



Town of Waynesville, NC Board of Aldermen Regular Meeting

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

Date: **October 23, 2018** Time: **6:30 p.m.**

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(828) 452-2491 eward@waynesvillenc.gov

A. CALL TO ORDER - Mayor Gavin Brown

1. Welcome/Calendar/Announcements

2. Adoption of Minutes

Motion: To approve the minutes of the October 9, 2018 regular meeting as presented (or as corrected).

B. PROCLAMATION

Red Ribbon Week- October 23 – 31, 2018

C. PRESENTATION

3. Selective Service

- Area Office Coordinator, LTC W. Chris Castro

4. Hazelwood Drainage System Follow-up

- David Foster, Public Services Director

C. CALL FOR PUBLIC HEARING

5. Call for Public Hearing to consider a text amendment to add multi-family to the LDS Section 2.5.3 Table of Permitted Uses within the Plott Creek Neighborhood Residential District (PC-NR)

- Elizabeth Teague, Development Services Director

Motion: To call for a Public Hearing to be held on November 11, 2018 at 6:30 p.m. or as closely thereafter as possible in the Town Hall Board Room located at 9 South Main Street, Waynesville to consider a text amendment to add multi-family to the LDS

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Section 2.5.3 Table of Permitted Uses with the Plott Creek Neighborhood Residential District (PC-NR)

D. PUBLIC HEARING

6. Public Hearing to consider the closing of a named but un-opened portion of Right of Way between 277 East Street (PIN 8615-46-4688) and 24 North Hill Street (PIN 8615-46-3776)

- Amie Owens, Assistant Town Manager

Motion: To adopt the Resolution Closing a named but un-opened portion of Right of Way between 277 East Street (PIN # 8615-46-4688) and 24 North Hill Street (PIN# 8615-46-3776).

E. NEW BUSINESS

7. Request Approval of new event – Holiday Market - Frog Level – November 10, 2018

Motion: To approve the Holiday Market in Frog Level on November 10, 2018

8. Request Award of contract to JM Teague Engineering for engineering - ADA Transition Plan

- Preston Gregg, Town Engineer

Motion: To enter into a contract with JM Teague Engineering for engineering services for ADA Transition Plan at a fee not to exceed \$26,800.00.

9. Request Award of Contract for Engineering Service for the Rehabilitation Design of Hwy 276 (Pigeon St.) to Mattern & Craig

Motion: Award of contract to Mattern & Craig for engineering services for the rehabilitation design of highway 276 (Pigeon Street).

10. Lighting options for improved Russ Avenue widening project

Motion: To direct Town staff in consideration for lighting improvements as part of the NCDOT Russ Avenue widening project

11. Request to Approve a Resolution to Abandon a Purported Utility Easement

- Burton Smith, Jr. - Attorney

Motion: To approve a Resolution to Abandon a Purported Utility Easement at 479 Dellwood Road and authorizing execution of a Deed of Release

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F. PUBLIC COMMENT

12. Public Comment regarding trimming of items in the Town Rights of Way

G. COMMUNICATIONS FROM STAFF

13. Manager's Report

- Town Manager Rob Hites

14. Attorney's Report

- Town Attorney Bill Cannon

H. COMMUNICATIONS FROM THE MAYOR AND BOARD

I. CALL ON THE AUDIENCE

J. ADJOURN



TOWN OF WAYNESVILLE

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CALENDAR October 23, 2018

2018	
Tuesday October 23 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Wednesday October 31 5:00 PM – 7:00 PM Main Street	Treats on the Street
Wednesday October 31 5:30 – 8:30 PM Academy Street	Trunk or Treat First United Methodist Church
Friday November 2 5:00 PM – 9:00 PM Main Street	Art after Dark Main Street – sponsored by the Downtown Waynesville Association
Thurs, Fri, Sat Nov 1 st – 3 rd Thurs, Fri, Sat Nov 8 th – 10 th 8:00 AM - Noon	Town of Waynesville Fall Mulch Sale
Monday November 12	Veterans Day Town Offices Closed
Tuesday November 13 6:30 PM Town Hall Board Room	Board of Aldermen Meeting - Regular Session
Thursday & Friday November 22 & 23	Thanksgiving Town Offices Closed
Tuesday November 27 6:30 Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Friday November 30 5:00 PM Oak Park Inn	Community Christmas Tree Lighting Sponsored by Downtown Waynesville Association
Monday December 3 6:00 PM Main Street	Waynesville Christmas Parade
Saturday December 8 6:00 PM – 9:00 PM Main Street	A Night Before Christmas
Tuesday December 11 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session

Monday, Tuesday & Wednesday December 24, 25, & 26	Christmas Town Offices Closed
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Board and Commission Meetings – October 2018

ABC Board	ABC Office – 52 Dayco Drive	October 16th 3 rd Tuesdays 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	October 2nd 1 st Tuesdays 5:30 PM
Downtown Waynesville Association	UCB Board Room – 165 North Main	October 25th 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	October 3rd 1 st Wednesdays 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	October 15th 3 rd Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	October 11th 2 nd Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	October 17th 3 rd Wednesdays 5:30 PM
Waynesville Housing Authority	Waynesville Towers – 65 Church Street	October 17th 3 rd Wednesdays 3:30 PM

BOARD/STAFF SCHEDULE

December 28, 29 and 31	Town Clerk	Vacation
January 28 – February 1	Assistant Town Manager	Vacation

MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REGULAR MEETING
October 9, 2018

THE WAYNESVILLE BOARD OF ALDERMEN held its regular meeting on Tuesday, October 9, 2018 at 6:30 p.m. in the board room of Town Hall, 9 South Main Street, Waynesville, NC.

A. CALL TO ORDER

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

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

The following staff members were present:

Amie Owens, Assistant Town Manager
Eddie Ward, Town Clerk
Elizabeth Teague, Development Services Director
Bill Cannon, Town Attorney
Chief Bill Hollingsed

The following media representatives were present:

Becky Johnson, the Mountaineer

1. Welcome /Calendar/Announcements

Mayor Brown welcomed everyone to the meeting. From the events calendar, the following were mentioned:

- Saturday October 13th – 10:00 am – 5:00 pm – Church Street Art & Craft Show
- Saturday October 14th – 4:00 – 5:00 pm – Greenhill Cemetery Tour
- Saturday October 20th – 10:00 am – 5:00 pm – Apple Harvest Festival
- Monday October 22nd – 5:30 pm – Council of Governments Meeting – Waynesville Rec Center

2. Adoption of Minutes

A motion was made by Alderman Gary Caldwell, seconded by Alderman Jon Feichter, to approve the minutes of the regular September 25, 2018 meeting as presented. The motion passed unanimously.

B. PRESENTATION

3. Resolution awarding Badge and Service Sidearm to retiring Master Officer Joey Fox

- Chief Bill Hollingsed

Mayor Brown read a Resolution awarding retiring Master Officer Joey Fox with his Badge and Service Sidearm. Chief Bill Hollingsed presented him with the Resolution and Badge. He stated that Officer Fox had served the Town of Waynesville as a Police Officer from June 1997 until September 2018, and previously worked with the Haywood County Sheriff's Department. Officer Fox retired with 31 years of law enforcement.

4. Resolution awarding Badge and Service Sidearm to retiring Sergeant Elizabeth "Dee" Parton

- Chief Bill Hollingsed

Mayor Brown read a Resolution awarding retiring Sergeant Elizabeth "Dee" Parton with her Badge and Service Sidearm. Chief Bill Hollingsed presented her with the Resolution and Badge. He said that Sergeant Parton has served the Town of Waynesville full time from June 2013 until June 2018, and in various capacities part time since 1996. Chief Hollingsed said that Sergeant Parton began with the North Carolina State Highway Patrol in 1981 and was part of the second class of Highway Patrolmen that admitted women. Sergeant Parton had worked with different law enforcement agencies prior to coming to Waynesville, with 27 years of law enforcement.

Chief Hollingsed told the Board that both these officers were assets to the Town, and that both will be returning to work part time with the Police Department.

C. PUBLIC HEARING

5. Public Hearing to consider a map and text amendment to establish a Mixed Use Overlay District over ten lots on the south side of Broadview, PINs 8615-79-2068, 8615-79-1121, 8615-69-8393, 8615-79-0231, 8615-69-9255, 8615-69-8390, 8615-69-8314, 8615-69-7326, 8615-69-6435, 8615-69-4554, 8615-69-2680 as the East Waynesville Urban Residential MXO.

- Elizabeth Teague, Development Services Director

Ms. Teague said that in response to a rezoning request along Broadview Road, the Board had directed staff to study the possible creation of a mixed-use overlay district consisting of several lots along Broadview in the East Waynesville Urban Residential District. Staff brought this before the Planning Board at their September 17th Meeting, and the Planning Board unanimously voted to recommend that the establishment of a mixed-use overlay with limited commercial uses of a scale that would be sensitive to the adjacent residential properties. As part of this discussion the Planning Board found that this action would be both consistent with the Land Use Plan and in the public interest, and to establish an EW-UR Mixed-Use Overlay.

