sidewalks into the area. Mr. Argo explained that a fee-in-lieu will be paid for the cost of the sidewalk, until such time that the NCDOT Russ Avenue project is complete. At that time the money will be used to construct a sidewalk.

**Keyes Williamson
MAB American Management**

Mr. Williamson asked the Board if they had any more questions that had not been covered concerning the landscaping and trees to be planted. Board Member Anthony Sutton asked Mr. Williamson about the 20 parking spaces that are not covered by canopy trees. Mr. Williamson said that the bulk of the parking spaces not covered are located in the interior of the parking lot, and near the building. Trees islands in that area cannot be placed because of the stormwater facilities.

Ms. Teague told the Board that with the amount of canopy trees and smaller bushes and shrubs, the project will be very close to compliance with the Town’s Ordinance.

**Tim Harrison, Realtor
Representing the Sutton family**

Mr. Harrison asked about the timeframe for approval by the Board of Aldermen. Ms. Teague explained that upon approval by the Planning Board, a recommendation will be made to the Board of Aldermen. At that time, a second Public Hearing will be held. She said the earliest date for approval by the Board of Aldermen would be Tuesday, June 15, 2017, and that would depend if any changes or conditions are placed by the Board.

Board Member Ginger Hain had several questions concerning bike lanes in the future Russ Avenue Improvement Plan. Ms. Teague said that the project plans for bike lanes were based on the NCDOT plans that would be implemented with the Improvement Plan.

A motion was made by Board Member Anthony Sutton, seconded by Board Member Bucky Dykes, to find the project consistent with the 2020 Land Development Plan. The motion passed unanimously.

A motion was made by Board Member Marty Prevost, seconded by Board Member Pratik Shah, to recommend approval by the Board of Aldermen with recommended staff conditions concerning landscaping and façade treatment. The motion passed unanimously.

C. PUBLIC COMMENT/CALL ON THE AUDIENCE

No one addressed the Board.

D. ADJOURN

With no further business, a motion was made by Board Member Anthony Sutton, seconded by Board Member Pratik Shah, to adjourn the meeting at 6:50pm. The motion passed unanimously.

Danny Wingate, Vice Chairman

Eddie Ward, Deputy Clerk

Please publish on Friday, May 26 and Friday, June 2

NOTICE OF PUBLIC HEARING

The Town of Waynesville Board of Aldermen will be holding a public hearing on Tuesday, June 13, 2017 beginning at 6:30 p.m. or as closely thereafter as possible in the Town Hall Board Room located at 9 South Main Street, Waynesville. The purpose of the public hearing is to consider a Conditional District map and text amendment request at 909 Russ Avenue, and 88 and 186 Frazier Street, Haywood County Tax Parcel Identification Numbers 8616-12-9629, 8616-12-9531, 8616-12-7433, and 8616-12-4331 from Russ Avenue Regional Center Commercial District (RA-RC) to Russ Avenue Regional Center Commercial District Conditional District (RA-RC-CD).

Interested persons are encouraged to attend and be heard. For more information please contact Elizabeth Teague, Development Services Director at 828.456-2004 or via email at eteague@waynesvillenc.gov.

s/Amie Owens

By: Amie Owens, Town Clerk

Waynesville Pavilion Posting



ORDINANCE NO. O-09-17

AN ORDINANCE AMENDING THE ZONING MAP OF THE TOWN OF WAYNESVILLE; CREATING THE RUSS AVENUE REGIONAL CENTER CONDITIONAL DISTRICT

WHEREAS, the Town of Waynesville has the authority, pursuant to Part 3 of Article 19 of Chapter 160A of the North Carolina General Statutes, to adopt zoning regulations, to establish zoning districts and to classify property within its jurisdiction according to zoning district, and may amend said regulations and district classifications from time to time in the interest of the public health, safety and welfare; and

WHEREAS, more specifically, the Town has authority pursuant to Section 160-382(b) to create conditional zoning districts; and

WHEREAS, this Ordinance is reasonable as it re-uses and improves an existing commercial site, promoting the orderly growth, development and enhanced land values of the Town, is in-fill development and is in-fill development which is a preferred alternative to commercial development outside of the Town or in more rural areas; and

WHEREAS, this Ordinance is consistent with the Town's Comprehensive Plan; and

WHEREAS, the Town of Waynesville Planning Board has reviewed the proposed ordinance and has recommended its enactment by the Board of Aldermen.

NOW, THEREFORE, THE BOARD OF ALDERMEN OF THE TOWN OF WAYNESVILLE, MEETING IN REGULAR SESSION AND WITH A MAJORITY OF THE BOARD MEMBERS VOTING IN THE AFFIRMATIVE, HEREBY ORDAINS THE FOLLOWING:

Section One. Upon the application of MAB American Management, the Official Zoning Map of the Town of Waynesville is hereby amended to create the Russ Avenue Regional Center Conditional District as more particularly set forth herein.

Section Two. This Ordinance is found to be consistent with the 2020 Land Development Plan of the Town of Waynesville, in particular with the Land Use Goal contained therein as it concentrates commercial development with residential development along transportation corridors, develops alternative transportation opportunities, and promotes the re-use of vacant or under-utilized industrial and commercial sites through the use of incentive;

Section Three. The zoning classification of that certain real property described as being the remaining unsold portions of those properties described in Book 457 at Page 1207, Book 291 at Page 595, Book 494 at Page 635, and Book 718 at Page 1446, Haywood County Registry, is hereby changed from Russ Avenue Regional Center Commercial District to Russ Avenue Regional Center Conditional District [RA-RC-CD]. Said property is also identified on Haywood County tax maps by means of Property Identification Numbers 8616-12-9629, 8616-12-7433, 8616-12-9531 and 8616-12-4331.

Section Four. The Russ Avenue Regional Center Conditional District (RA-RC-CD) is a conditional zoning district established pursuant to the Land Development Standards of the Town of Waynesville by means of authority granted by the North Carolina General Statutes. Future development and use of lands situated within the Russ Avenue Regional

Center Conditional District (RA-RC-CD) and the processing of applications to develop and use such lands, shall comply with the conditions set forth in the Land Development Standards of the Waynesville Code of ordinances for the Russ Avenue Regional Center Commercial District (RA-RC) except as modified by this Ordinance, and the site plans and drawings (hereinafter referred to as the Master Plan) provided with the application for this rezoning which is made a part hereof, shall run with the land and shall be binding on MAB American Management, its successors and assigns.

Section Five. Pursuant to Section 15.15.2D of the Town of Waynesville Land Development Standards, the Master Plan replaces all conflicting development regulations set forth in the Land Development Standards, and such development regulations are varied to the extent they conflict with the Master Plan and the standards and conditions as set out in the Land Development Standards for the RA-RC zoning district as varied herein (hereinafter the "Standards and Condition").

Section Six. The Building Glazing Standards of Section 5.10.3.C.2 of the Land Development Standards is varied to permit the reduced windows and to have the exterior characteristics as shown on the elevation drawings that are a part of the Master Plan.

Section Seven. The rooftop equipment screening requirement of Section 5.10.4.A of the Land Development Standards is varied to relax the screening requirement as shown on the Master Plan as the elevation of nearby properties and roadways prevent normal parapet walls typically used for screening to effectively hide rooftop equipment in this development.

Section Eight. The buffer yard requirement of Section 8.4 of the Land Development Standards are varied to reduce the required buffer to be as shown on the Master Plan.

Section Nine. The street tree plantings requirement of Section 8.5 of the Land Development Standards is modified to allow the plantings as shown on the Master Plan, or such alternate planting plan as is approved by the Director of Development Services.

Section Ten. The parking lot screening requirement of Section 8.6.1.A of the Land Development Standards is modified to require only the screening as shown on the Master Plan, or such alternate screening as is approved by the Director of Development Services.

Section Eleven. The interior parking lot plantings requirement of Section 8.6.2.B of the Land Development Standards is modified to require only those plantings shown on the Master Plan, or such alternate plantings as are approved by the Director of Development Services.

Section Twelve. The permitted parking locations as set out in Section 9.3 of the Land Development Standards is modified to allow parking as shown on the Master Plan.

Section Thirteen. Enactment of this Ordinance constitutes the approval of a site-specific development plan resulting in the establishment of a vested right, pursuant to N.C.G.S. Section 160A-385.1, to undertake and complete the development and use of the property under the terms and conditions specified in the List of Standards & Conditions, including the Master Plan. Such vested right shall have a term of two years from the date of adoption of this Ordinance and shall continue thereafter provided that MAB American Management or its successors or assigns completes the development and use of the

property under the terms and conditions specified in the Standards and Conditions and as shown on the Master Plan.

Section Fourteen. The Office of the Planning Director is hereby authorized and directed to modify the Official Zoning Map of the Town of Waynesville consistent with this Ordinance.

Section Fifteen. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of the ordinance.

Section Sixteen. All ordinances or portions thereof in conflict herewith are hereby repealed to the extent of such conflict.

Section Seventeen. This ordinance shall be in full force and effect from and after the date of adoption.

ADOPTED this 13th day of June, 2017.

TOWN OF WAYNESVILLE

J. Gary Caldwell, Mayor Pro Tem

ATTEST:

Amanda W. Owens, Town Clerk

Approved as to form:

Woodrow Griffin, Town Attorney



1 inch = 200 feet
May 15, 2017

Haywood County

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

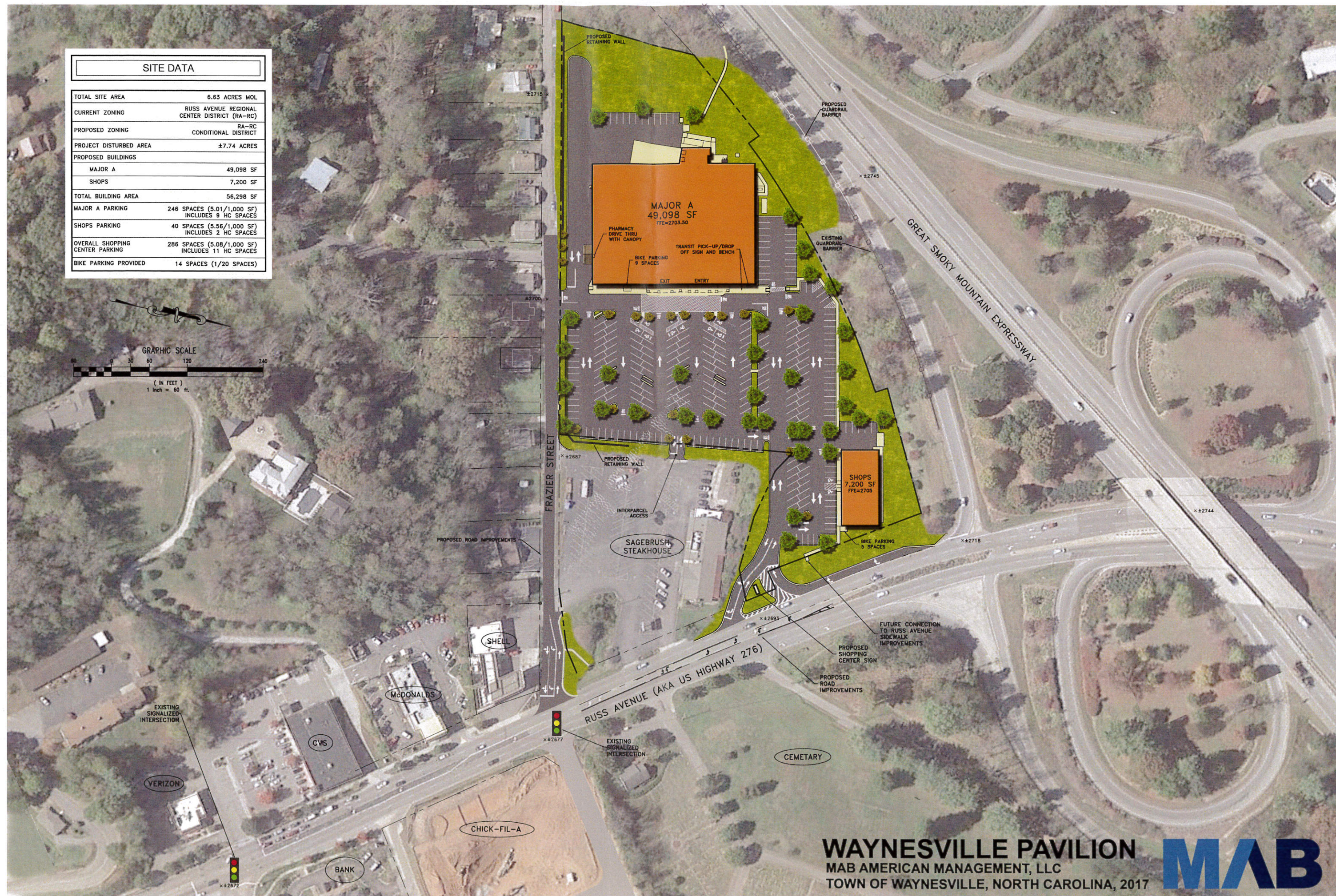
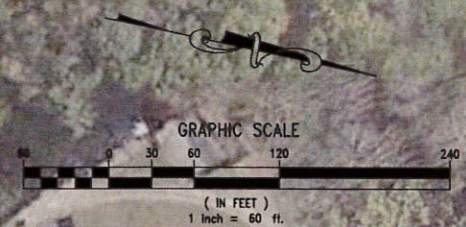


1 inch = 200 feet
May 15, 2017

Haywood County

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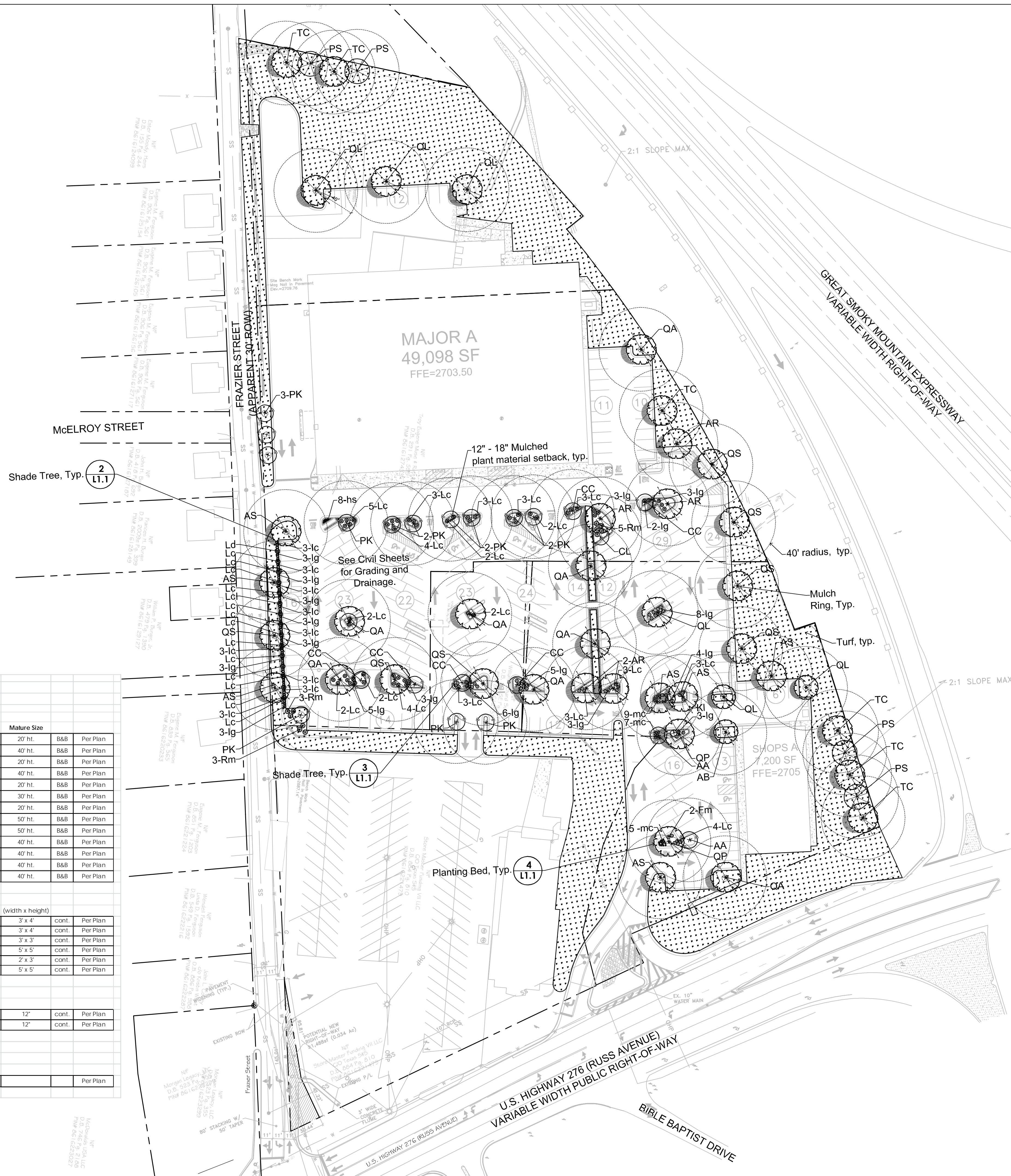
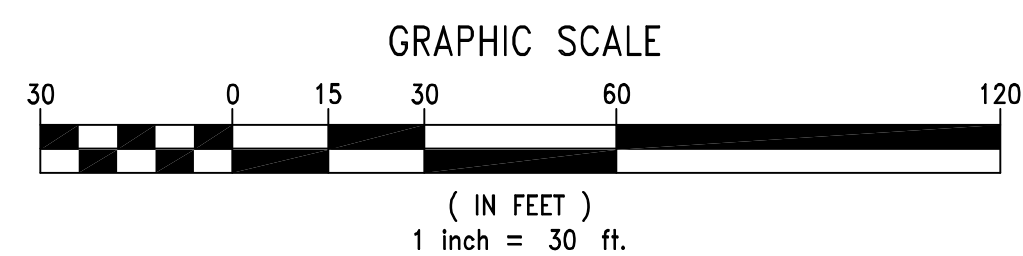
SITE DATA	
TOTAL SITE AREA	6.63 ACRES MOL
CURRENT ZONING	RUSS AVENUE REGIONAL CENTER DISTRICT (RA-RC)
PROPOSED ZONING	RA-RC CONDITIONAL DISTRICT
PROJECT DISTURBED AREA	±7.74 ACRES
PROPOSED BUILDINGS	
MAJOR A	49,098 SF
SHOPS	7,200 SF
TOTAL BUILDING AREA	56,298 SF
MAJOR A PARKING	246 SPACES (5.01/1,000 SF) INCLUDES 9 HC SPACES
SHOPS PARKING	40 SPACES (5.56/1,000 SF) INCLUDES 2 HC SPACES
OVERALL SHOPPING CENTER PARKING	286 SPACES (5.08/1,000 SF) INCLUDES 11 HC SPACES
BIKE PARKING PROVIDED	14 SPACES (1/20 SPACES)