She explained that this area is mixed-use currently. Haywood County land records show that within this area seven of the ten lots are labeled: "land description - Commercial Secondary." There is an office building at 140 Broadview Road, two medical office buildings at 20 and 62 which were built in 1958 and 1959, and a massage therapist at Summit and Broadview currently operating. Across the street is the North Main Neighborhood Commercial District so that these properties face the Fire Department, a vehicle service building and a new commercial development at the corner of Broadview and Overbrook. Therefore, this block is a transitional area between NM-NC and EW-UR and already contains existing commercial uses.

Ms. Teague quoted from The Land Development Standards that describes a Mixed-Use Overlay District as follows:

2.6.2 Mixed-Use Overlay District

A. Purpose: The Mixed-Use Overlay District (MX-O) is a zoning overlay district established to permit certain limited mixed-uses within residential neighborhoods.

B. Applicability: The frontage of locations or blocks shall be identified on the Land Development Map to permit certain non-residential uses as permitted in the Use Table in Section 2.5.3. Such locations are noted as either PC (permitted on any Corner Lot located at the intersection of two publicly-maintained streets) or PL (Permitted in Designated Locations on the Land Development Map).

Purpose and Intent Statement for the East Waynesville Zoning Districts states:

2.3.4 Urban Residential Districts (UR) Purpose and Intent

A. The East Waynesville Urban Residential District (EW-UR) is an urban neighborhood of mostly medium to high density residential development bordering the Waynesville town center. Higher density development is encouraged closer to town with lesser densities found as the district approaches areas with steeper slopes. A number of public spaces are found in this district including the East Street and Vance Street parks. It will be important as new development and redevelopment occurs for connections to be made to such public spaces and throughout the district.

The following are the Town of Waynesville's nine mixed-use overlay districts:

Dellwood Residential Medium Density MXO – A 1,000-foot wide corridor centered on Russ Avenue from U.S. Highway 23/74 to Jule Noland Drive and Dayton Drive.

Francis Cove Residential Low Density MXO – A corridor consisting of properties along Pigeon Road from Old School Road to Bluegrass Lane.

Hazelwood Urban Residential MXO – A corridor consisting of properties located on the west side of South Main Street from Virginia Avenue to Mississippi Avenue.

Love Lane Neighborhood Residential MXO – A corridor consisting of most of the properties that front Dellwood City Road from Chestnut Park Drive to Arnold Heights with three additional properties north of Paralee Lane.

Main Street Neighborhood Residential MXO – Two properties located at the corner of Richland Street and Goodyear Street.

Ninevah Neighborhood Residential MXO – A corridor consisting of properties located at the corner of Country Club Drive/Crymes Cove Road and Oakdale Road.

Raccoon Creek Neighborhood Residential MXO – A corridor consisting of the properties north of Asheville Highway from Piccadilly Drive to Hillside Terrace.

South Waynesville Residential Medium Density MXO – A corridor consisting of properties along Old Balsam Road from 120 Old Balsam Road to Skyland Road (the westernmost portion of the town's

jurisdiction along this road) and an additional property located on the Great Smoky Mountains Expressway.

Walnut Street Neighborhood Residential MXO – Multiple corridors consisting of properties along several streets, including Walnut Street, West Marshall Street, North Main Street, Nelson Park Drive, Woolsey Heights, and Wall Street.

Ms. Teague told the Board that the Planning Board proposes a new overlay district to be called the **East Waynesville Neighborhood Residential MXO**, and would be described as follows:

A corridor consisting of properties along the south side of Broadview Road from Overbrook Drive to Summit Street.

This mixed-use overlay would permit, as indicated by a PL on the Table of Permitted Uses in the EW-UR District: Business Support Services, Live-Work Units, Neighborhood Commercial, Neighborhood Restaurant, Personal Services, Professional Services, and Studios (Art, Dance, Martial Arts, Music).

Ms. Teague referred to Our Heritage, Our Future, 2020 Land Development Plan, which is the Town's Land Development Standards, and the stated Land Use Goal is:

"Promote the orderly growth, development and enhanced land values of the Town of Waynesville by preserving and improving Waynesville's existing neighborhoods, creating more attractive commercial centers, maintaining a strong downtown area, taking steps to reduce urban sprawl and protecting the natural beauty of the community." (2020 LDP, p. 4-2)

Objectives under this goal include:

"Designate appropriate amounts of land to reflect desired development patterns and to accommodate the projected residential, commercial, industrial, institutional and recreational needs of the Town of Waynesville over the next twenty years." (Page 4-2)

"Promote infill development in the Town of Waynesville as an alternative to continued outward expansion." (Page 4-4)

"Work to preserve the important character and scale of each unique area within the larger Waynesville community by building on those elements identified as important to defining each area." (Page 4-5)

Another key goal of the Land Use Plan is to:

"Maintain and strengthen a broad-based economy in Waynesville comprised of a vibrant and expanding manufacturing, retail, agricultural, services, governmental and construction sectors." (Page 4-19)

An Objective under this goal includes:

"Designate and support the development of appropriate amounts of land to meet the needs of the different sectors of the economy." (Page 4-19)

Ms. Teague said staff recommended the creation of a new overlay district to apply to the proposed 10 lot area along Broadview. This designation would support all of these goals and objectives in the Land Use Plan in that it accommodates an existing development pattern that goes back to the 1950's while also creating a transitional area that is in the scale and character of the underlying East Waynesville

residential district. It also creates new opportunities within the zoning ordinance for the re-use and expansion of use for these individual properties, meeting either, or both, residential and commercial demand.

Attorney Bill Cannon opened the Public Hearing at 6:53 PM, and asked if anyone wished to speak.

No one spoke.

Attorney Bill Cannon closed the Public Hearing at 6:54 PM.

Alderman LeRoy Roberson made a motion, seconded by Alderman Jon Feichter to create the EW-UR MXO, described as the 10 properties located along the south side of Broadview Road from Overbrook Drive to Summit Street (PINs 8615-79-2068, 8615-79-1121, 8615-79-0231, 8615-69-9255, 8615-69-8390, 8615-69-8314, 8615-69-7326, 8615-69-6435, 8615-69-4554, and 8615-69-2680), as shown on the attached map of the proposed Mixed-Use Overlay District, with the following uses permitted within the MXO: Business Support Services, Live-Work Units, Neighborhood Commercial, Neighborhood Restaurant, Personal Services, Professional Services, and Studios (Art, Dance, Martial Arts, Music), and is reasonable and in the public interest as outlined in the Statement of Consistency. The motion carried unanimously.

A copy of the Statement of Consistency is included and incorporated into these minutes as attachment 1.

A motion was made by Alderman Jon Feichter, seconded by Alderman Gary Caldwell, to adopt Ordinance No. 0-19-18 to:

- 1. Amend the Town's Zoning Map by applying the Mixed Use Overlay to ten lots along Broadview, creating the East Waynesville Urban Residential Mixed Use Overlay District (EW-UR MXO), PINs 8615-79-2068, 8615-79-1121, 8615-79-0231, 8615-69-9255, 8615-69-8390, 8615-69-8314, 8615-69-7326, 8615-69-6435, 8615-69-4554, and 8615-69-2680.***
- 2. Amend the Town's Land Development Standards text, Section 2.5.3, to allow Business Support Services, Live-Work Units, Neighborhood Commercial, Neighborhood Restaurant, Personal Services, Professional Services, and Studios (Art, Dance, Martial Arts, Music), within the EW-UR by indicating "PL" in the Table of Permitted Uses as being allowed within the EW-UR Mixed-Use Overlay.***

The motion passed unanimously.

- 6. Public Hearing to consider a map amendment to rezone the 122 and 140 Broadview, PINs 8615-69-9255 and 8615-69-8390 from North Main Street Neighborhood Center to East Waynesville Urban Residential (EW-UR).***

Ms. Teague explained to the Board that these two lots were recently rezoned from EW-UR to NM-NC in order for a salon to locate within a pre-existing professional office building on July 24, 2018. At their August Meeting, the Planning Board directed staff to bring back a Board initiated map and text amendments to establish an overlay district with enumerated uses identified in the Permitted Uses Table and to rezone these lots back to EW-UR for inclusion in the overlay.

Additionally, on August 21, the Board of Aldermen determined to re-hear all zoning changes, including this one related to Broadview, in order to address technical issues related to the framing of consistency statements and board actions in light of changes to NCGS 160A-383. The Aldermen motion stated:

“To waive the 12 month waiting period for application for the text amendment to the Town of Waynesville Land Development Standards to rezone the 120 and 140 Broadview, PINs 8615-69-9255 and 8615-69-8390 from East Waynesville Urban Residential to North Main Street Neighborhood Center as there has been a substantial change in circumstances related to the request due to the omission of an express reference to the Board’s reasons that the Board discussed in the motion to find that the amendment was consistent with the Land Use Plan, as well as the original applicant has sold the property and there has been substantial financial investment by the party who purchased these properties for their business.”