5. MULCH TO BE SHREDDED HARDWOOD, COLOR AND TEXTURE TO BE CONSISTENT IN ALL PLANTER BEDS.

Plant List

Waynesville Pavilion							
Waynesville, NC							
Plant List							
Proposed Trees		Scientific Name	Common Name	Planting Size	Mature Size		
4	AA	Amelanchier arborea 'Autumn Brilliance'	Serv iceberry	2' cal. / 8' ht. (min.)	20' ht.	B&B	Per Plan
5	AR	Acer rubrum 'Red Sunset'	Red Maple	2' cal. / 8' ht. (min.)	40' ht.	B&B	Per Plan
1	AB	Acer buergerianum	Trident Maple	2' cal. / 8' ht. (min.)	20' ht.	B&B	Per Plan
7	AS	Acer saccharum 'Legacy'	Legacy Sugar Maple	2' cal. / 8' ht. (min.)	40' ht.	B&B	Per Plan
6	CC	Cercis canadensis 'Forest Pansy'	Forest Pansy Redbud	2' cal. / 8' ht. (min.)	20' ht.	B&B	Per Plan
1	CL	Cladostis kentukea	'Yellow wood	2' cal. / 8' ht. (min.)	30' ht.	B&B	Per Plan
13	PK	Prunus serotina 'Kwanzan'	Kwanzan Cherry	2' cal. / 8' ht. (min.)	20' ht.	B&B	Per Plan
4	PS	Pinus Strobus	White Pine	2' cal. / 8' ht. (min.)	50' ht.	B&B	Per Plan
4	QA	Quercus alba	White Oak	2' cal. / 8' ht. (min.)	50' ht.	B&B	Per Plan
6	QL	Quercus lyrata	Overcup Oak	2' cal. / 8' ht. (min.)	40' ht.	B&B	Per Plan
2	QP	Quercus phellos	Willow Oak	2' cal. / 8' ht. (min.)	40' ht.	B&B	Per Plan
7	QS	Quercus shumardii	Shumard Oak	2' cal. / 8' ht. (min.)	40' ht.	B&B	Per Plan
6	TC	Tsuga canadensis	Hemlock	2' cal. / 8' ht. (min.)	40' ht.	B&B	Per Plan
66	Total Trees						
Proposed Shrubs:							
2	Fm	Fothergilla major	Fothergilla	5 gal.	3' x 4'	cont.	Per Plan
27	Ic	Ilex cornuta 'Bufordii'	Dwarf Bufford Holly	5 gal.	3' x 4'	cont.	Per Plan
45	Ig	Ilex glabra	Inkberry	5 gal.	3' x 3'	cont.	Per Plan
1	Kl	Kalmia latifolia	Mountain Laurel	5 gal.	5' x 5'	cont.	Per Plan
53	Lc	Loropetalum chinensis 'daruma'	Daruma Compact Loropetalum	3 gal.	2' x 3'	cont.	Per Plan
11	Rm	Rhododendron maximum	Rhododendron Rosebay	5 gal.	5' x 5'	cont.	Per Plan
139	Total Shrubs						
Proposed Groundcover							
8	hs	Hemerocallis x 'Stella de Oro'	Stella De Oro Dwarf Daylily	1 gal.	12"	cont.	Per Plan
31	mc	Muhlenbergia capillaris	Pink Muhly Grass	1 gal.	12"	cont.	Per Plan
39	Total Groundcover						
Groundcover (Entire Site)							
Sod:							
88,500	SF	Festuca arundinacea	Tall Fescue				Per Plan



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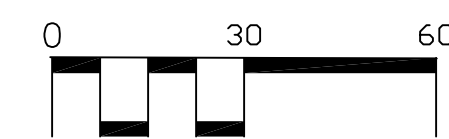
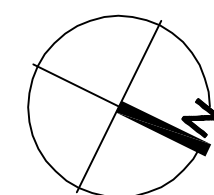
PROJECT: WAYNESVILLE PAVILION

GREAT SMOKEY MTN EXPY (US23/74) /
RUSS AVE (US276) / FRAZIER STREET
WAYNESVILLE, NORTH CAROLINA

CLIENT: MAB AMERICAN MANAGEMENT, LLC

525 N. TRYON STREET, SUITE 1600
CHARLOTTE, NC 28202

ProjectNo.:	17005
Scale:	1" = 30'-0"
Date:	05.19.2017
Revisions:	
Drawn:	LR
Checked:	KW



LANDSCAPE PLAN

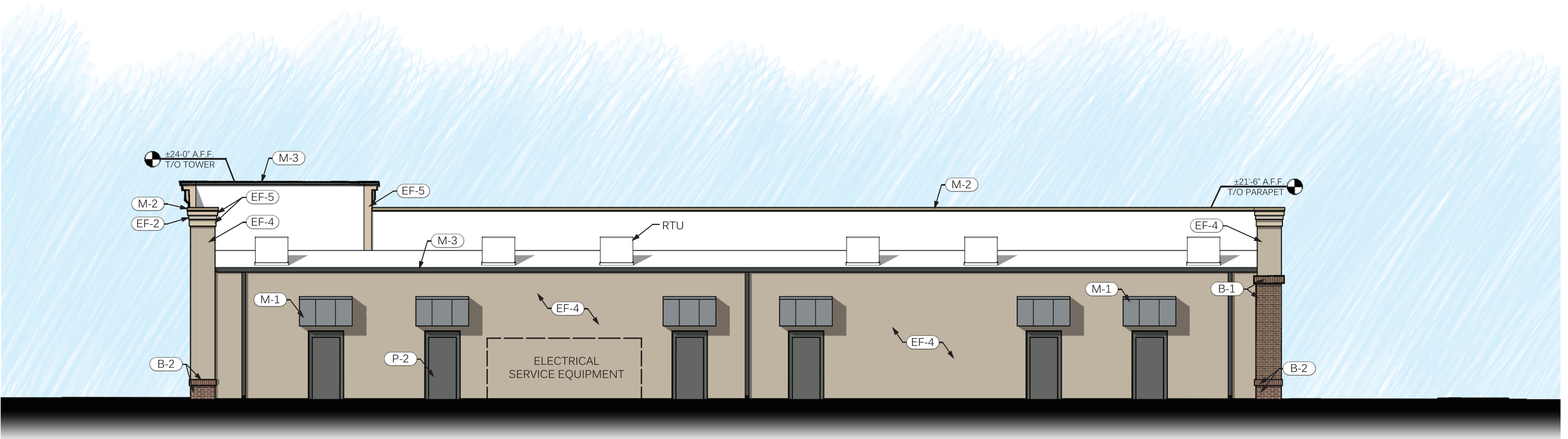
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DRAWING TITLE		
CROSS SECTION EXHIBIT		
DRAWING FILE:		
DRAWN BY:	JOW	D DRAWING NO.
DATE	05/03/17	
APPROVED BY:	4/5/17 00	

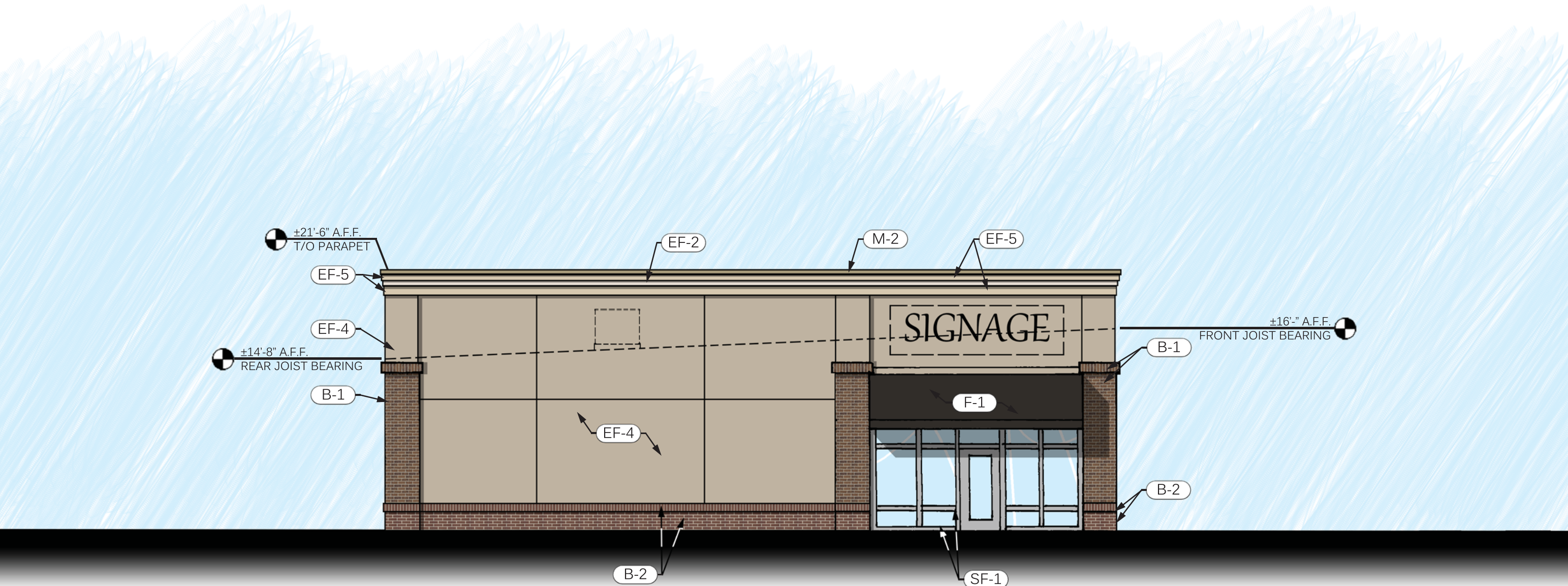
EXTERIOR FINISH SCHEDULE			
MARK	CATEGORY	MANUFACTURER	DESCRIPTION / FINISH
B-1	MODULAR BRICK	BORAL	COLOR: "MILLSTONE" w/ CEMEX "CAHABA BEIGE" MORTAR, TOOLED JOINTS
B-2	MODULAR BRICK	GENERAL SHALE	COLOR: "RED-VEL-IRONSPOT" w/ CEMEX "STANDARD DARK GRAY" MORTAR, TOOLED JOINTS
EF-1	EIFS	DRYVIT	FINISH SANDBLAST, COLOR TO MATCH: SW 6086 "SAND DUNE"
EF-2	EIFS	DRYVIT	FINISH SANDBLAST, COLOR TO MATCH: SW 6084 "MODEST WHITE"
EF-3	EIFS	DRYVIT	FINISH SANDBLAST, COLOR TO MATCH: SW 6108 "LATTE"
EF-4	EIFS	DRYVIT	FINISH SANDBLAST, COLOR TO MATCH: SW 7037 "BALANCED BEIGE"
EF-5	EIFS	DRYVIT	FINISH SANDBLAST, COLOR TO MATCH: SW 6106 "KILIM BEIGE"
EF-6	EIFS	DRYVIT	FINISH SANDBLAST, COLOR TO MATCH: SW 6095 "TOASTY"
EF-7	EIFS	DRYVIT	FINISH SANDBLAST, COLOR TO MATCH: SW 6054 "CANYON CLAY"
F-1	FABRIC	SUNBRELLA	FABRIC AWNING, COLOR TO MATCH: SUNBRELLA "SLATE"
F-2	FABRIC	SUNBRELLA	FABRIC AWNING, COLOR TO MATCH: SUNBRELLA "BLACK CHERRY"
LT-1	LIGHTING	T.B.D.	ARCHITECTURAL LIGHT FIXTURE
M-1	METAL ROOF	BERRIDGE	STANDING SEAM TEE PANEL, COLOR: "PREWEATHERED GALVALUME"
M-2	METAL COPING	BERRIDGE	COLOR: "SIERRA TAN"
M-3	METAL COPING	BERRIDGE	COLOR: "CHARCOAL GREY"
P-1	PAINT	SHERWIN WILLIAMS	COLOR: SW 7069 "IRON ORE"
P-2	PAINT	SHERWIN WILLIAMS	COLOR: SW 7068 "GRIZZLE GRAY"
SF-1	STOREFRONT SYSTEM	YKK	COLOR: "ANODIZED ALUMINUM"
SF-2	STOREFRONT SYSTEM	YKK	COLOR: "DARK BRONZE"
ST-1	STONE	WATERFORD	STONE, COLOR: "AVONDALE" w/ "GREY" MORTAR
WS-1	FIBER CEMENT	NICHIHA	NICHIHA BOARD COLOR: "VINTAGE WOOD CEDAR"



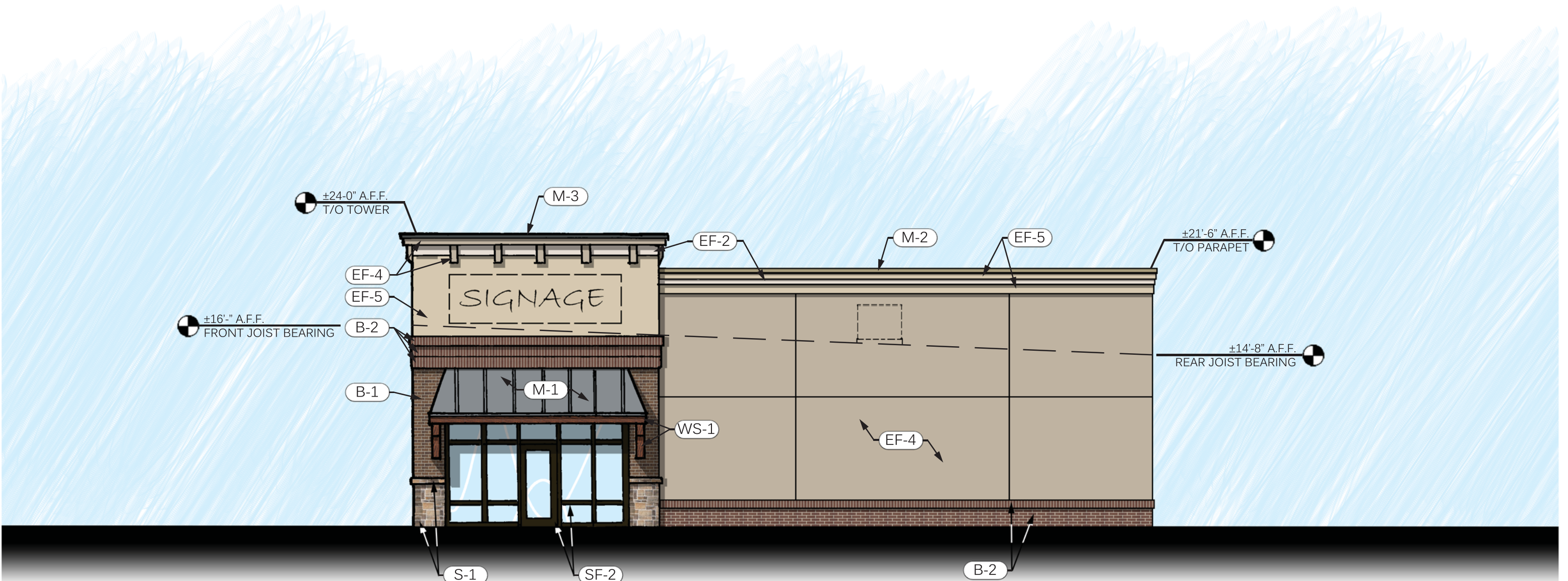
WAYNESVILLE RETAIL PRELIMINARY FRONT ELEVATION



WAYNESVILLE RETAIL PRELIMINARY REAR ELEVATION



WAYNESVILLE RETAIL PRELIMINARY SIDE ELEVATION



WAYNESVILLE RETAIL PRELIMINARY SIDE ELEVATION

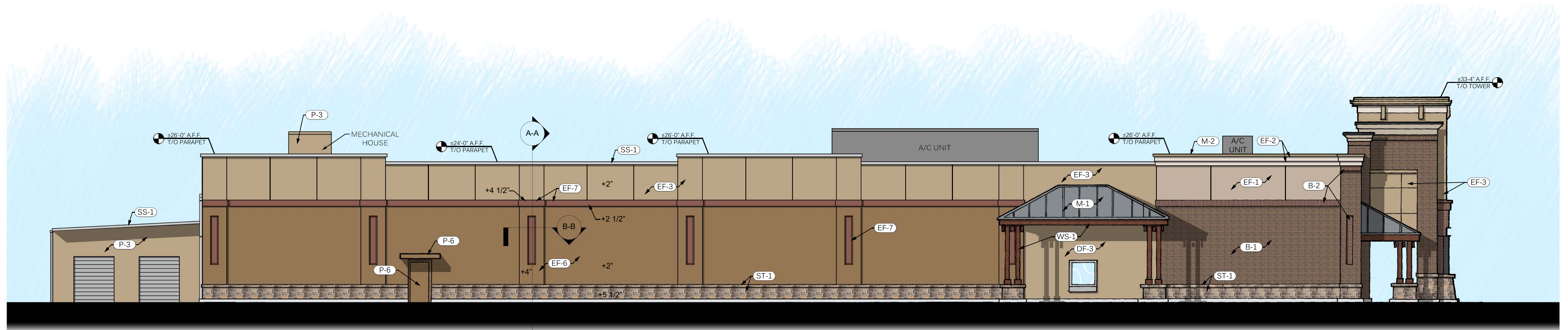
DEVELOPED BY:
MAB American
Management, LLC

WAYNESVILLE RETAIL BUILDING
WAYNESVILLE, NORTH CAROLINA

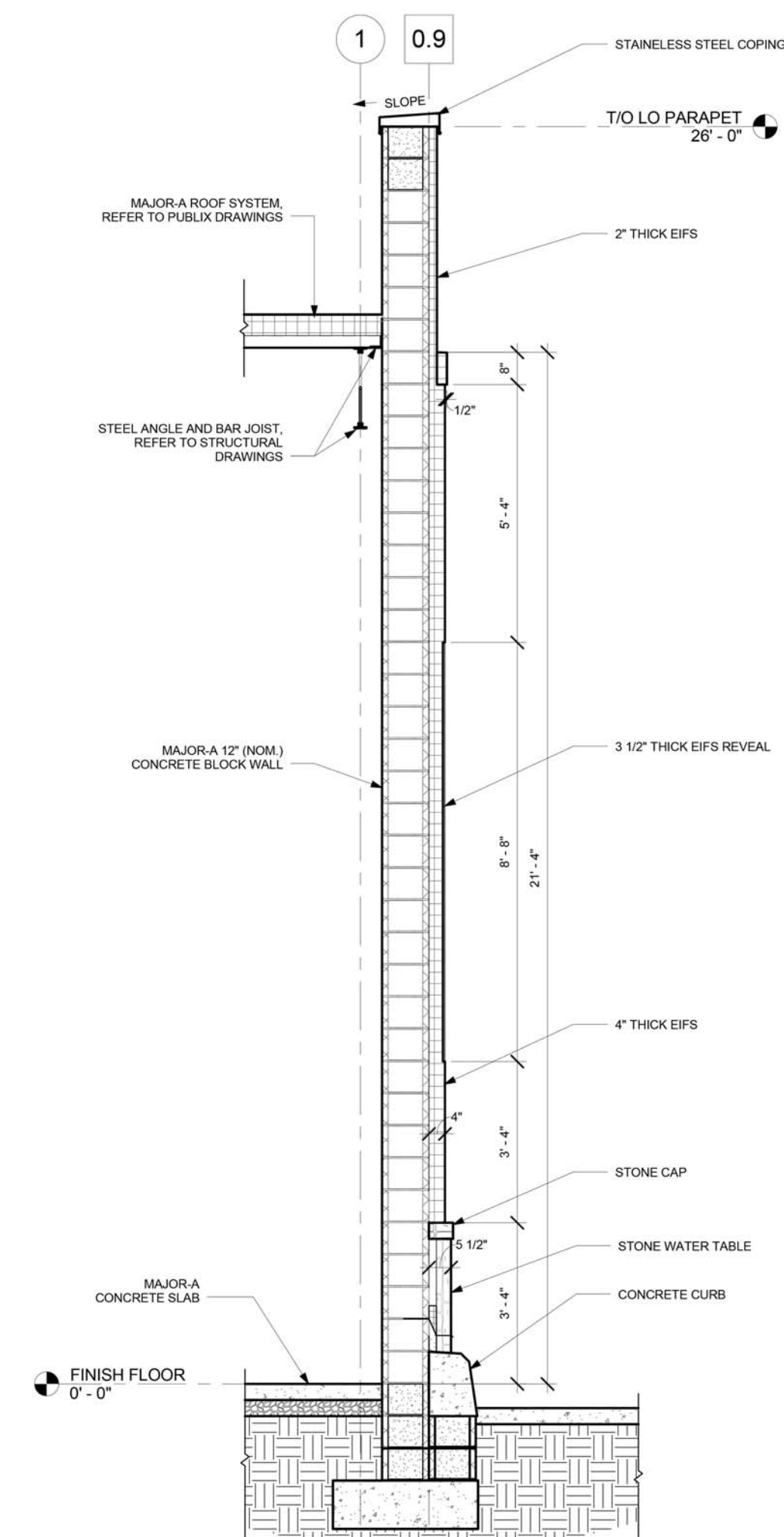
MaxDesign Group Project
D17-110
24 APRIL 2017

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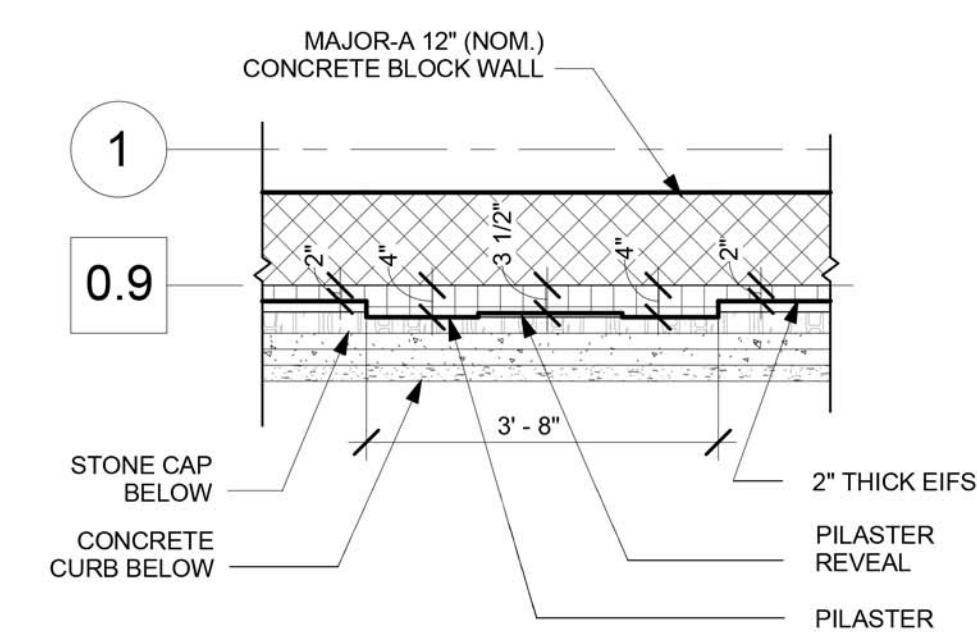
PRELIMINARY ELEVATION



MAJOR-A SIDE ELEVATION (FRAZIER STREET)



SECTION A-A



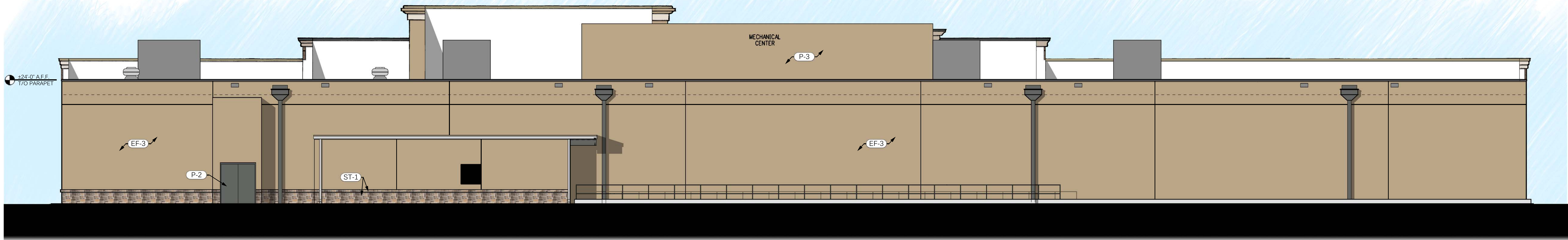
SECTION B-B

DEVELOPED BY:
MAB American
Management, LLC

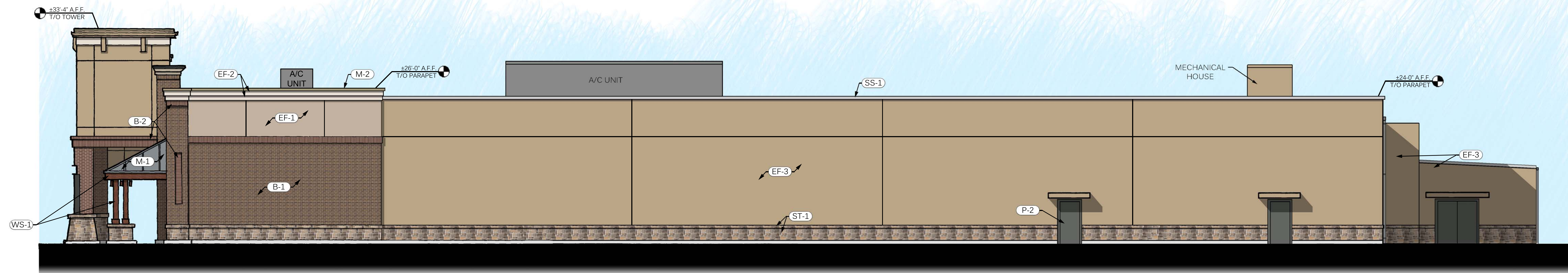
WAYNESVILLE PAVILION
TOWN OF WAYNESVILLE, NORTH CAROLINA

MaxDesign Group Project
D17-110
01 JUNE 2017

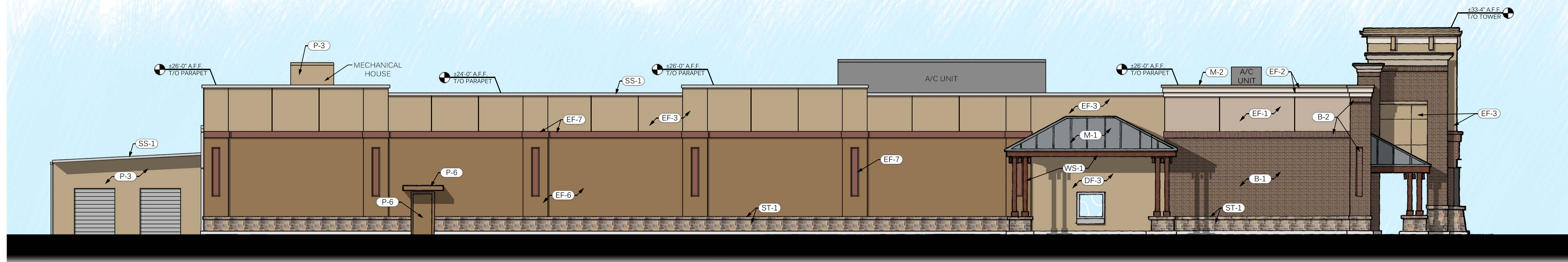
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MAJOR-A REAR ELEVATION



MAJOR-A SIDE ELEVATION



MAJOR-A SIDE ELEVATION (FRAZIER STREET)

DEVELOPED BY:
**MAB American
 Management, LLC**

WAYNESVILLE PAVILION
 TOWN OF WAYNESVILLE, NORTH CAROLINA

MaxDesign Group Project
 D17-110
 01 JUNE 2017

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April 28, 2017

Ms. Elizabeth Teague
Development Services Director
Town of Waynesville
9 South Main Street
Waynesville, North Carolina 28786

Re: Waynesville Pavilion – Russ Avenue at Frazier Street
Application for Land Development Standards Map Amendment
CES 4575.00

Ms. Teague:

We are pleased to submit this application for a Land Development Standards Map Amendment for the above referenced project. The proposed project encompasses the redevelopment of four (4) existing commercial parcels (PIN: 8616129629, 8616127433, 8616129531 and 8616124331). These parcels will be combined into one (1) parcel for the purposes of redevelopment and construction of a shopping center with a 49,098 sf grocery tenant anchor and 7,200 sf retail shops space.

The developer, MAB American Management, is seeking to invest \$15-\$20 million dollars into the redevelopment of these parcels. The redevelopment will revitalize this area by:

- providing a retail center that will provide up to 200 permanent jobs, and 200 construction jobs over the span of the 18-month construction period.
- cleaning up aged commercial buildings,
- providing improved property access connections from Russ Avenue and Frazier Street,
- providing roadway and drainage improvements to Frazier Street,
- addressing current stormwater issues by providing a stormwater management facility to a property that current has none,
- providing new landscaping and pedestrian friendly facilities within the center.

In order to accommodate the proposed redevelopment within the existing constrained property, we are requesting the following variances to the Town of Waynesville Ordinances:

1. Section 5.10.3.C.2 – Building Glazing Requirements
 - a. Reduction of glazing requirement for Major A Russ Avenue front façade to 14% due to tenant merchandising requirements.
 - b. Reduction of glazing requirement for Major A Frazier Street façade to 2% due to tenant merchandising and back of house requirements.
 - c. Reduction of glazing requirement for Shops Russ Avenue façade to 20% due to tenant merchandising.
2. Section 5.10.4.A – Rooftop Equipment Screening

- a. Reduction in the screening requirement for rooftop equipment. Due to the topography of the subject site as it relates to the adjacent Smokey Mountain Expressway, screening of the proposed rooftop HVAC equipment for Major A and the Shops is impractical. Mechanical house for Major A will be painted to match building façade. The Building RTUs' cannot be painted because painting of the rooftop HVAC equipment will void the manufacturer's warrantee.
3. Section 8.4 – Buffer Yards
 - a. Reduction in the buffer yard requirement for the adjacent Love Lane Neighborhood Residential District to the west and Frazier Street due to topographic constraints, minimal Frazier Street right-of-way, existing water, storm and overhead utility lines. At the areas of the buffer yard requirements the proposed development is substantially below existing grade and will require a retaining wall along Frazier Street. The grade difference ranges from 3 to 13 feet with the development below Frazier Street. Therefore, we believe the retaining wall and being below street grade will act as a buffer from the development and will provide "alternative compliance" to this ordinance requirement.
4. Section 8.5 – Street Tree Plantings
 - a. Reduction in street tree requirements along Frazier Street due to minimal right-of-way and existing underground and overhead utility lines.
5. Section 8.6.1.A – Parking Lot Screening
 - a. Removal of the canopy tree requirement due to retaining walls and limited space due to site constraints.
6. Section 8.6.2.B – Interior Parking Lot Plantings
 - a. Reduction in requirement that no parking space shall be more than 40 feet from the base of a canopy tree. Due to tenant parking requirements of 5 parking spaces per 1,000 sf and topographic constraints, we have approximately 20 parking spaces that are not within 40 feet of the base of a canopy tree.

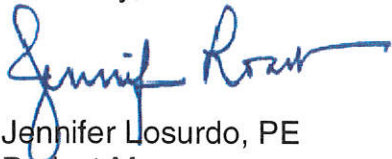
In order to facilitate our requested application, please find enclosed the following documents:

- Signed Application for Land Development Standards Map Amendment, dated 4/28/17
- Application Fee of \$1,163.00, Check No. 36314
- ALTA/ACSM Land Title Survey for PIN 8616129531, dated 3/22/17
- ALTA/ACSM Land Title Survey for PIN 8616124331, dated 3/22/17
- ALTA/ACSM Land Title Survey for PIN 8616127433, dated 3/22/17
- ALTA/ACSM Land Title Survey for PIN 8616129629, dated 3/22/17
- ALTA/ACSM Land Title Survey for Overall Site, dated 3/22/17
- Overall Site Plan, C-1.1, dated 4/28/17
- Detailed Site Plan (West), C-1.2, dated 4/28/17

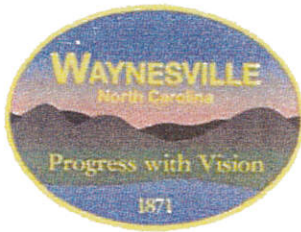
- Detailed Site Plan (East), C-1.3, dated 4/28/17
- Overall Grading & Drainage Plan, C-3.1, dated 4/28/17
- Detailed Grading & Drainage Plan (West), C-3.2, dated 4/28/17
- Detailed Grading & Drainage Plan (East), C-3.3, dated 4/28/17
- Overall Utility Plan, C-5.1, dated 4/28/17
- Detailed Utility Plan, C-5.2, dated 4/28/17
- Detailed Utility Plan, C-5.3, dated 4/28/17
- Landscape Plan, L-1.0, dated 4/28/17
- (2) Major-A Front and Side Building Elevations, D17-110, dated 4/28/17
- (2) Major-A Rear and Side Building Elevations, D17-110, dated 4/28/17
- Front Building Elevation, D17-110, dated 3/21/17
- Preliminary Side Building Elevation, D17-110, dated 4/24/17
- Preliminary Side Building Elevation, D17-110, dated 4/24/17
- Preliminary Rear Building Elevation, D17-110, dated 4/24/17
- (2) Site Plans, D17-110, dated 4/26/17
- (2) Site Sections, D17-110, dated 4/26/17

Please do not hesitate to contact me at 770.925.0357 or jlosurdo@columbia-engineering.com if you have any questions or need additional information.

Sincerely,

A handwritten signature in blue ink that reads "Jennifer Losurdo". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

Jennifer Losurdo, PE
Project Manager



TOWN OF WAYNESVILLE
Development Services Department
PO Box 100
9 South Main Street
Waynesville, NC 28786
Phone (828) 456-8647 • Fax (828) 452-1492
www.waynesvillenc.gov

Application for Land Development Standards Map Amendment

Application is hereby made on April 28, 20 17 to the Town of Waynesville for the following map amendment:

Property owner of record: Application includes 4 parcels. See attached information

Address/location of property: for all parcels.

Parcel identification number(s): _____

Deed/Plat Book/Page, (attach legal description): (Legal descriptions are found on surveys)

The property contains 6.63 acres. (Total of all 4 properties)

Current district: Russ Avenue Regional Center District (RA-RC)

Requested district: Russ Avenue Regional Center Conditional District (RA-RC CD)

The property is best suited for the requested change for the following reason(s), (attach additional sheets if necessary):

See attached.