Reconsideration of this zoning action in favor of the establishment of an Overlay District that would encompass these two lots would still meet the initial request of the property owners to allow a personal service use on this property, but would be more restrictive in types of uses than what is allowed in NM-NC. In so doing, the Town can also address and ensure technical correctness with 160A-383, related to Statements of Consistency.

Ms. Teague said that staff brought this before the Planning Board at their September 17th Meeting, and the Planning Board unanimously voted to recommend that these properties be re-zoned within the proposed EW-UR mixed-use overlay with limited commercial uses of a scale that would be sensitive to the adjacent residential properties. As part of this discussion, the Planning Board found that this action was both consistent with the Land Use Plan and in the public interest, and to establish an EW-UR Mixed-Use Overlay.

The purpose and Intent Statements for the applicable Zoning Districts follow:

2.3.4 Urban Residential Districts (UR) Purpose and Intent

A. The **East Waynesville Urban Residential District (EW-UR)** is an urban neighborhood of mostly medium to high density residential development bordering the Waynesville town center. Higher density development is encouraged closer to town with lesser densities found as the district approaches areas with steeper slopes. A number of public spaces are found in this district including the East Street and Vance Street parks. It will be important as new development and redevelopment occurs for connections to be made to such public spaces and throughout the district.

2.3.5 Neighborhood Center Districts (NC) Purpose and Intent

A. The **North Main Street Neighborhood Center District (NM-NC)** is a mixed use district that forms the gateway into town from the northeast. The setting of this district is important as it frames Eagles Nest Mountain at the apex of the hill on North Main and forms a forced perspective to the "center" of the district -- the intersection of Walnut and Main Streets. As a result, maintaining inviting vistas down Main Street and creating an attractive public realm are the objective of many of the standards set forth for this district. Street walls, boulevard trees and sign control will all be important in meeting these objectives as the street is redesigned. Working to keep traffic congestion to a minimum in this area will require the use of rear access drives, side street entrances and shared driveway connections. The uses found in the North

Main Street Boulevard District serve not only the surrounding neighborhoods, but all of the Waynesville community and are varied in nature.

2.6.2 Mixed-Use Overlay District

A. Purpose: The Mixed-Use Overlay District (MX-O) is a zoning overlay district established to permit certain limited mixed-uses within residential neighborhoods.

B. Applicability: The frontage of locations or blocks shall be identified on the Land Development Map to permit certain non-residential uses as permitted in the Use Table in Section 2.5.3. Such locations are noted as either PC (permitted on any Corner Lot located at the intersection of two publicly-maintained streets) or PL (Permitted in Designated Locations on the Land Development Map).

Ms. Teague read the Land Use Goal from the Waynesville: Our Heritage, Our Future, 2020 Land Development Plan as follows:

“Promote the orderly growth, development and enhanced land values of the Town of Waynesville by preserving and improving Waynesville's existing neighborhoods, creating more attractive commercial centers, maintaining a strong downtown area, taking steps to reduce urban sprawl and protecting the natural beauty of the community.” (2020 LDP, p. 4-2)

She said one of the objectives under this goal include:

“Designate appropriate amounts of land to reflect desired development patterns and to accommodate the projected residential, commercial, industrial, institutional and recreational needs of the Town of Waynesville over the next twenty years.” (Page 4-2)

Ms. Teague told the Board that since the Board had actually created the Overlay District, staff feels that these properties should be rezoned back to the EW-UR MXO.

Attorney Bill Cannon opened the Public Hearing at 7:08 pm and asked if anyone wished to speak.

No one spoke.

Attorney Cannon closed the Public Hearing at 7:09 pm.

A motion was made by Alderman LeRoy Roberson, seconded by Alderman Gary Caldwell to rezone 140 and 122 Broadview PINs 8615-69-9255 and 8615-69-8390, from North Main Neighborhood Center to East Waynesville Urban Residential as part of an Overlay District, The motion carried unanimously.

A copy of the Statement of Consistency is included and incorporated into these minutes as attachment 2.

A motion was made by Alderman Julia Freeman, seconded by Alderman Jon Feichter, To adopt Ordinance No. 0-20-18 to amend the Town's Zoning Map by rezoning 120 and 140 Broadview, PINs 8615-69-9255 and 8615-69-8390 from North Main Street Neighborhood Center (NM-NC) to East Waynesville Urban Residential within the Mixed-Use Overlay (EW-UR MXO). The motion carried unanimously.

D. NEW BUSINESS

7. Budget Amendments

- Amie Owens, Assistant Town Manager

Assistant Town Manager Amie Owens presented an Amendment to the Internal Service Funds in order to upgrade the Town's Exchange Server to a Microsoft 365 subscription. This will allow the Town to get rid of one of the servers that is under the maintenance agreement with VC3 and will also allow additional storage at a much cheaper rate than what the Town is currently paying. Ms. Owens said that going to a G-3 platform with additional security features, the Town will have to pay for a full annual subscription instead of paying monthly. She said this amendment will add \$34,800.00 for the annual subscription.

Alderman LeRoy Roberson made a motion, seconded by Alderman Jon Feichter to approve Resolution R-17-18 for Amendment No. 1 to the 2018-2019 Financial Operating Plan for Internal Service Funds for the town-wide project to upgrade to Microsoft 365. The motion passed unanimously.

Alderman Julia Freeman made a motion, seconded by Alderman Gary Caldwell, to approve Ordinance No. 0-17-18 for increased allocation costs associated with Amendment # 1 to the 2018-2019 Financial Operating Plan for Internal Service Funds for costs associated with the Microsoft Office 365 migration (up grade of the Town's e-mail service.) The motion carried unanimously.

Ms. Owens stated that due to the Town experiencing several lawsuits, and additional legal fees, money needs to be moved from the Fund Balance in the amount of \$50,000.00 in order to make sure these costs are covered. This will remain as a separate line item in case some of the money is recouped from the lawsuits, the money can be moved from a certain line item.

Alderman Jon Feichter made a motion, seconded by Alderman Gary Caldwell to approve Ordinance 0-18-18, Amendment No. 3 to the 2018-2019 Budget Ordinance for additional budget expenditures due to on going litigations. The motion carried unanimously.

8. Five year rate locked contract for retiree benefit administration

- Amie Owens, Assistant Town Manager

Ms. Owens explained to the Board that when retirees leave the service of the Town of Waynesville, if they are still eligible, they have the option to purchase certain benefits from the Town at a group rate. The retirees have been receiving a utility bill for these charges and paying the Town directly for these benefits. Rather than continue billing for these benefits in house, a third-party will administer these benefits.

The Town currently utilizes Flores for COBRA and HSA Administration. Currently, in house, these benefits are billed at varying times during the billing cycles. This change would allow for the Town to remove themselves from the process. Flores would receive a monthly report for those who remain eligible for

benefits and any new retirees. The proposal includes the cost of \$4.95 per retiree, per month to provide a bill to retirees for benefits.

A motion was made by Alderman Julia Freeman, seconded by Alderman Jon Feichter, to approve the five (5) year rate locked contract with Flores for the administration of retiree benefits. The motion carried unanimously.

9. Sale of three easements for Walnut Street/N. Main Roundabout

- Amie Owens, Assistant Town Manager

Mayor Brown explained that NC DOT is offering to purchase three permanent easements from the Town to install utilities and drainage improvements in connection with the Walnut Street. /N. Main Street Roundabout project. The first offer involved two drainage easements adjacent to property the Town owns in connection with the park. They offered \$16,500 for .280 acres (12,196 sq. ft.) The per acre value would be \$58,932. She said that the second parcel is currently a planting strip down from the Fire Station. DOT has offered \$19,000 for .850 acres (37,026 sq. ft.) They intend to use the property as a location for utilities, and the acquisition is also for a “permanent easement.” The per acre value for this parcel is \$22,350.

Mayor Brown noted that the Town will benefit from the relocation of Vance Street and relocation of the creek. The drainage improvements will enhance the drainage system in the area. The planting area will be used to relocate utilities to accommodate the roundabout. Both involve the acquisition of easements as opposed to purchase of fee simple property so price per acre would be lower than the parcel the Town conveyed during your last meeting.

Alderman Gary Caldwell made a motion, seconded by Alderman LeRoy Roberson, to approve the sale of the three easements/rights of way in the amount of \$35,500.00 to the NC DOT. The motion passed unanimously.

E. COMMUNICATIONS FROM STAFF

10. Manager’s Report - Options for street right of way trimming

- Amie Owens, Assistant Town Manager

Ms. Owens referenced a memo from Town Manager Rob Hites regarding street right of way clearing of any vegetation one foot behind the curb and up to fourteen feet above the ground. The intent is to keep the roadway clear of vegetation that may rub against vehicles, be a sight distance problem, or hit the tops of trucks.

Keeping the street rights of way clear of vegetation is a routine task for municipalities. Policies concerning how the Town goes about this task are subject to the governing board approval. No matter how right of way trimming is done in other NC municipalities the Board should ultimately choose one that fits their community.

Ms. Owens presented a list of four items for discussion concerning how the Town could proceed with the policy of street right of way trimming, given the discussion during last month's Board meeting.