Applicant Contact Information

Applicant Name (Printed): MAB American Management, LLC (Contact: John Argo, Principal Developer)

Mailing Address: 525 N. Tryon Street, Suite 1600, Charlotte, NC 28202

Phone(s): 334.462.8851

Email: john@mabamerican.com

Signature of Property Owner(s) of Record Authorizing Application:

[Signature] as Authorized by contracts

Note: Map Amendment Requests require a fee based on the size and number of lots being requested for amendment. The request will be scheduled for the next agenda opening for the Waynesville Planning Board. Please submit application to: Town of Waynesville Development Services Department, 9 South Main Street, Waynesville, NC 28786.



Application for Land Development Standards Map Amendment

Property Owner of Record: Big Sky Investment Corporation
Address/location of property: 909 Russ Avenue
Parcel identification number: 8616129629
Deed/Plat Book/Page: DB 457, Pg 1207
The property contains 1.88 acres.

Property Owner of Record: Troy Eugene Muse & Ruth Muse
Address/location of property: 88 Frazier Street
Parcel identification number: 8616127433
Deed/Plat Book/Page: DB 291, Pg 595
The property contains 2.98 acres.

Property Owner of Record: William Richard Sutton, Jr.
Address/location of property: 88 Frazier Street
Parcel identification number: 8616129531
Deed/Plat Book/Page: DB 363, Pg 702
The property contains 0.33 acres.

Property Owner of Record: James & Peggy Anne Roberts
Address/location of property: 186 Frazier Street
Parcel identification number: 8616124331
Deed/Plat Book/Page: DB 718, Pg 1446
The property contains 1.43 acres.



Memorandum

To: Louis D. Young, Jr., PE
President
Columbia Engineering
2862 Buford Highway, Suite 200
Duluth GA 30096

Date: August 18, 2016

Project #: 38446.01

From: Lyle Overcash, PE

Re: Waynesville Retail Task 1 – Pre-TIA Analysis

VHB Engineering NC, PC (VHB) is pleased to submit this interim report on the preliminary findings obtained in the pre-TIA analysis for the above-referenced project. The proposed Waynesville Retail development is to be located in the northwest quadrant of the US 276 (Russ Avenue) and Frasier Street intersection in Waynesville, NC (Figure 1). The retail site is anticipated to be anchored by a 50,000 square foot (SF) grocery store with additional 7,200 SF of general retail.

The project site is bound by US 276 (Russ Avenue), Frasier Street, and US 23/74 in the northern portion of Waynesville, NC. US 276 (Russ Avenue) is a five-lane, partially median-divided roadway constituting the eastern frontage of the proposed site. Based on traffic survey data from NCDOT, the Annual Average Daily Traffic (AADT) on Russ Avenue was approximately 23,000 vehicles per day (vpd) south of the proposed site and approximately 16,000 vpd north of the US 23/74 interchange in 2014. Frasier Street is a two-lane local street comprising the southern frontage of the proposed site. No AADT data is available from NCDOT on Frasier Street; based on traffic counts collected for this project, it is estimated that the ADT (average daily traffic) on Frasier Street is approximately 1,500 vpd in 2016. US 23/74 is a four-lane freeway facility comprising the northern and western frontages of the proposed site. US 23/74 form a partial cloverleaf interchange with US 276 immediately north of the project site. The 2014 AADT along US 23/74 is approximately 33,000 vpd west of the US 276 interchange and 29,000 vpd to the east.

The exact layout and access of the site is still being developed; however, based on the conceptual site plan (Figure 2), the proposed Waynesville Retail will maintain one existing access (the Lodge) on US 276 and construct two to three new accesses on Frasier Street. An existing restaurant (Sagebrush Steakhouse) at the northwest corner of the US 276 and Frasier Street is expected to remain along with its two existing driveways, one on US 276 and the other on Frasier Street opposite a gas station driveway.

The project build out year is assumed to be 2018. The Town of Waynesville requires the future year analyses to be two (2) years beyond the project build of the site. Based on typical TIA requirements and our familiarity of the study area, the following intersections are analyzed under the existing and future conditions in this analysis:

- US 276 (Russ Avenue) and Phillips Road/Taproot Drive (signalized)
- US 276 (Russ Avenue) and US 23/74 Westbound Ramps (signalized)
- US 276 (Russ Avenue) and US 23/74 Eastbound Ramps (unsignalized)
- US 276 (Russ Avenue) and Frasier Street (signalized)
- US 276 (Russ Avenue) and Barber Boulevard (signalized)
- US 276 (Russ Avenue) and Howell Mill Road/Dellwood Road (signalized)
- US 276 (Russ Avenue) and Bible Baptist Drive/Existing Lodge Driveway (unsignalized)
- US 276 (Russ Avenue) and Barrett Hillcrest Cemetery/Existing Sagebrush Driveway (unsignalized)
- Frasier Street and Existing Site Driveway 1/Gas Station Entrance (unsignalized)
- Frasier Street and Existing Site Driveway 2 (unsignalized)

VHB Engineering NC, PC (C-3705)
4000 WestChase Boulevard
Suite 530
Raleigh, NC 27607

- Frazier Street and Existing Site Driveway 3/McElroy Street (unsignalized)

VHB collected roadway geometrics and traffic control information at the study area intersections used in this analysis. Figure 3 shows the current geometric configuration of the intersections in the study area roadway network.

Existing year traffic counts were collected in July 2016 and balanced for consistency across the network. Historical counts at the Philipps Road/Taproot Drive intersection and the Barber Boulevard intersection with assumed annual growth and traffic balancing are used this analysis. A site visit was performed to observe existing traffic conditions and investigate existing traffic signal operations. The traffic signal at Russ Avenue and Phillips Road is controlled by the same signal controller as Russ Avenue and US 23/74 Westbound Ramps; as a result, the expressway ramps and Phillips Road intersections were modeled with a multi-phase signal across both intersections.

Trip generation was performed for the proposed site based on the information provided and the following assumptions:

- 50,000 square feet of supermarket and 7,200 square feet of general retail

Table 1: Trip Generation Rates (Vehicle Trips)

AM Peak Hour Total Trips						
ITE Land Use Code	Use	Units	ITE MANUAL RATES*			
			ADT	AM Enter	AM Exit	AM Total
850	Supermarket	50,000 sf	4,739	105	65	170
820	Shopping Center	7,200 sf	1,228	19	12	31
<i>Total Trips</i>			<i>5,967</i>	<i>124</i>	<i>77</i>	<i>201</i>
PM Peak Hour Total Trips						
ITE Land Use Code	Use	Units	ITE MANUAL RATES*			
			ADT	PM Enter	PM Exit	PM Total
850	Supermarket	50,000 sf	4,739	238	228	466
820	Shopping Center	7,200 sf	1,228	49	53	103
<i>Total Trips</i>			<i>5,967</i>	<i>287</i>	<i>281</i>	<i>569</i>
PM Peak Pass-By Trips						
ITE Land Use Code	Use	Pass-By Percentage	ITE MANUAL RATES*			
			ADT	PM Enter	PM Exit	PM Total
850	Supermarket	36%	-	84	84	168
820	Shopping Center	34%	-	18	18	36
<i>Total Pass-By Trips</i>			<i>-</i>	<i>102</i>	<i>102</i>	<i>204</i>
PM Peak Hour Non-Pass-By Site Trips						
ITE Land Use Code	Use	Units	ITE MANUAL RATES*			
			ADT	PM Enter	PM Exit	PM Total
850	Supermarket	50,000 sf	4,739	154	144	298
820	Shopping Center	7,200 sf	1,228	31	35	67
<i>Total External Non-Pass-By Trips</i>			<i>5,967</i>	<i>185</i>	<i>179</i>	<i>365</i>

* ITE Trip Generation, 9th Edition



It should be noted that the existing retail buildings and hotel on site are planned to be razed. However, since traffic counts indicated very few traffic is generated by the existing uses, no trip generation credit is assumed to provide a conservative analysis. Pass-by site trips were calculated for both the Supermarket and general retail land uses. As shown in Table 1, the proposed retail development is projected to generate 5,967 daily vehicle trips with 201 external trips (124 inbound, 77 outbound) occurring in the AM peak hour and 365 external trips (185 inbound, 179 outbound) occurring in the PM peak hour. The site trips were distributed to the network based on traffic patterns derived from existing traffic volumes and engineering judgment.

Intersection levels of service analyses were performed for the weekday AM and PM peak hours using *Synchro/SimTraffic Professional (Version 9)*. Existing (2016), No-Build (2020), and Build (2020) analyses were performed based on the existing lane geometrics assuming there is no background roadway improvements committed at any of the study intersections. A summary of the findings across all the analysis scenarios can be found in Table 2.

As shown in Table 2, all the signalized intersections and stop-controlled approaches included in the study area are projected to operate acceptably (i.e., LOS D or better) during both the AM and PM peak hours with the exception of two existing driveways of the Lodge and Sagebrush on Russ Avenue, which are projected to operate at LOS E or LOS F under stop control across all the analysis scenarios. The signalized intersection of Russ Avenue and Frasier Street is projected to operate at acceptable levels of service after the project build-out; however, long queues present on the eastbound approach, partially blocking Site Access #1 during the peak hours.

Conclusions

As shown in the operations analysis, the Russ Avenue and Frasier Street signalized intersection is expected to operate acceptably with the addition of site traffic; however, an exclusive left-turn lane on the eastbound Frasier Street approach is desired to eliminate queue spillback across the planned site accesses. In addition, the two existing driveways on Russ Avenue are projected to operate at failing levels of service (LOS E or F) during peak hours; therefore, turning restrictions may be considered at these driveways to meet traffic operations and safety requirements by NCDOT.

In summary, the following roadway improvements and driveway configurations are recommended based on the preliminary traffic operations analysis results:

US 276 (Russ Avenue) and Frasier Street (signalized)

This intersection is expected to constitute the primary entry/exit point for the planned retail development. Although it is projected to operate at an overall acceptable level of service, the queue length on the eastbound approach is about 300' along Frasier Street. Therefore, the following roadway improvements are recommended at this location:

- Widen the eastbound approach of Frasier Street to provide an exclusive left-turn lane with at least 200 feet of full storage and an appropriate taper.



Memorandum

US 276 (Russ Avenue) and Bible Baptist Drive/Existing Lodge Driveway (unsignalized)

The stop-controlled eastbound approach of Lodge driveway is expected to operate at a failing level of service during both the AM and PM peak hours. Interconnectivity should be provided with the development plan, so that left-turn and through traffic can access Frasier Street and make turns onto Russ Avenue under signal control. Therefore, the following roadway improvements are recommended at this location:

- Construct channelization on the eastbound approach of the existing Lodge driveway to allow for right-turn movement only.

US 276 (Russ Avenue) and Barrett Hillcrest Cemetery/Existing Sagebrush Driveway (unsignalized)

Similar to the existing Lodge driveway, the eastbound approach at this intersection is expected to operate at a failing level of service during both the AM and PM peak hours. However, under the existing parcel layout, left-turn and through traffic can access Frasier Street and make turns onto Russ Avenue under signal control. The Town of Waynesville has plans for a median divided cross-section on Russ Avenue in future. Therefore, driveways such as the Sagebrush Steakhouse will become a right-in/right-out in the future.

Figures 1 through 12 (attached) display the existing and future lane geometrics and traffic volume diagrams for the roadway network.



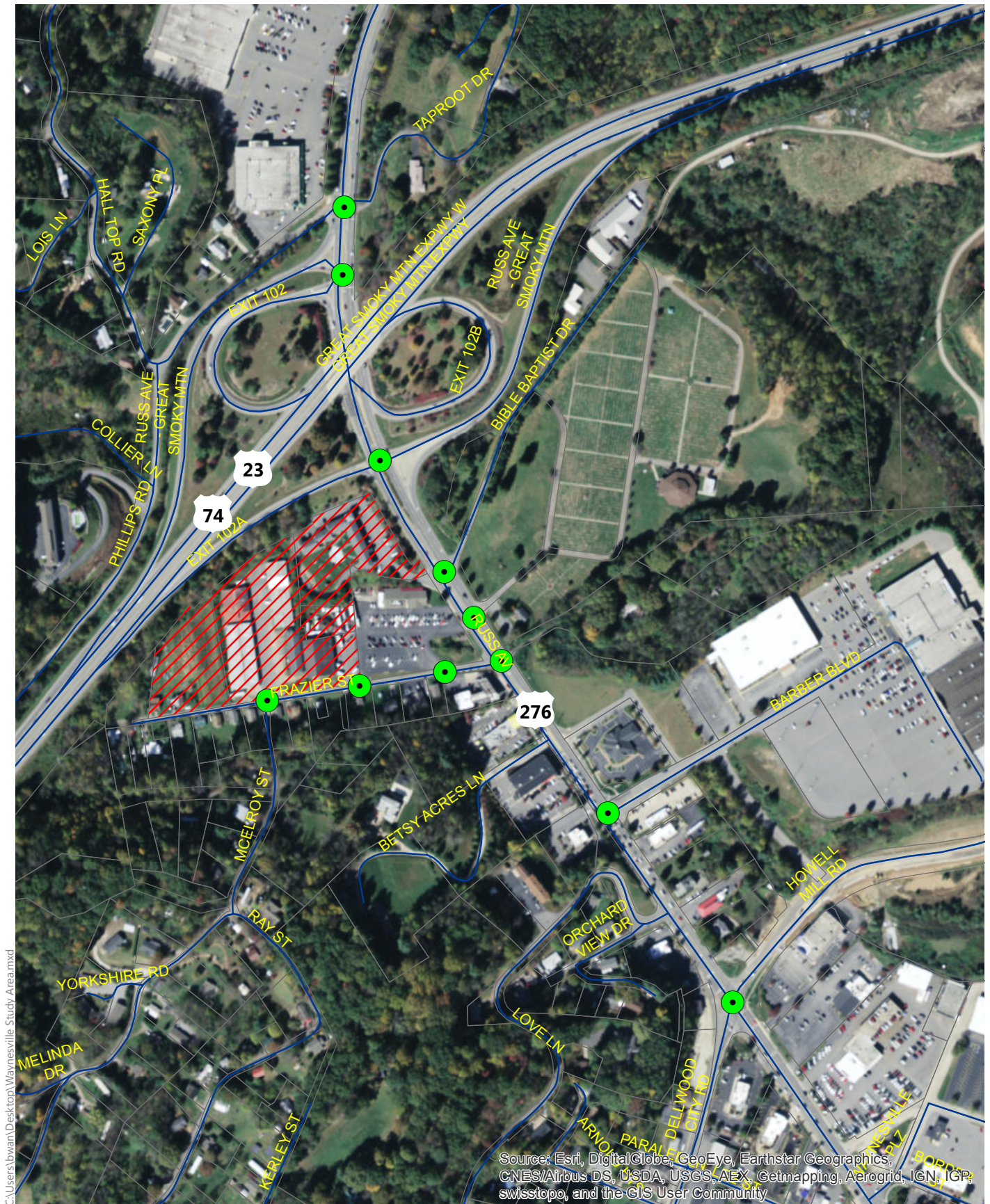
Memorandum

Table 2: Level of Service Results

Intersection and Approach	Existing (2016)		Background (2020)		Build (2020)		Improved (2020)	
	AM	PM	AM	PM	AM	PM	AM	PM
US 276 (Russ Ave) & SR 1202 (Phillips Rd)/Taproot Dr	A (7.9 sec/veh)	B (10.4 sec/veh)	A (8.5 sec/veh)	B (11.6 sec/veh)	A (8.7 sec/veh)	B (11.4 sec/veh)	A (8.7 sec/veh)	B (11.4 sec/veh)
Eastbound	D	E	D	E	D	E	D	E
Westbound	-	D	-	D	-	D	-	D
Northbound	A	A	A	A	A	A	A	A
Southbound	B	B	B	C	B	C	B	C
US 276 (Russ Ave) & US 23/74 WB Ramps	A (3.2 sec/veh)	A (7.5 sec/veh)	A (3.5 sec/veh)	A (7.4 sec/veh)	A (3.6 sec/veh)	A (5.5 sec/veh)	A (3.6 sec/veh)	A (7 sec/veh)
Eastbound	A	A	A	A	A	A	A	A
Northbound	A	B	A	B	A	A	A	B
Southbound	A	A	A	A	A	A	A	A
US 276 (Russ Ave) & US 23/74 EB Off-Ramp/US 23/74 EB On-Ramp	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Eastbound	B	C	C	C	C	D	C	D
US 276 (Russ Ave) & Frasier St/Ingles Market	B (12.9 sec/veh)	B (13.9 sec/veh)	B (13.6 sec/veh)	B (16.7 sec/veh)	C (21.4 sec/veh)	D (35.7 sec/veh)	C (23.9 sec/veh)	C (32.6 sec/veh)
Eastbound	D	E	D	E	D	F	D	F
Westbound	D	E	D	E	D	F	F	F
Northbound	B	A	B	A	C	C	C	C
Southbound	B	B	B	C	B	D	B	C
US 276 (Russ Ave) & CVS/Ingels	B (12.7 sec/veh)	D (35.3 sec/veh)	B (14.5 sec/veh)	D (48.5 sec/veh)	B (13.6 sec/veh)	D (50.7 sec/veh)	B (13.9 sec/veh)	D (48.8 sec/veh)
Eastbound	D	E	D	E	D	F	D	F
Westbound	D	D	D	D	D	E	D	E
Northbound	B	C	B	D	B	D	B	D
Southbound	A	C	B	D	A	D	A	D
US 276 (Russ Ave) & Dellwood Rd/SR 1184 (Howell Mill Rd)	B (15.3 sec/veh)	C (28 sec/veh)	B (15.5 sec/veh)	C (29.2 sec/veh)	B (15.8 sec/veh)	D (38.9 sec/veh)	B (15 sec/veh)	D (38.3 sec/veh)
Eastbound	D	E	D	E	D	E	D	E
Westbound	C	D	C	D	C	E	C	E
Northbound	B	C	B	C	B	C	B	C
Southbound	A	B	A	B	A	C	A	C
Gas Station/Access #1 & Frasier St	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Northbound	A	A	A	A	A	A	A	B
Southbound	A	A	A	B	B	B	B	C
Frasier St & Access #2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Southbound	A	A	A	A	A	B	A	B
McElroy St/Access #3 & Frasier St	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Northbound	A	A	A	A	A	A	A	A
Southbound	A	A	A	A	A	B	A	B
US 276 (Russ Ave) & Sagebrush/Cemetery	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Eastbound	E	F	E	F	F	F	F	F
Westbound	B	A	B	A	B	A	B	A
US 276 (Russ Ave) & Lodge/Bible Baptist Dr	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Eastbound	E	F	F	F	F	F	B	C
Westbound	A	C	A	C	A	C	A	C

Legend: X - Overall Level of Service, (XX.X sec/veh) - Overall Intersection Control Delay, X – Approach Level of Service

VHB Engineering NC, PC (C-3705)
 4000 WestChase Boulevard
 Suite 530
 Raleigh, NC 27607



C:\Users\lwan\Desktop\Waynesville Study Area.mxd

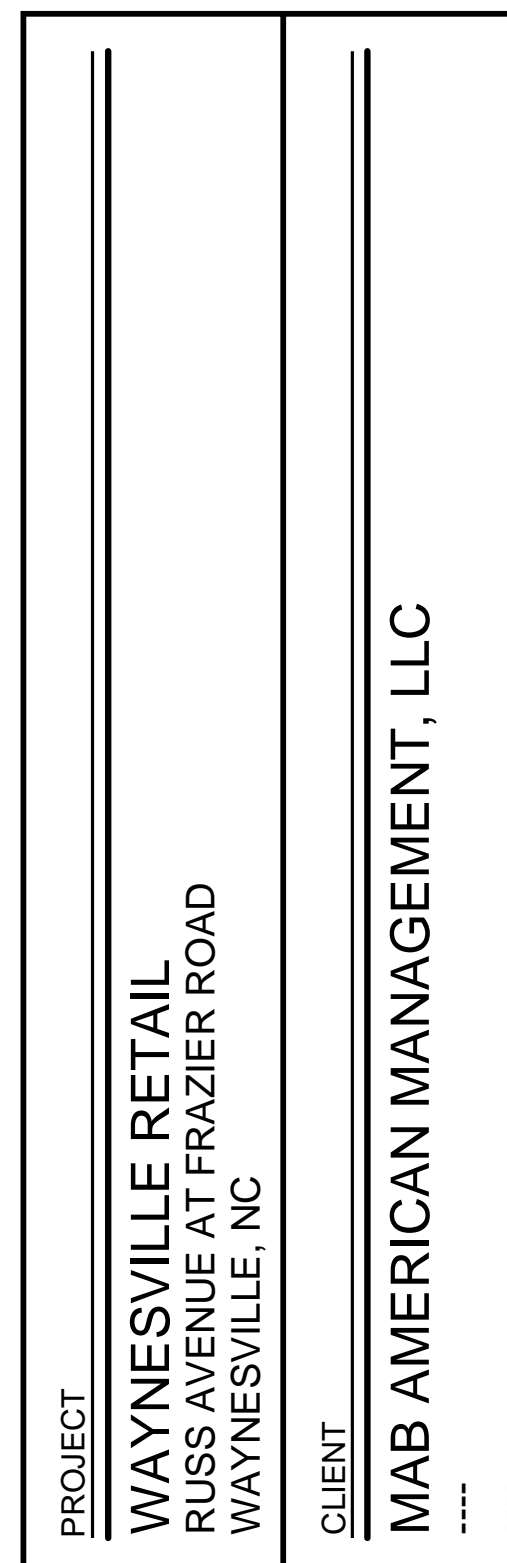


0 200 400 800 Feet

Legend

Waynesville Retail Traffic Impact Analysis Waynesville, NC

Source Info:
NCOneMap, NCDOT,
Haywood County GIS



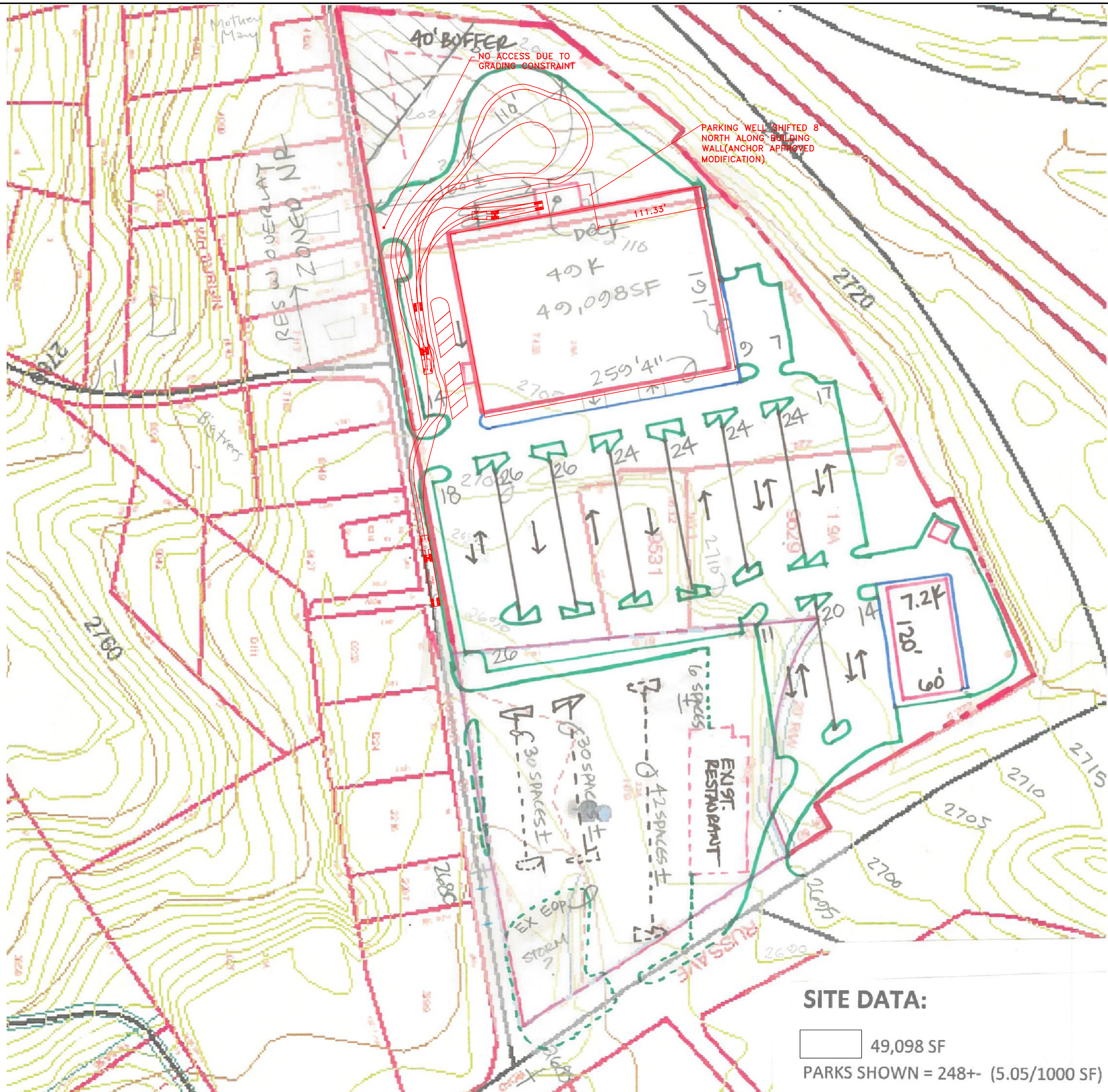
☐ APPROVED FOR CONSTRUCTION

☒ NOT APPROVED FOR CONSTRUCTION

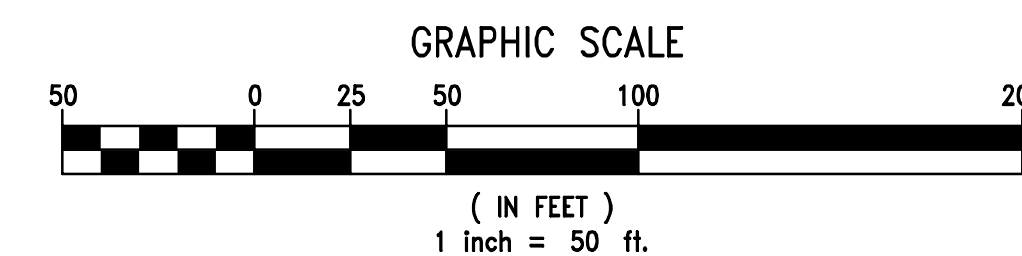
[illegible]

PRELIMINARY TRUCK ROUTING

DRAWING FILE:		DRAWING NO. SK-4T
DRAWN BY	RG	
DATE	05/24/16	
PROJECT NO.	4575.00	



NORTH



CIVIL ENGINEERS * LAND PLANNERS
LANDSCAPE ARCHITECTS * SURVEYORS



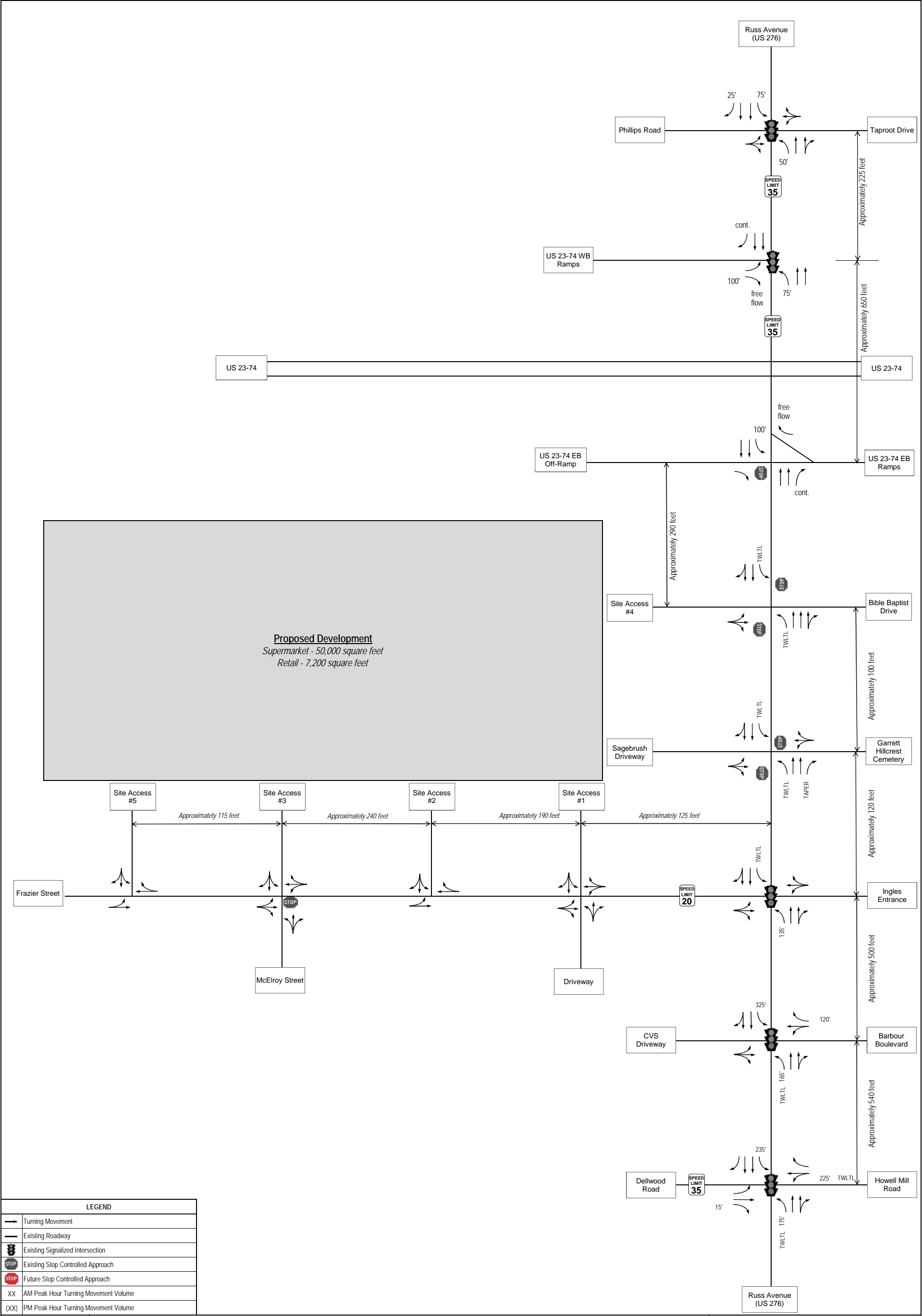
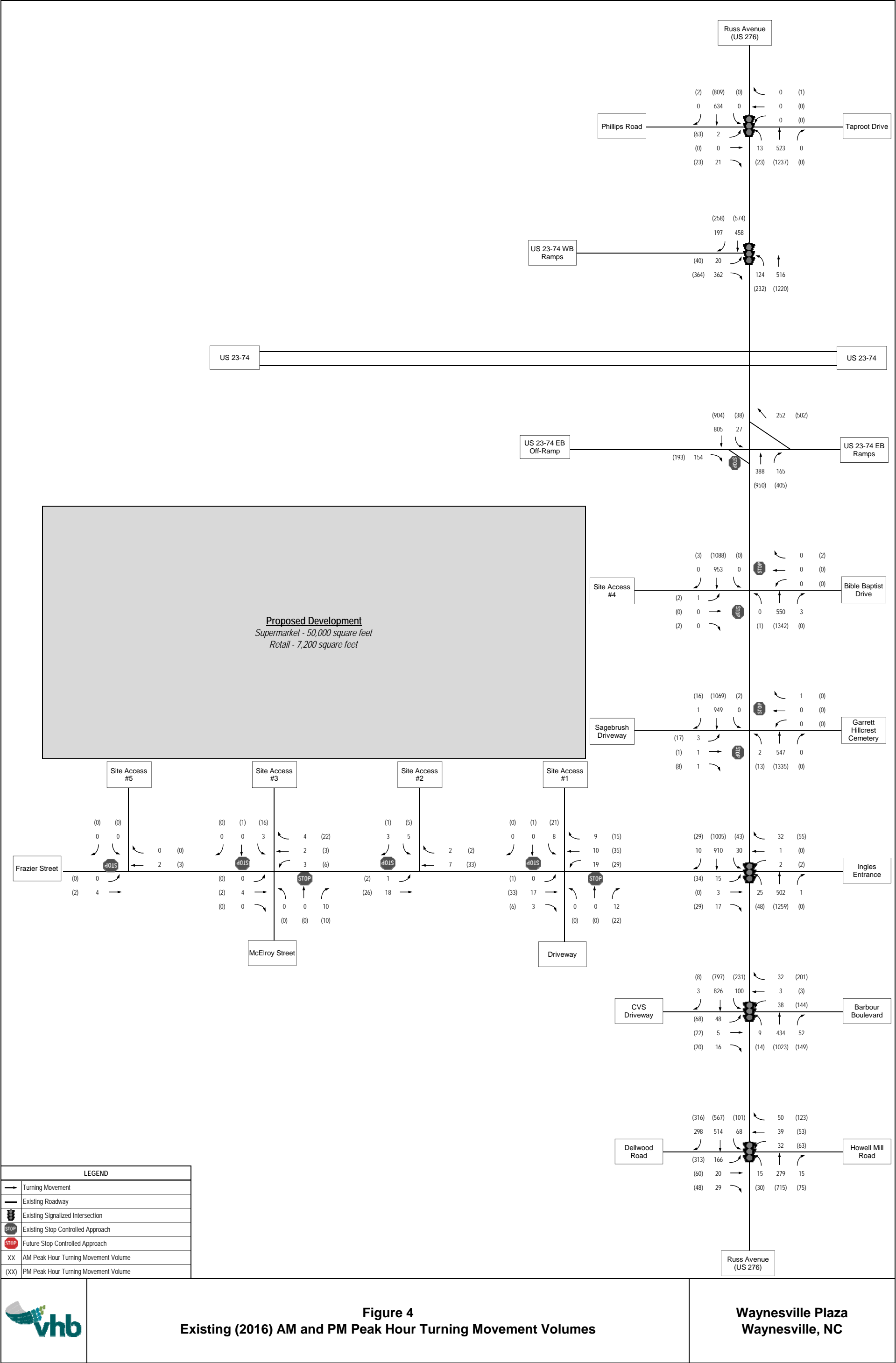
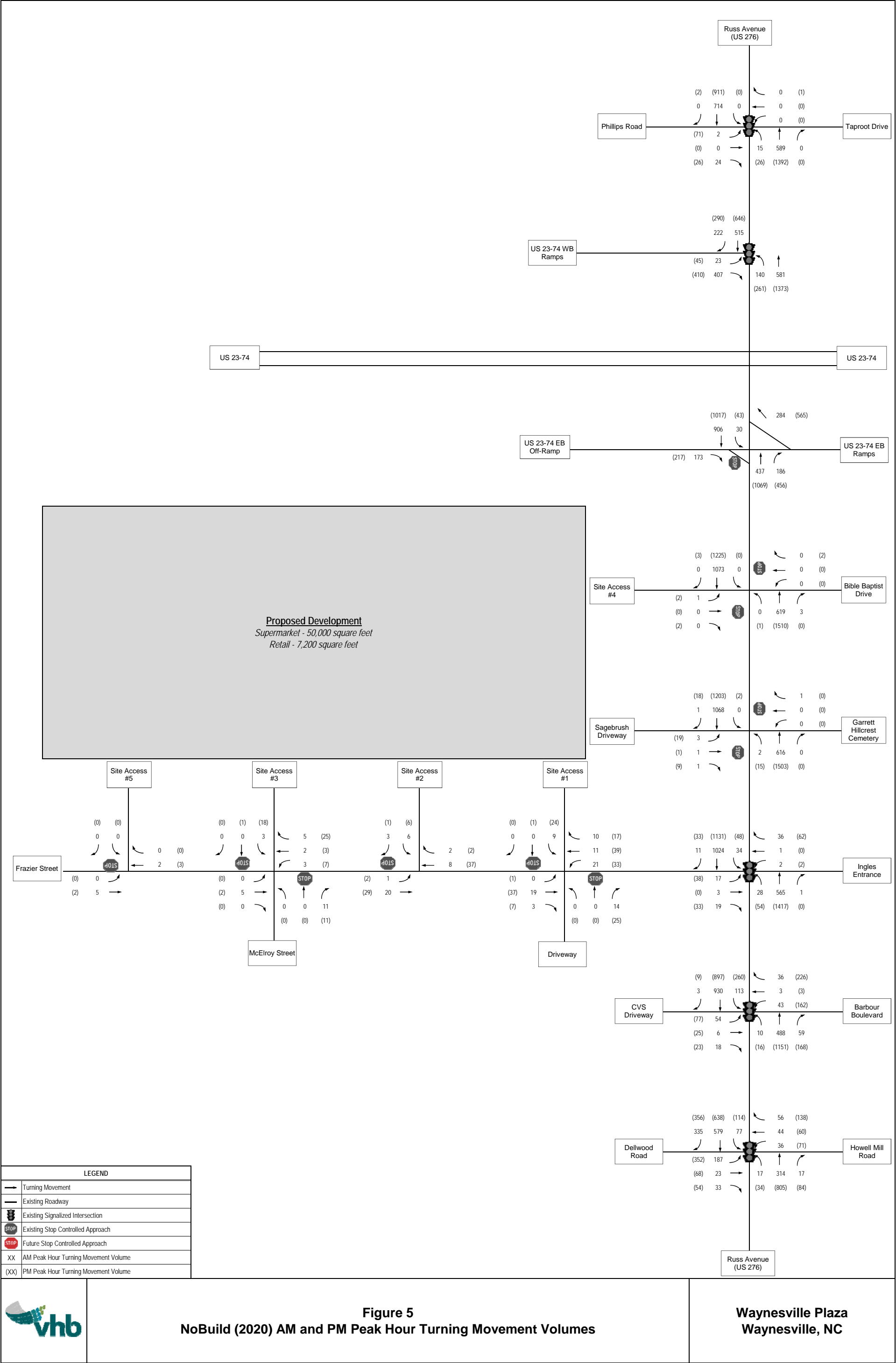