- 1. Continue the current policy of trimming back growth that protrudes into the right of way.**
- 2. Send a printed notice to every property owner in the Town sixty (60) days before the Town staff begins street right of way clearing. The notice would alert the property owners to the upcoming right of way clearance and give them time to clear the right of way with their own contractors.**
- 3. Stop routine clearance of street rights of way except for intersections where noticeable sight distance issues arise. The owner of the property would be notified in writing of the issue and be given thirty (30) days to trim back the growth. After that the staff would trim it back to within a foot of the back of curb. Should a specific complaint be made regarding growth in the right of way the staff will notify the owner and give them thirty (30) days to trim it. After that time the growth would be cleared by the Town staff.**
- 4. Divide the Town into sections and field verify all areas where growth obstructs the curb line. Send a notice to all property owners that their growth extends into the right of way and give them thirty (30) days to remove it. Should the growth not be cut back the Town staff would remove it.**

Ms. Owens said that regardless of the Board's direction, crews involved with the clearing will be instructed to stop trimming if requested by the owner until the owner can meet with Mr. Hannah. The crew member will also be instructed in the common courtesy that our citizens expect.

Another concern that was mentioned at last month's meeting was the customer service that the citizens had received. Town Clerk Eddie Ward has been able to provide contact information for a trainer for customer service skills; and this training will be completed in late November/early December by the NC Rural Water Association (NCRWA) for all operational departments. NCRWA Customer Service Training was developed with those that communicate with customers on a daily basis and those that manage customer service operations in mind. From front desk staff to meter readers to workers on the routes to management, every professional that speaks to a customer can benefit from this interactive and practical training program.

Topics covered in the NCRWA Customer Service Training program will include the importance of Customer Service at every level, the basics of human interactions, communication skills required for good Customer Service. This training will be conducted onsite at the Public Services training facility.

Ms. Owens stressed that it is our hope that having specific policy in place and provision of additional training will mitigate situations such as these in the future.

Nancy Bernard

Ms. Bernard asked the Board to consider a proposal for the future trimming and cutting of shrubs and trees. Ms. Bernard explained briefly some of the items she feels need to be addressed when clearing vegetation within the Town. Mayor Brown asked Ms. Bernard to compile her list of suggestions for the Board to consider at the October 23, 2018 regular Board Meeting. He also suggested that a Public Comment period be held at that meeting also.

Hazelwood Crosswalk update

Ms. Owens gave the Board an update on the Hazelwood crosswalk concerning the flooding issue. She referred the Board to a memo from Public Works Director David Foster stating that the project is scheduled to start the week of October 29, 2018, weather dependent, after the festivals have concluded and before the Christmas events start. She said the cost of the removal of the crosswalk is estimated at \$35,000.00. She explained that the Town would do as much of the work as possible in order to defray some of the costs.

11. Attorney's Report

- Town Attorney Bill Cannon

F. COMMUNICATIONS FROM THE MAYOR AND BOARD

No comments from the Mayor and Board

G. PUBLIC COMMENT

No comments from the public

H. CLOSED SESSION

12. Enter into closed session to discuss the following:

- a. Attorney/Client Privilege as allowed under North Carolina General Statute § 143-318.11(a)(3)

A motion was made by Alderman Julia Freeman, seconded by Alderman Jon Feichter, to enter into closed session at 7:45 pm. The motion carried unanimously.

The Board returned to open session at 8:12 pm.

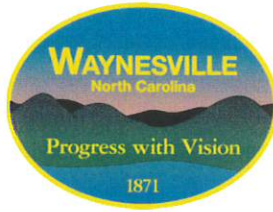
H. ADJOURN

With no further business, Alderman Julia Freeman made a motion, seconded by Alderman Jon Feichter to adjourn the meeting at 8:13 pm. The motion passed unanimously.

ATTEST:

Gavin A. Brown, Mayor

Robert W. Hites, Jr., Town Manager



STATEMENT OF CONSISTENCY

Description: Application of the mixed use overlay to ten lots within the East Waynesville Urban Residential District (EW-UR) located along the south side of Broadview Road from Overbrook Drive to Summit Street, PINs 8615-79-2068, 8615-79-1121, 8615-79-0231, 8615-69-9255, 8615-69-8390, 8615-69-8314, 8615-69-7326, 8615-69-6435, 8615-69-4554, and 8615-69-2680, and to amend LDS Section 2.5.3 to allow Business Support Services, Live-Work Units, Neighborhood Commercial, Neighborhood Restaurant, Personal Services, Professional Services, and Studios (Art, Dance, Martial Arts, Music), within the EW-UR Mixed-Use Overlay District

Date: October 9, 2018

The Board of Aldermen hereby adopts the following statement:

The zoning map amendment **is approved and is consistent with the Town's comprehensive land use plan** because it meets the following goals and objectives of the Town of Waynesville's comprehensive 2020 Land Development Plan:

- "Designate appropriate amounts of land to reflect desired development patterns and to accommodate the projected residential, commercial, industrial, institutional and recreational needs of the Town of Waynesville over the next twenty years." (Page 4-2)
- "Promote infill development in the Town of Waynesville as an alternative to continued outward expansion." (Page 4-4)
- "Work to preserve the important character and scale of each unique area within the larger Waynesville community by building on those elements identified as important to defining each area." (Page 4-5)

The zoning map amendment **is reasonable and in the public interest** because:

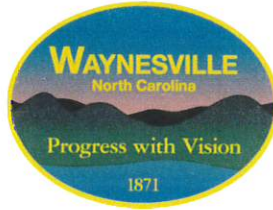
1. The historic use of this area is as mixed-use with some commercial property and there exists several professional offices and personal services already;
2. The topography to the rear of these properties creates a natural barrier to abutting residents, while the frontage of these properties along Broadview face the commercial uses;
3. The amendment creates limited commercial opportunities of a scale and character to the underlying East Waynesville Urban Residential District, consistent with the purpose and intent of mixed-use overlay and in a similar fashion to existing "MXO" areas as designated in the Town's Table of Permitted Uses.
4. This action establishes an area of redevelopment and economic opportunity within walking distance of residents and other commercial interests.

Alderman Dr. Kelly Robinson made a motion, seconded by Gary Calawee

The motion passed _____ (unanimously) or vote results here)

Gavin Brown
Gavin Brown, Mayor

Eddie Ward 10-9-18
Eddie Ward, Clerk, Date



STATEMENT OF CONSISTENCY

Description: Board of Aldermen Map Amendment Request to rezone 140 Broadview Road and at 122 Broadview Road, PINs 8615-69-9255 and 8615-69-8390, from North Main Neighborhood Center to East Waynesville Urban Residential as part of an Overlay District

Date: October 9, 2018

The Board of Aldermen hereby adopts the following statement:

The zoning map amendment is **approved and is consistent with the Town's comprehensive land use plan** because it meets the following goals and objectives of the Town of Waynesville's comprehensive 2020 Land Development Plan:

- "Designate appropriate amounts of land to reflect desired development patterns and to accommodate the projected residential, commercial, industrial, institutional and recreational needs of the Town of Waynesville over the next twenty years." (Page 4-2)
- "Promote infill development in the Town of Waynesville as an alternative to continued outward expansion." (Page 4-4)
- "Work to preserve the important character and scale of each unique area within the larger Waynesville community by building on those elements identified as important to defining each area." (Page 4-5)

The zoning map amendment is **reasonable and in the public interest** because:

1. The historic use of this area is as mixed-use with some commercial property and there exists several professional offices and personal services already;
2. The topography to the rear of these properties creates a natural barrier to abutting residents, while the frontage of these properties along Broadview face the commercial uses;
3. The amendment creates limited commercial opportunities of a scale and character to the underlying East Waynesville Urban Residential District, consistent with the purpose and intent of mixed-use overlay and in a similar fashion to existing "MXO" areas as designated in the Town's Table of Permitted Uses.

Alderman Dr. LeRoy Phares, made a motion, seconded by Gary Caldwell

The motion passed _____ (unanimously or vote results here)

Gavin Brown
Gavin Brown, Mayor

Eddie Ward 10-9-18
Eddie Ward, Clerk, Date

National Red Ribbon Week Proclamation

Whereas, communities across America have been plagued by the numerous problems associated with illicit drugs and those that traffic in them; and

Whereas, there is hope in winning the war on drugs, and that hope lies in education and drug demand reduction, coupled with the hard work and determination of organizations such as the General Nathaniel Greene Young Marines to foster a healthy, drug-free lifestyle; and

Whereas, governments and community leaders know that citizen support is one of the most effective tools in the effort to reduce the use of illicit drugs in our communities ; and

Whereas; the red ribbon has been chosen as a symbol commemorating the work of Enrique "Kiki" Camarena, a Drug Enforcement Administration Special Agent who was murdered in the line of duty, and represents the belief that one person can make a difference; and

Whereas; the Red Ribbon Campaign was established by Congress in 1988 to encourage a drug-free lifestyle and involvement in drug prevention and reduction efforts; and

Whereas; October 23rd – 31st has been designated National Red Ribbon Week, which encourages Americans to wear a red ribbon to show their support for a drug- free environment;

Now, therefore, **Gavin A. Brown, Mayor of the Town of Waynesville** do hereby proclaim October 23rd – 31st as

"Red Ribbon Week"

In the Town of Waynesville, and urge all citizens to join me in this special observance.