Figure 3
Existing (2016) Lane Geometrics and Traffic Control

Waynesville Plaza
Waynesville, NC





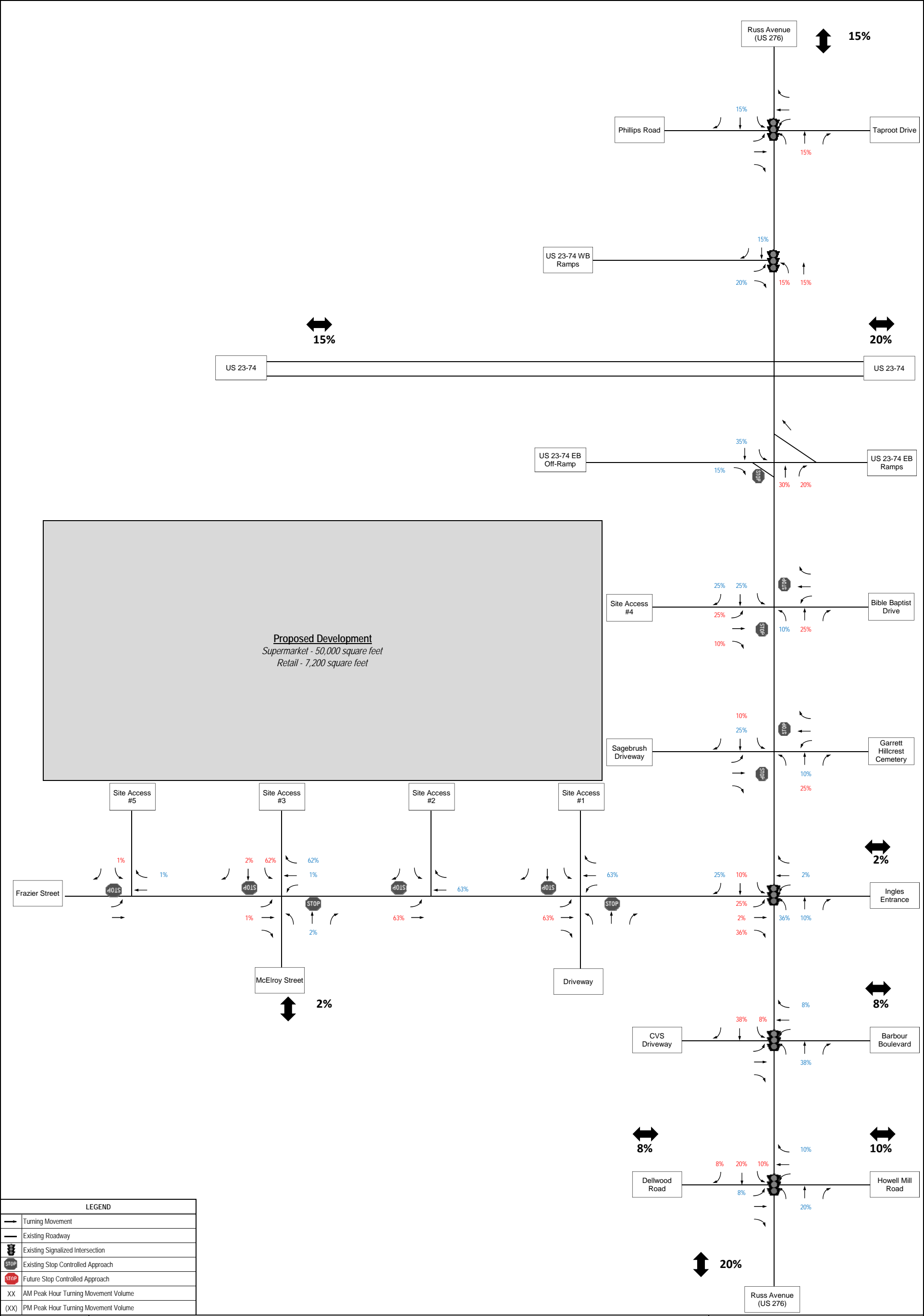
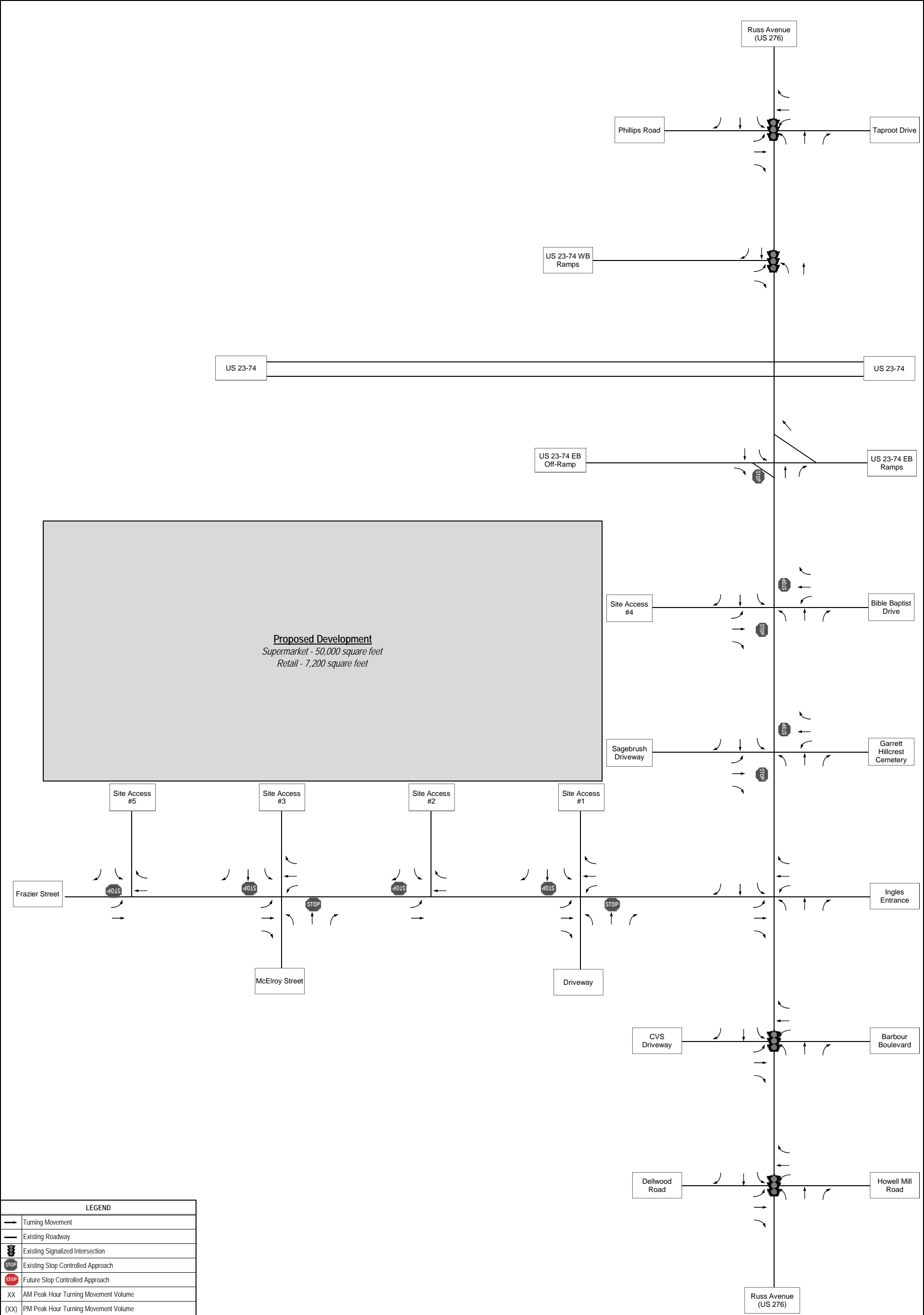




Figure 6
Non Pass-By Site Trip Distribution

Waynesville Plaza
Waynesville, NC




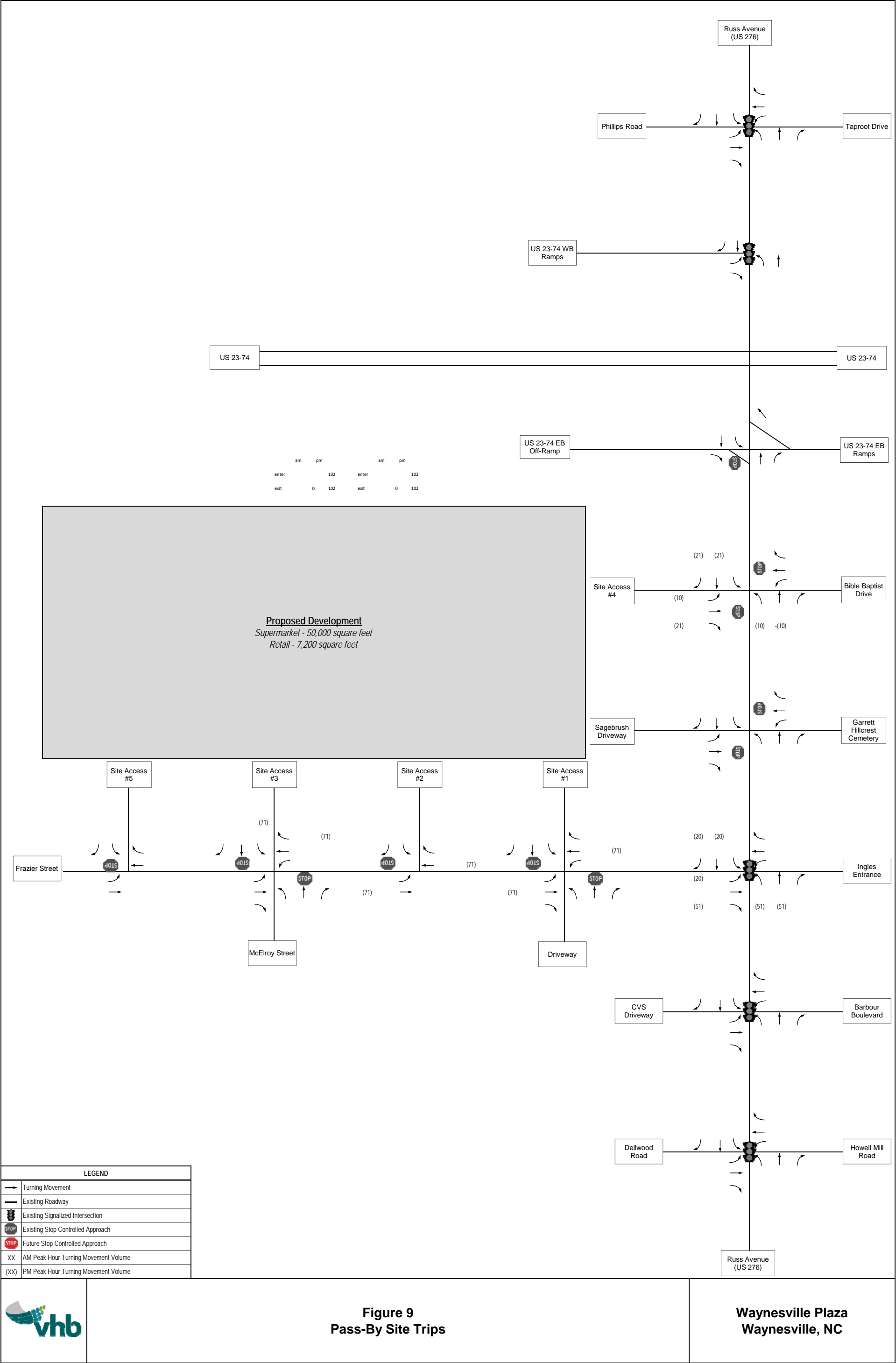
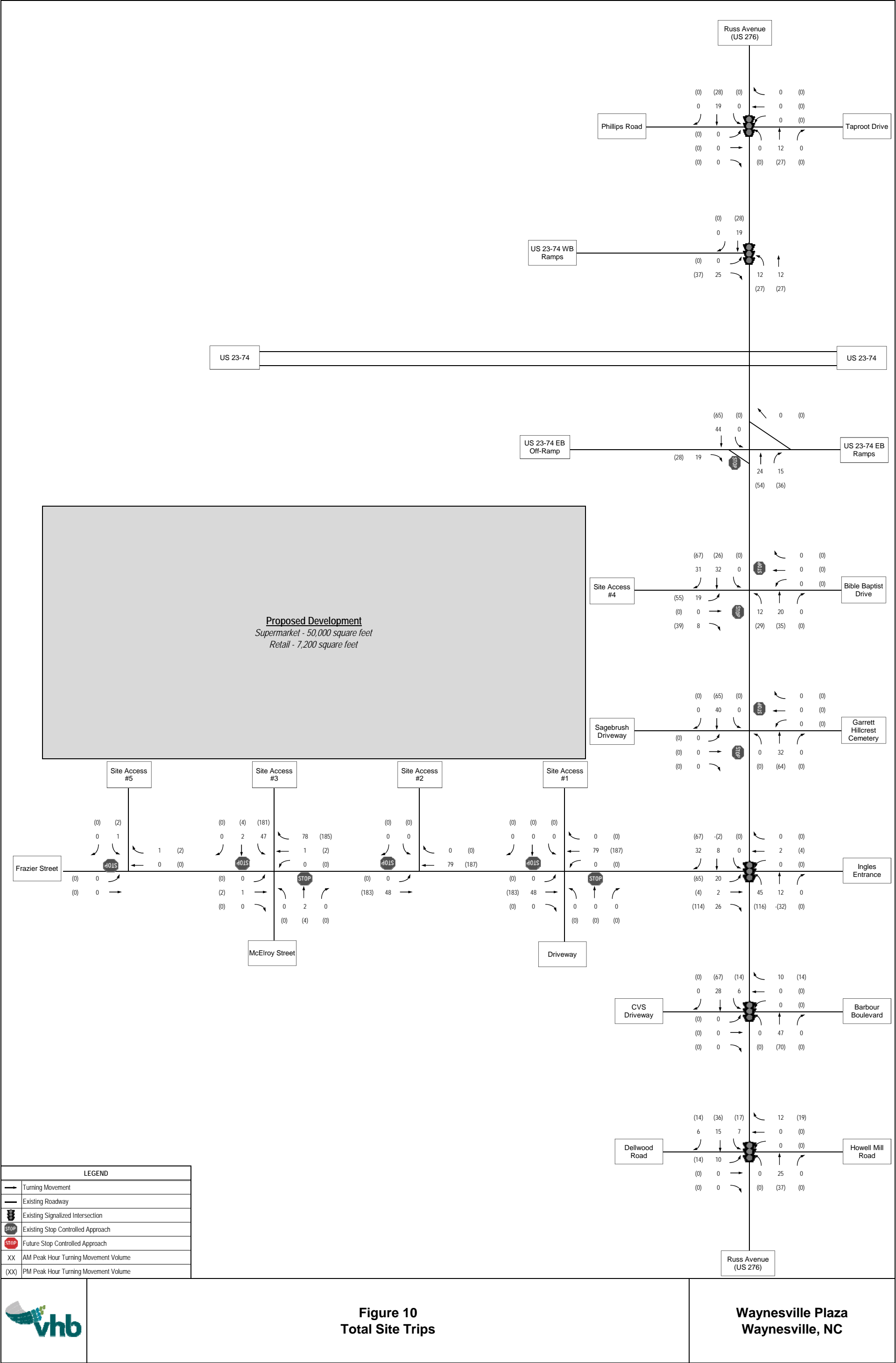


Figure 8
Pass-By Site Trip Distribution

Waynesville Plaza
Waynesville, NC





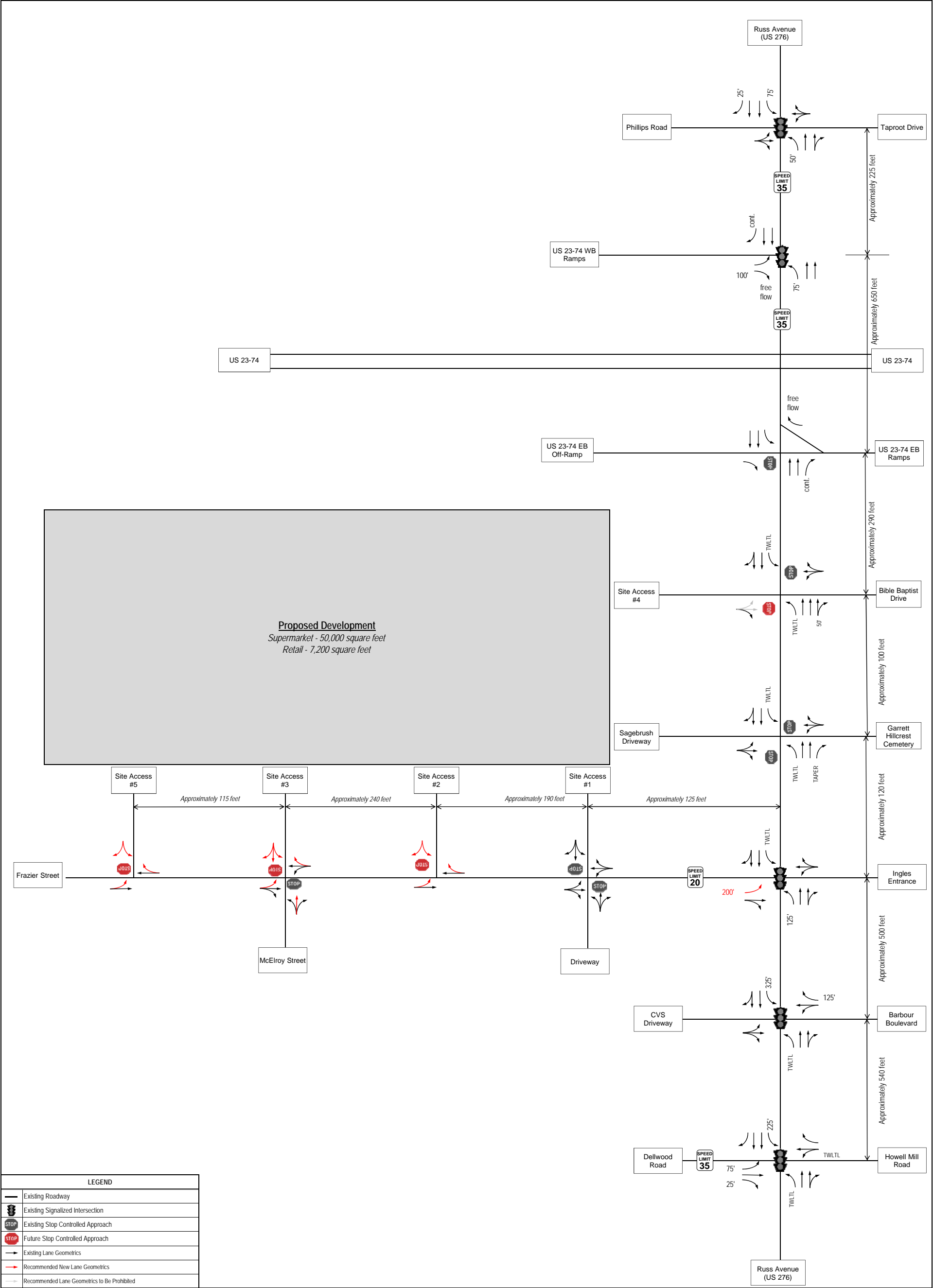


Figure 12
Future (2020) Lane Geometrics and Traffic Control

Waynesville Plaza
Waynesville, NC

Waynesville Retail Site - Existing Uses Potential Trip Generation
Trip Generation Rates Summary

AM Peak Hour Total Trips						
ITE Land Use Code	Use**	Units	ITE Manual Rates*			
			ADT	AM Enter	AM Exit	AM Total
310	Hotel	40 rm	327	12	9	21
110	General Light Industrial	35,000 sf	244	28	4	32
820	Shopping Center	23,000 sf	2,613	39	24	64
<i>Total Trips</i>			<i>3,184</i>	<i>79</i>	<i>37</i>	<i>117</i>
PM Peak Hour Total Trips						
ITE Land Use Code	Use**	Units	ITE Manual Rates*			
			ADT	PM Enter	PM Exit	PM Total
310	Hotel	40 rm	327	12	12	24
110	General Light Industrial	35,000 sf	244	4	30	34
820	Shopping Center	23,000 sf	2,613	107	116	224
<i>Total Trips</i>			<i>3,184</i>	<i>123</i>	<i>158</i>	<i>282</i>
PM Peak Pass-By Trips						
ITE Land Use Code	Use**	Pass-By Percentage	ITE Manual Rates*			
			ADT	PM Enter	PM Exit	PM Total
310	Hotel	-	-	-	-	-
110	General Light Industrial	-	-	-	-	-
820	Shopping Center	34%	261	38	38	76
<i>Total Pass-By Trips</i>			<i>261</i>	<i>38</i>	<i>38</i>	<i>76</i>
PM Peak Hour Non-Pass-By Site Trips						
ITE Land Use Code	Use**	Units	ITE Manual Rates*			
			ADT	PM Enter	PM Exit	PM Total
310	Hotel	40 rm	327	12	12	24
110	General Light Industrial	35,000 sf	244	4	30	34
820	Shopping Center	23,000 sf	2,351	69	78	148
<i>Total External Non-Pass-By Trips</i>			<i>2,922</i>	<i>85</i>	<i>120</i>	<i>206</i>

* ITE Trip Generation, 9th Edition

** Existing land uses generalized, observed trips in collected counts less than potential

**Waynesville Plaza - Future Proposed Trips
Trip Generation Rates Summary**

AM Peak Hour Total Trips						
ITE Land Use Code	Use	Units	ITE Manual Rates*			
			ADT	AM Enter	AM Exit	AM Total
850	Supermarket	49,098 sf	4,679	104	63	167
820	Shopping Center	7,200 sf	1,228	19	12	31
<i>Total Trips</i>			<i>5,907</i>	<i>123</i>	<i>75</i>	<i>198</i>
PM Peak Hour Total Trips						
ITE Land Use Code	Use	Units	ITE Manual Rates*			
			ADT	PM Enter	PM Exit	PM Total
850	Supermarket	49,098 sf	4,679	235	225	460
820	Shopping Center	7,200 sf	1,228	49	53	103
<i>Total Trips</i>			<i>5,907</i>	<i>284</i>	<i>278</i>	<i>563</i>
PM Peak Pass-By Trips						
ITE Land Use Code	Use	Pass-By Percentage	ITE Manual Rates*			
			ADT	PM Enter	PM Exit	PM Total
850	Supermarket	36%	468	83	83	166
820	Shopping Center	34%	123	18	18	36
<i>Total Pass-By Trips</i>			<i>591</i>	<i>101</i>	<i>101</i>	<i>202</i>
PM Peak Hour Non-Pass-By Site Trips						
ITE Land Use Code	Use	Units	ITE Manual Rates*			
			ADT	PM Enter	PM Exit	PM Total
850	Supermarket	49,098 sf	4,211	152	142	294
820	Shopping Center	7,200 sf	1,105	31	35	67
<i>Total External Non-Pass-By Trips</i>			<i>5,316</i>	<i>183</i>	<i>177</i>	<i>361</i>

* ITE Trip Generation, 9th Edition

Trip Generation Rates Summary - Existing vs Future

Site Trip Comparison	ITE Manual Rates*		
	ADT	AM Total	PM Total
Existing Uses Trip Generation Potential	2,922	117	206
Future Proposed Trip Generation Estimates	5,316	198	361
<i>Total Net New External Non-Pass-By Trips</i>	<i>2,394</i>	<i>81</i>	<i>155</i>

* ITE Trip Generation, 9th Edition

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: June 13, 2017

SUBJECT: Call for a Public Hearing to be held on July 18, 2017 to consider a request to abandon a portion of right-of-way in order to remove an existing encroachment at 76 Adams Street.

AGENDA INFORMATION:

Agenda Location:	Calls for Public Hearing
Item Number:	9-E
Department:	Development Services
Contact:	Elizabeth Teague, Development Services Director
Presenter:	Elizabeth Teague, Development Services Director

BRIEF SUMMARY: A house and retaining wall built in 1978 sits on a piece of property underlying a portion of the cul-de-sac at the end of Adams Street. The property owner has asked for the Town to abandon or close that portion of the cul-de-sac right-of-way that holds the encroachment and is part of the legal lot. Removal of this portion of right-of-way will not alter or limit use of the roadway as it is now, nor will it impact access to any lots also served by the right-of-way. Town staff is researching the best legal procedure to remove the right-of-way from the underlying property.

MOTION FOR CONSIDERATION:

To call for a Public Hearing to be held on July 18, 2017 at the regular Board of Aldermen Meeting at 6:30 pm, in order to consider a reduction in the Town of Waynesville's Municipal Services District by the removal of one lot at the request of the owner.

FUNDING SOURCE/IMPACT: This action is a Call for Public Hearing only. Future action to remove this lot will take effect at the end of this fiscal year in accordance with the new legislation, reducing MSD revenue by \$692.20 which goes to support the Downtown Waynesville Association.

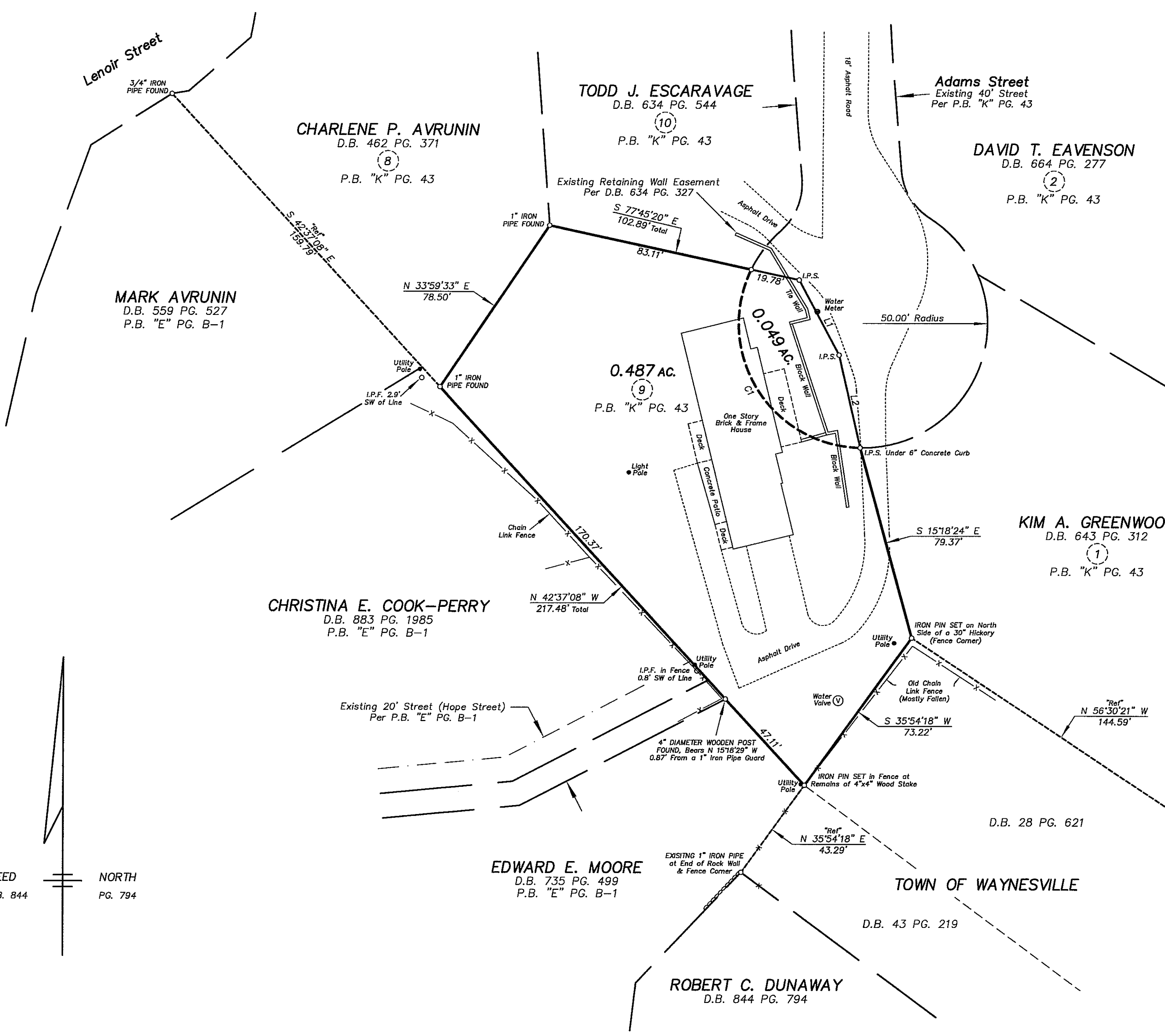
ATTACHMENTS:

1. Aerial Map
2. Survey

MANAGER'S COMMENTS AND RECOMMENDATIONS: This is a call for public hearing only. Staff will work with Town attorney to prepare additional information.

[illegible]

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

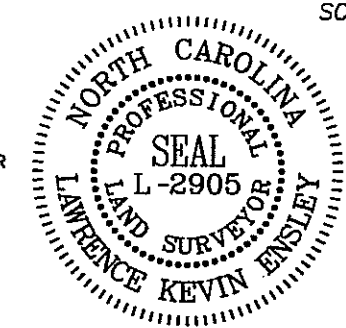
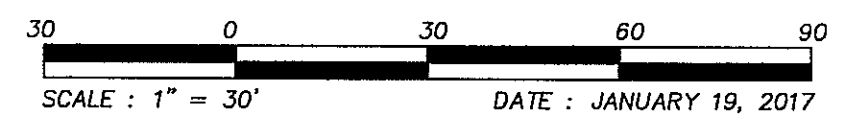


Area Requested To Be Abandoned
By The Town of Waynesville

C1	R = 50.00'	L = 100.00'	CH = S 31°38'22" E 84.14'
L1	S 28°08'51" E	34.24'	
L2	S 13°05'01" E	38.25'	

DAVID C. HENDERSON
D.B. 678 PG. 2223
P.B. "K" PG. 43

"Section 4 Block "A" - AUBURN PARK"
SURVEY FOR
ANN R. GOODWIN
ANN R. GOODWIN - OWNER
WAYNESVILLE TWP. HAYWOOD CO., N.C.
REFERENCES : D.B. 277 PG. 871
P.B. "K" PG. 43



L. KEVIN ENSLEY, P.L.S.
428 DELLWOOD ROAD
WAYNESVILLE, N.C. 28786
(828) 456-6395

A-008-17

NOTES

- 1.) ALL ROADS ARE PRIVATE, EXCEPT ADAMS, LENOIR & HOPE STREETS.
- 2.) AREA COMPUTED BY D.M.D. METHOD.
- 3.) TOTAL AREA = 0.536 ACRES.
- 4.) I.P.S. = IRON PIN SET = 5/8" REBAR WITH I.D. CAP.

CERTIFICATE OF "TOWN OF WAYNESVILLE"

I HEREBY CERTIFY THAT THIS PLAT WAS REVIEWED AND IS EXEMPT PURSUANT TO THE TOWN OF WAYNESVILLE LAND DEVELOPMENT STANDARDS AND CAN BE RECORDED IN THE OFFICE OF THE REGISTER OF DEEDS OF HAYWOOD COUNTY.

STATE OF NORTH CAROLINA
COUNTY OF HAYWOOD

I, _____, REVIEW OFFICER OF HAYWOOD COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

TOWN OF WAYNESVILLE - PLANNING DIRECTOR	DATE	REVIEW OFFICER	DATE
---	------	----------------	------

I, L. KEVIN ENSLEY, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK 277, PAGE 871, ETC.) (OTHER); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOK 277, PAGE 871; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED; THAT THE SURVEY IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY, OR OTHER EXCEPTION TO THE DEFINITION OF SUBDIVISION. WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL THIS 19th DAY OF JANUARY, A.D., 2017.

L. Kevin Ensley
Professional Land Surveyor L-2905

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: June 13, 2017

SUBJECT: Public Hearing to consider a request for Annexation from Encouraging Word Baptist Church.

AGENDA INFORMATION:

Agenda Location: Call for Public Hearing
Item Number: 9-D
Department: Administrative Services
Contact: Amie Owens, Assistant Town Manager
Presenter: Amie Owens, Assistant Town Manager

BRIEF SUMMARY: The Town received the attached “Petition for Annexation of Non-Contiguous ‘Satellite’ Areas,” executed by Encouraging Word Baptist Church. It is within the Town’s Extraterritorial Jurisdiction and is contiguous at one point with properties within the Town’s Municipal Boundary. Water and sewer services are being provided by the Town of Waynesville in this area already and there is no concern related to service provision and available connectivity.

If the board approves, a call for public hearing will be held at the next regular meeting of the Town of Waynesville Board of Aldermen.

MOTION FOR CONSIDERATION:

To call for Public Hearing to be held on Tuesday, June 27, 2017 at 6:30 p.m. or as closely thereafter as possible in the Board Room of Town Hall located at 9 South Main Street, Waynesville to consider the request for voluntary annexation from Encouraging Word Baptist Church for PIN 8615-92-2447 at 1408 Pigeon Road being 4.702 acres to receive municipal services.