Town of Waynesville

Gavin A Brown, Mayor



***Board Member
Information
Booklet***

VISION STATEMENT

The Selective Service will be an active partner in the national preparedness community that anticipates and responds to the changing needs of the Nation.

MISSION STATEMENT

The Selective Service System will provide trained and untrained personnel to the Department of Defense in the event of a national emergency. Also, the Selective Service System will provide an Alternative Service Program for those from the manpower pool who seek and are granted conscientious objector status.

Core Values

Timeliness, fairness, equity, and respect for customers and co-workers. Flexibility, creativity, and efficiency in the fulfillment of our mission.

GOALS

- Improve the Effectiveness and Efficiency of the Registration Process
- Improve the Effectiveness and Efficiency of Personnel Delivery Processes
- Improve the Effectiveness and Efficiency of Agency Support Processes

Thank you for your interest in the Selective Service System. The following information is provided to give you a brief overview of the Selective Service System in general, and the Board Member Program specifically. This publication will not attempt to describe the many facets of board functions and operations. A thorough training program has been developed for this purpose and, if you are selected, will be provided to you at a later date.

The Selective Service System is an independent Agency within the Executive Branch of the Federal government. The legislation under which the Agency operates is the Military Selective Service Act (MSSA).

The MSSA, along with its implementing regulations, provides that the structure of the Agency include a National Headquarters, a State Headquarters in each state, and one each for New York City, the District of Columbia, Guam, Puerto Rico, U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands.

The current structure of the Selective Service System also includes three Region Headquarters. The National Headquarters and Region Headquarters make up the contingency of full-time employees of Selective Service. See Figure 1 below.



The Mission of the Selective Service is to provide manpower to the Department of Defense for military service in the event of a national emergency declared by the Congress or the President; implement an Alternative Service Program for registrants classified as conscientious objectors; and, maintain a program to conscript health care personnel when directed. The all-volunteer armed force, instituted in 1973, was never intended to stand alone in time of emergency. In the event of conflict, the armed forces will be quickly augmented by the National Guard and the Reserves. If necessary, the Selective Service System will be mobilized to direct registrants to the Military Entrance Processing Stations (MEPS) around the country.

The first step to be taken in the event of a health care (i.e. Special Skills Draft) or general conscription would be to conduct a lottery to assign random sequence numbers to determine the order in which registrants are ordered for an Armed Forces examination, and if found qualified, inducted. If a registrant believes that he qualifies for a deferment or exemption, he may file a claim with a Selective Service Area Office. Receipt of such a claim will delay the reporting date of the registrant until his claim has been adjudicated.

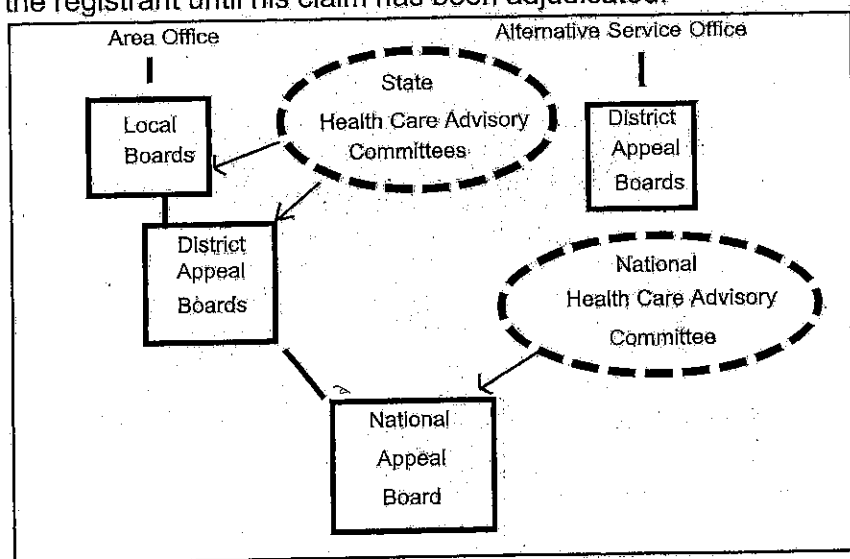


Figure 2 - Board Structure

Information explaining the process for claiming a postponement, deferment or exemption will be available to registrants.

The MSSA and Selective Service regulations provide for the formation of Local Boards, allocated according to county or corresponding political subdivision. There is also a provision for appeal boards to be established according to Federal judicial districts. In addition, a National Appeal Board will be established.

The appeal boards act in cases of persons who do not agree with the classification given to them by the Local Boards. In addition, the District Appeal Boards will act on claims relating to job assignments from Alternative Service Workers. All board members serve without pay. Board Members are appointed by the Director of Selective Service in the name of the President, upon the recommendation of the Governor or comparable executive official. Board Members must reside within the area served by the board to which they are appointed. Under conditions requiring the induction of health care personnel, Selective Service will create National and State Health Care Personnel Advisory Committees comprised of medical specialists and others to provide independent advice on national and local health care issues to the Director, and to local and appeal boards.

The law requires that the membership of each board be proportionately representative of the race and national origin of the registrants in the area it serves, to the maximum extent practicable. Figure 2 identifies the Selective Service System boards and health care advisory committees.

History has shown that of those registrants reporting daily to the MEPS, approximately 50% will be found acceptable. Figure 3, on the next page, illustrates the critical role accurate and prompt decisions on requests for deferment and exemption play in the operation of the entire system. If these decisions are not rapid and fair, a great deal of inequity will result. Our board members,

representing the counties and local communities across the Nation, will be called upon to make these decisions. These important volunteer citizens are charged with protecting the individual rights of all registrants presenting claims. Board members will make significant judgments about each registrant's claim for deferment or exemption from military service.

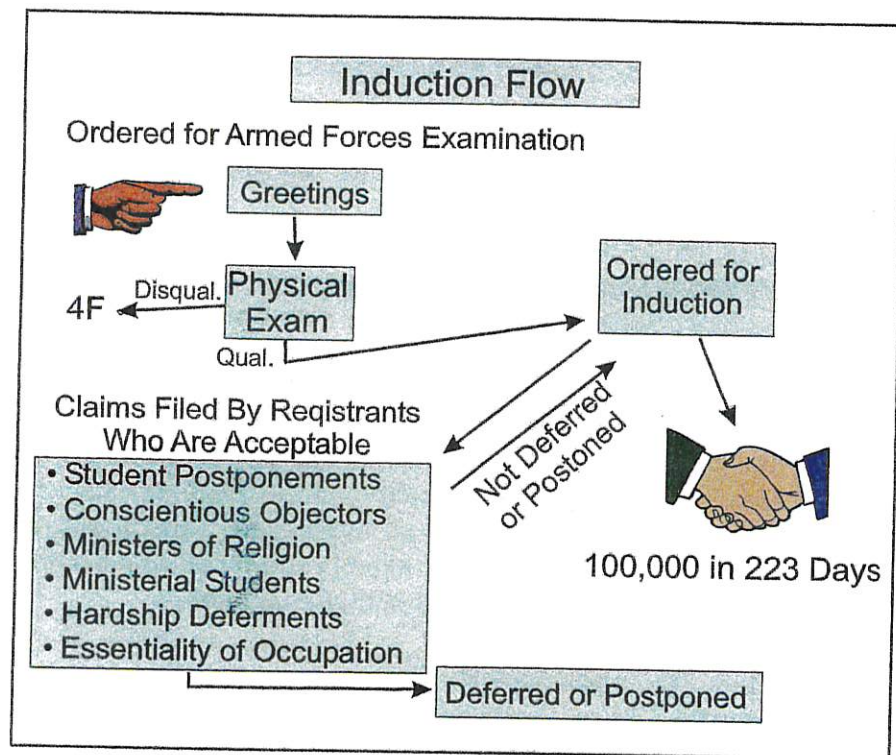


Figure 3 - Induction Flow

There are two types of classifications. They are "Administrative" and "Judgmental." Administrative claims are either granted or denied by compensated personnel assigned to an Area Office. If his claim is denied, the registrant may request a review by his Local Board. Judgmental claims will be brought before the Local Boards for initial consideration. If his claim is denied, the registrant may request a higher level review from the District Appeal Board.

The following is a list of the Judgmental Classifications:

- 1-A-O Conscientious objector available for noncombatant military service only
- 1-O Conscientious objector to all military service
- 2-AM Essentiality of Occupation (health care only)
- 2-D Deferred because of study preparing for the ministry
- 3-A Deferred because of hardship to dependents
- 4-D Minister of religion

You will note that the only difference between the health care registrant classification identifier and that of the general registrant is the M signifying "medical", i.e., 3-AM.