FUNDING SOURCE/IMPACT: Future action to annex this property will allow the property to receive Town Municipal services, no impact to property tax revenues as it is a religious organization and tax exempt.

ATTACHMENTS:

1. Petition
2. Map

MANAGER’S COMMENTS AND RECOMMENDATIONS: Action required is to call for Public Hearing only.



May 17, 2017

Rev. Michael D. Horton
Senior Pastor

Encouraging Word Baptist Church
PO Box 797
Waynesville, NC 28786

Board of Alderman
c/o Town Clerk
16 South Main Street
Waynesville, NC 28786

Dear Board of Alderman of the Town of Waynesville,

It is the desire of Encouraging Word Baptist Church, Inc. to be annexed into the Town of Waynesville for the purposes of tapping onto the existing water and sewer lines that run parallel to our property located at 1408 Pigeon Road, Waynesville.

You will find attached to this letter the necessary petition and documentation for consideration by the Board of Alderman concerning the annexation of our property. If you have any questions or concerns, please contact Rev. Michael Horton at (828) 454-5933.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Horton".

Rev. Michael Horton

Attachment: Petition for Annexation of Non-Contiguous "Satellite" Areas

PETITION FOR ANNEXATION OF
NON-CONTIGUOUS "SATELLITE" AREAS

(Part 4, Article 4A, G.S. 160A-58)

4/30/17

Date

TO: Board of Aldermen of the Town of Waynesville

1. We, the undersigned owners of real property, respectfully request that the area described in paragraph 3 below be annexed to the Town of Waynesville.
2. Standards which the satellite area must meet:
 - a. The nearest point on the satellite area must not be more than three (3) miles from the primary limits of the annexing city.
 - b. No point on the satellite area may be closer to the primary limits of another municipality than to the annexing city.
 - c. Note: When there is any substantial question as to whether the area is closer to another city, the tax map submitted with the petition shall show the satellite area also in relation to the primary corporate limits of the other city.
 - d. The area proposed for annexation must be situated that services provided the satellite area can be equivalent to the services provided within the primary limits.
 - e. If the area proposed for annexation, or any portion thereof, is a subdivision, as defined in G.S. 160A-376, all of the subdivision must be included.
 - f. The area within the proposed satellite limits plus the area within all other satellite corporate limits may not exceed ten percent (10%) of the total land area within the primary corporate limits of the annexing city.
3. The area to be annexed is non-contiguous to the Town of Waynesville and the boundaries of such territory are as follows:
 - a. Metes and bounds description is attached.
4. A tax map is attached showing the area proposed for annexation in relation to the primary corporate limits of the Town of Waynesville. If there is substantial question as to whether the area may be closer to another city than to the annexing city, the map should show the relation to the primary corporate limits of the other town.

NAME Encouraging Word Baptist Church SIGNATURE Wayne N. [Signature] President
ADDRESS 1408 Pigeon Road, Waynesville, NC 28786



Parcel Report For 8615-92-2447

ENCOURAGING WORD BAPTIST CHURCH
PO BOX 797
WAYNESVILLE, NC 28786

Account Information

PIN: 8615-92-2447

Legal Ref: 888/2232

888/2228

Add Ref: A15/353

CABC/6843

Site Information

STORE, WAREHOUSE TYPE
COMMERCIAL USE
1408 PIGEON RD

Heated Area:

Year Built:

Total Acreage: 4.702 AC

Township: WAYNESVILLE

Site Value Information

Land Value: \$141,000

Building Value: \$74,000

Market Value: \$215,000

Deferred Value: \$0

Assessed Value: \$215,000

Sale Price: \$110,000

Sale Date: 07/05/2015

Tax Bill 1: \$0

Tax Bill 2: \$0



1 inch = 400 feet

August 31, 2016

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

PENDING REVIEW FOR TAX LISTING

**2015005407**HAYWOOD CO, NC FEE \$26.00
STATE OF NC REAL ESTATE EXT
\$220.00PRESENTED & RECORDED:
07-06-2015 11:41:20 AMSHERRI C. ROGERS
REGISTER OF DEEDS
BY: AMANDA GUTIERREZ
DEPUTY**BK: RB 888****PG: 2232-2234**DATE 7/6/15 BY SP**HAYWOOD COUNTY TAX CERTIFICATION**There are no delinquent taxes due that are a lien
against parcel number(s) 8615920477

Mike Matthews, Haywood County Tax Collector

Date: 7/6/15 By: RY**NORTH CAROLINA GENERAL WARRANTY DEED**

Return to: T. Michael Jordan

Prepared by: T. Michael Jordan, 154 N. Main St., Suite 1, Waynesville, NC 28786

Excise Tax: \$220.00

Parcel Identifier No.: portion of 8615-92-0477

THIS DEED made this 6th day of July, 2015, by and between

GRANTOR	GRANTEE
TERRY KIM RHINEHART a/k/a KIM RHINEHART and wife, CHERYL POPP RHINEHART	ENCOURAGING WORD BAPTIST CHURCH, INC., a North Carolina non-profit company
Mailing Address: <u>90 OLD SCHOOL RD</u> <u>WAYNESVILLE NC 28786</u>	Mailing Address: <u>PO Box 797</u> <u>WAYNESVILLE NC 28786</u>

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in Waynesville Township, Haywood County, North Carolina, and more particularly described as follows:

SEE SCHEDULE A ATTACHED HERETO AND
INCORPORATED HEREIN BY REFERENCE.

THE SUBJECT PROPERTY IS NOT
THE PRIMARY RESIDENCE OF THE GRANTOR.

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

And the Grantor covenants with the Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever except for the exceptions hereinafter stated. Title to the property hereinabove described is subject to the following exceptions:

IN WITNESS WHEREOF, the Grantor has hereunto set his hand and seal the day and year first above written.

Terry K. Rhinehart (SEAL)
TERRY KIM RHINEHART a/k/a
KIM RHINEHART

Cheryl Popp Rhinehart (SEAL)
CHERYL POPP RHINEHART

STATE OF NORTH CAROLINA
COUNTY OF HAYWOOD

I, a Notary Public of the County and State aforesaid, certify that TERRY KIM RHINEHART a/k/a KIM RHINEHART and CHERYL POPP RHINEHART personally appeared before me this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official stamp or seal, this 6th day of July, 2015.

My commission expires:

3/29/2016

Lorraine S. Ransburg
Notary Public

Lorraine S. Ransburg
Notary Public
Haywood County
North Carolina

SCHEDULE A

BEING Lot R-2, containing 4.243 acres, as shown and described on a plat of survey by L. Kevin Ensley, PLS, dated May 15, 2015, drawing number A-039-15, as recorded in Plat Cabinet C, Slot 6843, Haywood County Registry, to which reference is hereby made for more complete and particular description thereof.

Being a portion of the land devised to Kim Rhinehart under Item Two of the Last Will and Testament of Ann McCracken Yates, found in File No. 2011-E-143, in the Office of the Clerk of Court of Haywood County.

For source of title reference is hereby made to the Second Tract of the land conveyed by Deed Book 279, page 870, Haywood County Registry.

SUBJECT TO the existing easements for Pigeon Road, U. S. Highway 276 and Old School Road, N. C. S. R. 1133 to the full extent of their legal widths.

Subject to easements, rights of way, exceptions and any state of facts as shown and described on said recorded plat of survey. However, Grantor does release quitclaim and convey unto Grantee all right, title and interest in the private road located on the tract herein conveyed and designated and described on the recorded plat of survey as "12' Concrete Road – Note: Road to be Abandoned", to the end that Grantee, and its successors and assigns, may and shall own, possess and enjoy such land, free and discharged from any easement and right of way for the benefit of the adjoining land of Grantor and shown on said plat of survey as Lot R-1.

It is the intent of the Grantee that this parcel be combined with the property conveyed to it this date by Betty Y. Henderson, Administratrix of the Estate of Jerry D. Yates, PIN 8615-82-8795.

PENDING REVIEW FOR TAX LISTING

DATE 7/6/15 BY SP

HAYWOOD COUNTY TAX CERTIFICATION

There are no delinquent taxes due that are a lien

against parcel number(s) 8615828795

Mike Matthews, Haywood County Tax Collector

Date: 7/6/15 By: RJ

NORTH CAROLINA
HAYWOOD COUNTY



2015005406

HAYWOOD CO, NC FEE \$26.00
STATE OF NC REAL ESTATE EXT
\$205.00

PRESENTED & RECORDED:
07-06-2015 11:41:19 AM

SHERRI C. ROGERS
REGISTER OF DEEDS
BY: AMANDA GUTIERREZ
DEPUTY

BK: RB 888

PG: 2228-2231

ADMINISTRATRIX DEED

Prepared by and return to: T. Michael Jordan

Excise Tax: \$205.00

Parcel Identifier No.: 8615-82-8795

This deed, made this 2nd day of July, 2015, by BETTY Y. HENDERSON, ADMINISTRATRIX OF THE ESTATE OF JERRY D. YATES, deceased ("Grantor"), whose address is po Box 644, Canton, NC 28716, to ENCOURAGING WORD BAPTIST CHURCH, INC., a North Carolina non-profit corporation ("Grantee"), whose address is PO Box 797, WAYNESVILLE, NC 28786;

WITNESSETH THAT:

WHEREAS, Jerry D. Yates died intestate on July 15, 2012, a resident of Haywood County, North Carolina (see Haywood County Clerk of Superior Court Estate File No. 2012-E-407); and

WHEREAS, the said Betty Y. Henderson, the Grantor herein, duly qualified and was made Administratrix of the Estate of Jerry D. Yates, deceased, on August 24, 2012, and has continued in such capacity since said time, and is now engaged in the administration of said estate and the distribution of the assets herein; and

WHEREAS, said decedent owned real estate at the time of his death described in Schedule A attached hereto; and

WHEREAS, in a certain special proceeding entitled "Betty Y. Henderson, individually, and as Administratrix of the Estate of Jerry D. yates, Petitioner, vs. Horace Yates, Eugene Yates, Carolyn Sutton, Ruby Brooks and Charles Yates, Respondents and heirs of Jerry D. Yates, deceased", brought and pending before the clerk of the Superior Court of Haywood County, North Carolina, an order was made by said Court allowing said Grantor as Administratrix to sell at private sale subject to confirmation of the Court certain lands described on Schedule A attached hereto; and

WHEREAS, said Grantor, as Administratrix, on the 15th day of May, 2015, reported to the Court the sale of the land described on Schedule A attached hereto to said Grantee at the price of \$102,500.00, and recommended that said sale be confirmed by the Court; and

WHEREAS, said report remained open for ten (10) days and no advance bid was made and no objection offered to said sale; and

WHEREAS, said Court on the 2nd day of June, 2015, entered an order approving and confirming said sale; and

WHEREAS, said purchase price has been fully paid; and

WHEREAS, it is the purpose and intention of the Grantor, as Administratrix of the Estate of Jerry D. Yates, deceased, to convey the hereinafter described property in fee simple to the Grantee herein;

NOW, THEREFORE, the Grantor, acting as Administratrix as aforesaid, under authority of said order of Court and in consideration of the said purchase price of \$102,500.00 to her paid by the Grantee, has bargained and sold, and by these presents does grant, bargain, sell and convey unto the said Grantee, its successors and assigns, that certain parcel of land lying in Waynesville Township, Haywood County, North Carolina and being more particularly described as follows:

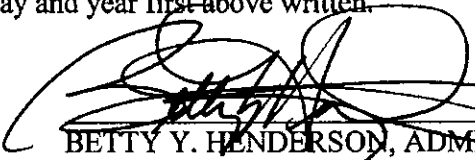
SEE SCHEDULE A ATTACHED HERETO AND
INCORPORATED HEREIN BY REFERENCE.

THE SUBJECT PROPERTY IS NOT THE PRIMARY
RESIDENCE OF THE GRANTOR.

TO HAVE AND TO HOLD the aforesaid tract or parcel of land, together with all privileges and appurtenances thereunto belonging, to the said Grantee, its successors and assigns, in fee simple forever.

And the said Grantor, acting as Administratrix, does hereby covenant that she has not placed or suffered to be placed any presently existing lien or encumbrance (except as above stated) on said premises and that she will warrant and defend the title to the same against the lawful claims of all persons claiming by, through or on account of her, but no further.

IN TESTIMONY WHEREOF, said Grantor, acting as Administratrix as above set forth, has hereunto set her hand and seal the day and year first above written.

 (SEAL)
BETTY Y. HENDERSON, ADMINISTRATRIX
OF THE ESTATE OF JERRY D. YATES,
deceased

STATE OF NORTH CAROLINA
COUNTY OF HAYWOOD

I, a Notary Public of the County and State aforesaid, certify that BETTY Y. HENDERSON, ADMINISTRATRIX OF THE ESTATE OF JERRY D. YATES, deceased, personally appeared before me this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official stamp or seal, this 2nd day of July, 2015.

My commission expires:

3/29/2016

Lorraine S. Ransburg
Notary Public

Lorraine S. Ransburg
Notary Public
Haywood County
North Carolina

SCHEDULE A

BEING that tract of land containing 0.619 acres, as shown and described on the plat of survey by L. Kevin Ensley, P.L.S., dated May 15, 2015, drawing no. A-039-15, as recorded in Plat Cabinet C, Slot 6843, Haywood County Registry, to which reference is hereby made for a more complete and particular description thereof.

TOGETHER WITH and INCLUDING and SUBJECT TO the rights of way and easements as shown and described on the above-referenced recorded plat of survey

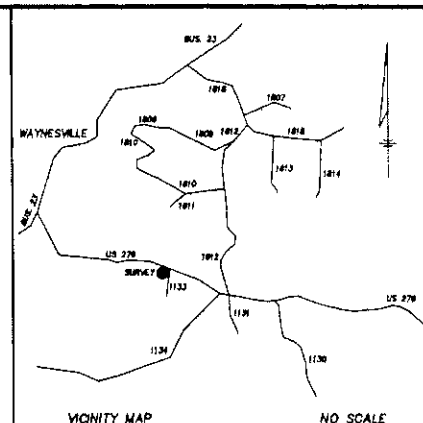
SUBJECT TO water rights reserved in Deed Book 320, page 539, Haywood County Registry.

BEING the same property conveyed from George Douglas Christopher and wife, Louise Christopher, to Jerry Douglas Yates (now deceased) and wife, Betty Ann Yates (now deceased), by deed dated December 5, 1980, recorded in Deed Book 320, page 539, Haywood County Registry. See Estate of Jerry D. Yates, deceased, Haywood County Clerk of Court File No. 2012-E-407. Betty Ann Yates died on January 30, 2011, in Haywood County, North Carolina.

NOTES

- 1.) AREA COMPUTED BY D.M.D. METHOD.
- 2.) TOTAL AREA = 6.212 ACRES.
- 3.) E.I.P. = EXISTING IRON PIPE.
- 4.) I.P.F. = IRON PIPE FOUND.
- 5.) I.P.S. = IRON PIN SET = 5/8" REBAR WITH ID CAP.
- 6.) N.C.G.S. MONUMENT "RESEARCH" (N = 855,074.21' & E = 819,202.78') WAS USED AS A REFERENCE MONUMENT AND IS LOCATED N 28°43'13" W 3814.94' (GRID DISTANCE) FROM N.C.G.S. MONUMENT "PRIME".
- 7.) ALL GRID INFORMATION IS N.A.D. '83.
- 8.) COMBINED SCALE FACTOR = 0.99975535

N.C. GRID NORTH
N.A.D. '83



CERTIFICATE OF "TOWN OF WAYNESVILLE"

I HEREBY CERTIFY THAT THE PLAT WAS REVIEWED AND APPROVED BY THE TOWN OF WAYNESVILLE PLANNING & ZONING FOR RECORDATION IN THE OFFICE OF THE REGISTER OF DEEDS OF HAYWOOD COUNTY.

Paul Benson 5/21/15
TOWN OF WAYNESVILLE - PLANNING DIRECTOR DATE

WILLIAM CHESTER
SORRELLS
D.B. 376 PG. 488

BETTY Y.
HENDERSON, et al
ESTATE FILE: 2012-E-407
D.B. 320 PG. 539
0.619 AC.

Pigeon Road
US Highway 276
(21' Paved Road)

It is the intent to Combine
this Tract With D.B. 320 PG. 539
(0.619 AC.) into One Parcel
(R-2)
4.243 AC.

(R-1)
1.350 AC.

TERRY KIM RHINEHART
D.B. 369 PG. 1010

CHARLES E. HIGGINS
D.B. 368 PG. 61
(H-1)
P.C. "C" SL. 2191

COLLINS ORCHARDS, INC.
D.B. 383 PG. 536

Old School Road
N.C.S.R. 1133
Existing 50' N.C.D.O.T. R/W
Per D.B. 478 PG. 2113
(19' Paved Road)

2015005405
HAYWOOD CO. NO FEE \$21.00
RECORDED 11/06/2015
07-06-2015 11:34:36 AM
SHERRI C. RODGERS
REGISTER OF DEEDS
HAYWOOD COUNTY, NC

BK: MAP CABC
PG: 6843-6843

SURVEY FOR
KIM RHINEHART

BETTY Y. HENDERSON, et al & KIM RHINEHART - OWNERS
WAYNESVILLE TWP. HAYWOOD CO., N.C.

REFERENCES: D.B. 279 PG. 670 TR. 2

SCALE: 1" = 50'
DATE: MAY 15, 2015



JAMES M. NICHOLAS
D.B. 460 PG. 928

P.C. "C" SL. 3192

STATE OF NORTH CAROLINA
COUNTY OF HAYWOOD
I, *Stephanie S. Perkins*, REVIEW OFFICER OF HAYWOOD COUNTY,
CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION
IS APPLIED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDATION.

Stephanie S. Perkins 7/6/15
REVIEW OFFICER DATE

Kevin E. Smith
Professional Land Surveyor - License No. 20065

L. KEVIN O'BRYEN, P.L.S.
438 BELLWOOD ROAD
WAYNESVILLE, N.C. 28786
(919) 436-4366

A-039-15

SHOW/PLAT-2015/PLAT5-12

2/6843