There is no current requirement for the Selective Service System to provide manpower to the Department of Defense. If and when Selective Service is called upon to provide manpower, the integrity and credibility of the entire conscription process will depend on a fair and effective classification process maintained by highly able, trusted and objective leaders in local communities.

Accordingly, each Board Member will receive formal training in the interpretation of Selective Service regulations for processing claims submitted by registrants. One of the criteria for appointment is that Board Members are willing and able to participate in the training that Selective Service provides. Upon activation the skills acquired during the training sessions will be utilized.

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: October 23, 2018

SUBJECT: Call for Public Hearing on a Text Amendment to the Land Development Standards LDS 2.5.3 Table of Permitted Uses, in regards to allowing multi-family within the Plott Creek-Neighborhood Residential (PC-NR) District.

AGENDA INFORMATION:

Agenda Location: Call for Public Hearing
Item Number: C5
Department: Development Services
Contact: Elizabeth Teague, Planning Director
Presenter: Elizabeth Teague, Planning Director

BRIEF SUMMARY: At the direction of the Board of Aldermen the Planning Department is making application to allow Multi-family within the PC-NR District in order to address any procedural issues associated with an earlier text amendment application. Proposal went before the Planning Board at their October 15th, 2018, Meeting and the Planning Board voted 5-2 in favor that the amendment was consistent with the land use plan, reasonable and in the public interest and to recommend adoption of the text amendment.

MOTION FOR CONSIDERATION:

1. Motion to call for a public hearing to be held on November 13, 2018 at 6:30pm to consider a text amendment to permit multi-family dwellings within the PC-NR District per the Land Development Standards Section 2.5.3, Table of Permitted Uses.

FUNDING SOURCE/IMPACT: N/A.

ATTACHMENTS:

1. Staff report, application materials and map of area impacted by text amendment.

MANAGER'S COMMENTS AND RECOMMENDATIONS: This is a call for public hearing only.

Planning Board Staff Report

Subject: Text Amendment request to the Land Development Standards (LDS) to add "Dwelling-Multi-Family" as a Permitted Use (P) within PC-NR District.
Ordinance Section: Table of Permitted Uses, Section 2.5.3 of the Land Development Standards
Applicant: Planning Department on behalf of the Board of Aldermen
Meeting Date: October 15, 2018

Background:

In April, 2018, the development firm Triangle Real Estate of Gastonia / Southwood Realty applied for a text amendment to include multi-family within the PC-NR District in order to build an apartment complex on a 41 acre tract, PIN 8605-42-0093. The Planning Board and Board of Aldermen held hearings in May of 2018, after which the Aldermen took action to amend the Land Development Standards text to include multi-family within the Plott Creek Neighborhood Residential (PC-NR) District. On July 30, 2018, the Planning Board considered the major site plan proposed, and on July 31, adjacent property owners to the tract in question filed a "Complaint for Declaratory Relief" purporting "procedural defects," that the action was "arbitrary, capricious and unreasonable," and that the action was an "illegal contract zoning."

In August of 2018, the Town Board of Aldermen determined to address the complaint with two actions:

- 1. To waive the 12 month waiting period for application for the text amendment to the Town of Waynesville Land Development Standards Sections 2.5.3 as there has been a substantial change in circumstances related to the request due to the omission of an express reference to the Board's reasons that the Board discussed in the motion to find that the amendment was consistent with the Land Use Plan.*
- 2. To approve application by the Board of Aldermen and/or the Planning Department for the Town of Waynesville as the applicant for re-submission of the text amendment for Land Development Standards for Section 2.5.3 to the Planning Board.*

Other historical background relevant to the proposed text amendment and this tract of land follow:

- In 1986, this tract was annexed into the Town as part of the George Plott Estate and was zoned R-2.
- In 1999, Hazelwood Elementary School built on another portion of the original George Plott Estate.
- In 2002, the "Waynesville our Heritage our Future 2020 Land Use Plan" ("Comprehensive Plan") was adopted. The Plott Creek area is identified as "medium to high density residential" on the Future Land Use Map adopted as part of the plan.
- In 2003, the Land Development Standards ("LDS") were adopted pursuant to the Comprehensive Plan. The "Plott Creek-Neighborhood District" (PC-ND) is established and multi-family is permitted with "Special Requirements." (Ordinance No. 13-03 to add Plott Creek Neighborhood District).

- In 2004, Waynesville completed a study and survey to extend Extra Territorial Jurisdiction (ETJ) further west along Plott Creek in accordance with the adopted future land use map and apply a “Plott Creek Rural District” beyond Town limits. Town determines not to extend ETJ.
- In 2006, NCDOT considered a road widening project as part of NC Moving Ahead Project that was not implemented, but NCDOT did extend the school parking lot.
- In 2010, the Town adopted the Comprehensive Pedestrian Plan which identified a sidewalk between Hazelwood Elementary and downtown Hazelwood, and construction funding was allocated in 2017.
- In 2011, the LDS were revised and a “P” is not included in in Permitted Uses Table column under multi-family within PC-NR, but Townhomes are. Minutes from the 2011 LDS revision do not reflect discussion related to the removal of multi-family from the PC-NR district. Section 5.3 “Permitted Building Types and Frontages,” states that Townhouse and Apartment Buildings are allowed in all of the Town’s Neighborhood Residential Districts, including PC-NR, showing a conflict in the ordinance.

The purpose and intent statement of the PC-NR District also *did not* change between the 2003 and 2011 versions of the LDS and still reads (Section 2.3.3 (F)):

While it is semi-rural currently, as the **Plott Creek Neighborhood District (PC-NR)** develops it should do so in a manner which complements its location near the Hazelwood Town Center, and the Hazelwood Elementary School which is within its boundaries. Infrastructure should be well connected and networked (including sidewalks, streets, water/sewer, etc.) and other infrastructure needs should be addressed (such as recreational opportunities) as the area develops. Special care should be taken to enhance the natural features of the area, such as the mountain slopes and the creek, so that they become an integral part of the community. Connections (roads, trails, etc.) to other districts, such as Hyatt Creek area and to the large mountain tracts at the end of Plott Creek, are also important and must be considered as the area develops.

The Land Development Standards (LDS) definitions (Section 17.1), distinguish residential uses:

Dwelling-Single Family A free standing building designed for and/or occupied by one household. These residences may be individually owned as residences or residences owned by rental or management companies. Also includes factory-built, modular housing units that comply with NC State Building Code. (LBCS F1100 and S1100).

Dwelling-Two Family A two-unit building that is divided horizontally or vertically, and each unit has a separate entrance from the outside or through a common vestibule. (LBCS F 1100 and S1121)

Dwelling-Townhome: Three or more attached dwelling units in which each unit has its own front and rear access to the outside, no unit is located over another unit, and each unit is separated from any other unit by one (1) or more vertical common fire-resistant fire walls, and the land underneath each unit is titled to the unit.

Dwelling-Multifamily : A building or portion thereof containing three or more dwelling units on a single lot where each unit has a separate entrance from the outside or through a common vestibule. A multifamily structure where dwelling units are available for lease or rent for less than one month shall be considered lodging.

These definitions refer to building style and how property is subdivided to accommodate dwelling units, and not by whether the unit itself is owned or leased. Therefore, someone can rent a townhome, a unit within a multi-family structure, a duplex or a single family dwelling. Condominiums can be within a townhome, multi-family or duplex style structures. The LDS does not distinguish rental property from non-rental property, nor does the Town so discriminate among its residents. Parking for multi-family is treated the same as Townhomes in LDS Chapter 9, while single family and duplex dwellings require one space per unit. Multi-family development must comply with other LDS standards for design, landscaping, driveways, lighting, signage, floodplain, stormwater and slopes just as development.

What makes multi-family distinctive from other types of development, is that one unit can be located above another unit, sharing a footprint, and that parking areas are shared by the units. Depending on design, this can mean higher density within a smaller area. For example, in the Master Plan proposed in this case presented, the developer compressed density for the site, minimizing impact to the flood plain and preserving the natural slopes of the property. On a tract that is 40.96 acres, 200 units were proposed within an area of 20 acres, leaving half of the tract undeveloped. By contrast, a single-family subdivision meeting the PC-NR requirements, would be much more spread out, using at least 32 acres (200 units with a minimum lot size of 1/6 of an acre), not including roads. Each unit would also have an individual driveway and parking area within its lot.

Consistency Statement Information

In accordance with the 2017 revisions to NCGS 160A-383, staff recommends that the Planning Board could find that this text amendment is consistent with the Town of Waynesville Comprehensive Plan, *Waynesville: Our Heritage, Our Future, 2020 Land Development Plan*, adopted in 2002, and that this text amendment is reasonable and in the public interest because of the following:

1. Waynesville has the authority, pursuant to Part 3 of Article 19 of Chapter 160A of the North Carolina General Statutes, to adopt land development regulations, clarify such regulations, and may amend said regulations from time to time in the interest of the public health, safety and welfare. This revision would add back in to the PC-NR district multi-family housing that is allowed in the majority of other NR Districts and for which there was not a documented reason for removal.
2. This revision is consistent with the following adopted Land Use Plan goals and actions:
 - A. "Provide an attractive range of housing opportunities and neighborhoods for all residents of Waynesville," with actions to:
 - "Work with the development community to explore ways to make affordable housing construction more attractive to developers (cost lowering mechanisms, incentives, etc.)
 - Use creative zoning to allow accessory dwellings, duplexes and other affordable housing alternatives." (LDP, p. 4-6)
 - B. "Rezone areas as indicated on the Land Use Map which allow for higher density residential development." (LDP, p. 4-7)

- C. "Encourage a variety of housing types for various income, age and ethnic groups throughout the planning area promoting housing alternatives in addition to the traditional single- and multi-family dwelling options." (LDP, p. 4-7)
3. This revision is consistent with the Comprehensive Plan's Future Land Use Map which identified the Plott Creek NR District within the "medium to high density" area for future growth. The current LDS zoning category of Neighborhood Residential ("NR"), along with Urban Residential and Neighborhood Center Districts, represent the medium to high density areas identified in the 2002 future land use map. All NR districts, including PC-NR have the same dimensional standards (Section 2.4.1) and density of 10 units/acre, or 16 units/acre with a Special Use Permit. This text amendment does not change the density, regulations or residential focus as identified in the Land Use Plan, nor does it treat the district differently than other similarly zoned areas.
4. This PC-NR district is within the urban services boundary, in keeping with the objective to "limit "urban sprawl" through the establishment of a planned growth area for the Town of Waynesville." (2020 LDP, p 4-3). The PC-NR District is also within a mile's range of the Hazelwood Central Business District and less than .5 of a mile to the 23/74 Expressway.
5. Western North Carolina and the Town of Waynesville is experiencing growth that has resulted in a shortage of available rental housing. According to the 2017 Haywood County Housing Strategy, "There are few long term rentals available in the county; rental rates are typically above HUD Fair Market Rent level . . . Only 7.4% of the units in the county are multi-family units." (p. 5). The Strategy explains that available land that is relatively flat and that can be served with infrastructure is rare and that rental should be considered a priority. Online searches during the week of October 1-5, show limited options currently available within Waynesville:

Apartments.com	1	3 br house	\$950/month
Zillow.com	10	2 mobile homes	\$950/month
		5 houses	\$925-\$1995/month
		3 apt/condos	\$470-\$1600/month

The only large scale apartment complex within Waynesville is Vantage Pointe on 17 Wilkinson Pass Lane, (www.balsammountainapartments.com/), which offers 1-3 bedrooms from \$850/month to \$1175/month and maintains a waiting list. This text amendment would expand housing opportunities that meet an identified community need on a large undeveloped tract of land that can hold a large scale project.

This text amendment would place a "P" within the Table of Permitted Uses in the PC-NR Column at the "multi-family" row, without changing any other requirements or density of the district. This would re-instate multi-family within a district that is identified for growth and medium to high density development . It would allow structures that could accommodate apartments or condominiums for new rental or ownership housing, which the Town of Waynesville needs.

Addressing Specifics of the Filed the Complaint

1. The applicant, Triangle Real Estate of Gastonia Inc. which had a contract to purchase at their time of application for the original text amendment request, is now the owner of record. Section 15.14 Map and Text Amendments states that, "the Board of Aldermen may from time to time amend any part

of the text of this ordinance or amend the Land Development Map of the town.” Further, the Town or the Planning Department may be an applicant.

2. Concerns regarding compliance with 16-A-383 and specific phrasing related to statements of “consistency,” “reasonableness”, and “in the public interest” can be addressed using the attached work sheet in order to frame your review and findings.
 3. For zoning text or map amendments, the Town Planning Board and Board of Aldermen must use the Town’s Comprehensive Plan as the source for “determining and guiding principles.”
 4. Impacts of adding multi-family to the PC-NR list of permitted uses creates an opportunity for growth in an area that has available land within the Town boundary. It could also impact traffic and aesthetics of what is there now. However, traffic and aesthetic impacts would also be associated for a townhome development or major subdivision of single-family homes which could be permitted now. This text amendment does not change or minimize development requirements already in force within the District, the Town or the State. In regards to the original application and the proposed development, the Board should consider the information and materials previously presented:
 - A traffic impact analysis conducted by JM Teague Engineering for the specific project of 200 units indicates that Plott Creek Road could accept the additional projected traffic and more.
 - New multi-family development must meet the Town’s design guidelines in Section 5.8 and height requirements (3 stories above of the highest adjacent grade).
 - “Multi-Family Development with 8 or more units,” are considered for their specific impacts subject to the requirements of “Site Plan/Design Review (Major), according to Section 15.8.2.:
- D. ***“Required Application Information: Environmental Survey (15.4.1), Master Plan (15.4.3) and Building Elevations for Design Review (15.4.7) (may be waived by Administrator as appropriate) - Construction Documents (15.4.4) shall be submitted after Planning Board approval.***
 - E. ***Determination of Completeness: The Administrator shall review the application to ensure that it is complete, prepare a report and recommendation on the application, and schedule the matter for a public hearing before the Planning Board.***
 - F. ***Public Notification: Level 1, 2 and 4.***
 - G. ***Neighborhood Meeting (15.3.7): Optional.***
 - H. ***Public Hearing: The Planning Board shall hold a hearing on the proposal. The applicant and other property owners likely to be materially affected by the application shall be given an opportunity to be heard.***
 - I. ***Decisions/Findings of Fact: Following the public hearing the commission may approve, deny or approve with conditions the application for a Major Site Plan. No Major Site Plan shall be granted unless it complies with the following findings of fact:***
 - a. *The plan is consistent with the adopted plans and policies of the Town;*
 - b. *The plan complies with all applicable requirements of this ordinance;*
 - c. *There exists adequate infrastructure (transportation and utilities) to support the plan as proposed;*

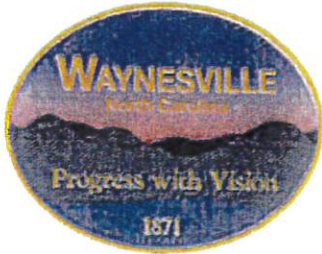
- d. *The proposed plan conforms to the character of the neighborhood, considering the location, type and height of buildings or structures and the type and extent of landscaping on the site; and*
 - e. *The application will not substantially injure the value of adjoining or abutting property, and will not be detrimental to the use or development of adjacent properties or other neighborhood uses. “*
- To achieve a building permit, any development has to comply with all applicable State and local standards including, land disturbance, floodplain, stormwater requirements, and steep slope protections. Plott Creek is a designated Trout water of the state from its headwaters to Richland Creek requiring compliance with the Trout Stream buffer rules of the State, and a 25’ buffer. Any development within the floodplain will have to comply with all State and local floodplain requirements. There is no FIRM designated floodway or non-encroachment area within the PC-NR District. Compliant development should not negatively impact the water quality of Plott Creek interfere or interfere with adjacent property uses.
 - Multi-family residential should not generate any more noise than the existing Hazelwood Elementary school, nor has multi-family development in other areas created objectionable noise complaints for the Town.

Recommendation from staff:

1. The Board should utilize the Statement of Consistency Work sheet to develop findings which demonstrate your review of, and consideration for consistency with the Land Use Plan, reasonableness, and the public good.
2. The Board should recommend (or not) the text amendment for approval by the Board of Aldermen.

Attachments:

1. Application
2. Notice, Information and Maps related to the request
3. The Table of Permitted Uses



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

Application for Land Development Standards Text Amendment

Application is hereby made on August 21, 20 18 to the Town of Waynesville for the following amendment:

Designate the specific section(s) of the Land Development Standards being requested for change:

Section 2.5.3 "Table of Permitted Uses"

Description of the requested amendment, (attach additional sheets if necessary):

Add "multi-family" to PC-NR District

The reasons for the requested amendments, (attach additional sheets if necessary):

Board of Alderman Action

Applicant Contact Information

Name (Printed): ELIZABETH TEAGUE, PLANNING DIRECTOR, WAYNESVILLE DEVELOPMENT SERVICES
Mailing Address: 9 S. MAIN ST., WAYNESVILLE, NC 28786 ("PLANNING DEPARTMENT")
Phone(s): (828) 456-2004
Email: eteague@waynesvillenc.gov

Note: Text Amendment Requests require a fee of \$500.00. 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.

Excerpts from the Town of Waynesville Land Development Standards:
https://library.municode.com/nc/waynesville/codes/code_of_ordinances

2.3.3 Neighborhood Residential Districts (NR) Purpose and Intent

(F) While it is semi-rural currently, as the **Plott Creek Neighborhood District (PC-NR)** develops it should do so in a manner which complements its location near the Hazelwood Town Center, and the Hazelwood Elementary School which is within its boundaries. Infrastructure should be well connected and networked (including sidewalks, streets, water/sewer, etc.) and other infrastructure needs should be addressed (such as recreational opportunities) as the area develops. Special care should be taken to enhance the natural features of the area, such as the mountain slopes and the creek, so that they become an integral part of the community. Connections (roads, trails, etc.) to other districts, such as Hyatt Creek area and to the large mountain tracts at the end of Plott Creek, are also important and must be considered as the area develops.

2.4.1 Table of Dimensional Standards by Residential District

Standard	Residential – Low Density (RL)	Residential – Med Density (RM)	Neighborhood Residential (NR)	Urban Residential (UR)
1. Applicable Districts	CC-RL, EN-RL, FC-RL, HT-RL	CP-RM, D-RM, HM-RM, SW-RM	AC-NR, LL-NR, MS-NR, N-NR, PS-NR, PC-NR , RC-NR, SS-NR, WS-NR	EW-UR, H-UR
2. Development Standards				
a. Density (max base)	6 units/acre	8 units/acre	10 units/acre	16 units/acre
b. Density (max with SUP)	12 units/acre	12 units/acre	16 units/acre	24 units/acre
c. Civic Space (min) per CH 7	10% - Open Space Only	10%	5%	5%
3. Lot Standards				
a. Lot Area – House	½ acre	¼ acre	1/8 acre	1/8 acre
b. Lot Area – All bldg types with rear vehicular access	Subject to density	Subject to density	Subject to density	Subject to density
c. Lot Width (min) - With rear vehicular access	60 ft n/a	50 ft 16 ft	50 ft 16 ft	50 ft 16 ft
d. Frontage at Front Setback	n/a	n/a	n/a	n/a
e. Pervious Surface (min)	20%	20%	10%	10%
4. Building Setback (min)				
a. Principal Front ¹	20 ft	10 ft	10 ft	10 ft
b. Street Side/Secondary Front ¹	20 ft	5 ft	5 ft	5 ft
c. Side (from adjacent lot)	10 ft	10 ft	10 ft	10 ft
d. Setback Between Bldgs	15 ft (10 ft)	6 ft	6 ft	6 ft
e. Rear	20 ft	6 ft	6 ft	6 ft
5. Accessory Structure Setback				
a. Side	5 ft	5 ft	5 ft	5 ft
b. Rear	5 ft	5 ft	5 ft	5 ft
c. Other Standards	See Section 4.6.3	See Section 4.6.3	See Section 4.6.3	See Section 4.6.3

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

² Customary storage as an accessory to residential use of the property

2.5-3 Table of Permitted Uses (rev. 2012, 2016, 2017):

Text Amendment would add a "P" for "permitted" into the Table of Permitted Uses within the Plott-Creek NR District for multi-family.

	Residential-Low Density Districts (RL)				Residential-Medium Density Districts (RM)				Neighborhood Residential (NR)										Urban Residential (UR)			Neighborhood Center (NC)			Business District (BD)			Regional Center (RC)			Commercial Industrial (CI)	
USE TYPES	CC-RL	EN-RL	PC-RL	HT-RL	CP-RM	D-RM	HM-RM	SW-RM	AC-NR	LL-NR	MS-NR	HN-NR	PS-NR	PC-NR	AC-NR	SS-NR	WS-NR	EW-UR	H-UR	HM-UR	NM-NC	PS-NC	AC-NC	CBD	H-BD	SM-BD	DJ-RC	HC-RC	RA-RC	CI		
RESIDENTIAL																																
Dwelling-Single Family	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	-	
Dwelling-Two Family	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	-	
Dwelling-Townhome	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	-	
Dwelling-Multifamily					P	P		P	P	P	P	P	P	P	P		P		P	P	P	P	P	P	P	P	P	P	P	P	-	
Dwelling-Accessory Family Care Home (6 or fewer residents)	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	-
Halfway Houses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	-
Home Occupation	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	-
Home-Work Units	PL/PS	-	-	-	-	PL/PS	-	PL/PS	-	PL/PS	-	PL/PS	-	PS	PS	PS	PS	PS	PS	PS	P	P	P	P	P	P	P	P	P	P	P	-
Manufactured Home Parks	-	-	-	-	-	-	-	-	SUP	-	-	-	-	-	-	PL/PS	-	PL/PS	CL/PS	PL/PS	CL/PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	-
Manufactured Housing	-	-	PS	PS	PS	PL/PS	-	PS	-	-	-	-	PS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Residential Care Facilities (More than 6 residents)	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	P	P	P	P	P	P	P	P	P	P	P	-
ODDING																																
Bed and Breakfast Homes (Up to 4 rooms)	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	-
Boarding House	-	-	PS	-	PS	-	-	PS	PS	PS	PS	-	-	-	-	-	-	PS	-	-	-	P	P	P	P	P	P	P	P	P	P	-
In (Up to 20/30 Rooms)	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	P	P	P	P	P	P	P	P	P	P	-
Hotel/Motels (More than 30 Rooms)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	P	P	P	-
OFFICE/SERVICE																																
Animal Services	PL	-	PL	-	-	PL	-	-	-	-	-	-	-	-	-	-	-	PL	-	-	-	P	P	P	P	P	P	P	P	P	P	P
ATM	PL	-	-	-	-	PL	-	PL	-	PL	-	PL	-	-	-	PL	-	PL	-	-	-	P	P	P	P	P	P	P	P	P	P	P
Banks, Credit Unions, Financial Services	PL	-	-	-	-	PL	-	PL	-	PL	-	PL	-	-	-	PL	-	PL	-	-	-	P	P	P	P	P	P	P	P	P	P	-
Business Support Services	PL	-	-	-	-	PL	-	PL	-	PL	-	PL	-	-	-	PL	-	PL	PC	-	PC	P	P	P	P	P	P	P	P	P	P	-
Child/Adult Day Care Home (6 or less persons)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Child/Adult Day Care Center (More than 8 persons)	-	-	-	-	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	P	P	P	P	P	P	P	P	P	P	-
Civic/Social/Fraternal Organization	-	-	-	-	-	PS	-	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	P	P	P	P	P	P	P	P	P	P	P	-
Construction & Maintenance Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	P	P	P	P
Delivery Thru Service	PL/PS	-	-	-	-	PL/PS	-	-	-	PL/PS	-	-	-	-	-	-	-	PL/PS	-	-	-	PS	PS	PS	SUP	SUP	SUP	PS	PS	PS	PS	P
Dry Cleaning & Laundry Services	-	-	-	-	-	-	-	-	-	PL	-	PL	-	-	-	PL	-	PL	-	-	-	P	P	P	P	P	P	P	P	P	P	P
General Homes	PL	-	-	-	-	PL	-	PL	-	PL	-	PL	-	-	-	PL	-	PL	-	-	-	P	P	P	P	P	P	P	P	P	P	P
Government Services	-	-	P	-	-	PL	PC	PL	-	PL	-	PL	-	-	-	PL	-	PL	-	PL	PL	P	P	P	P	P	P	P	P	P	P	P
Hotels	-	PS	-	-	-	-	PS	-	PS	-	-	-	-	-	-	-	-	-	-	-	-	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS
Medical Outpatient Care Center	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	P	P	P	-
Personal Services	PL	-	PL	-	-	PL	-	PL	PC	PL	-	PL	-	-	-	PL	-	PL	-	PL	PL	P	P	P	P	P	P	P	P	P	P	-
Post Office	-	-	-	-	-	PC	PL	-	PL	-	PL	-	PL	-	-	-	-	PL	-	PL	-	P	P	P	P	P	P	P	P	P	P	-
Professional Services	PL	-	PL	-	-	PL	-	PL	PC	PL	PC	PL	-	-	-	PL	-	PL	PC	PL	P	P	P	P	P	P	P	P	P	P	P	-
Radio - Art, dance, martial arts, music	P	P	P	P	-	P	P	PL	P	PL	P	PL	-	-	-	P	-	PL	P	PL	P	P	P	P	P	P	P	P	P	P	P	-
COMMERCIAL																																
Adult Establishment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	PS
Alcoholic Beverage Sales Store	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	P	P	P	-
Auto Parts Sales	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	PS	PS	PS	PS	PS	PS	P	P	P	P	P

P Permitted

PC Permitted on corner lots only

PL Permitted in Designated Locations

PS Permitted subject to Additional Standards in Ch 3

SUP Special Use Permit Required (See Ch 3 and



Waynesville, NC

525 North Main Street
Waynesville, NC 28786
(P) 828.456.8383
(F) 828.456.8797

Knoxville, TN

234 Morrell Road
Box 322
Knoxville, TN 37919
(P) 865.661.2810

Traffic Impact Analysis

For

The Plott Creek Apartments

Located in
Waynesville, North Carolina

Prepared For:

William Ratchford
Southwood Realty
165 South York Street
PO Box 4158
Gastonia, NC 28054

Prepared By:

J.M. Teague Engineering & Planning
525 North Main Street
Waynesville, North Carolina 28786



February 2018

Introduction and Background

This report summarizes the findings of the Traffic Impact Analysis (TIA) that was performed for a 200-unit multi-family apartment development proposed in Waynesville. (Figures 1 & 2) The purpose of this study is to determine the impact of the anticipated traffic associated with this development including trip generation, trip distribution, intersection delay, vehicle queue, and intersection capacity. Each of these aspects will be analyzed to determine any potential adverse traffic impacts on the adjacent roadway network from the proposed development.

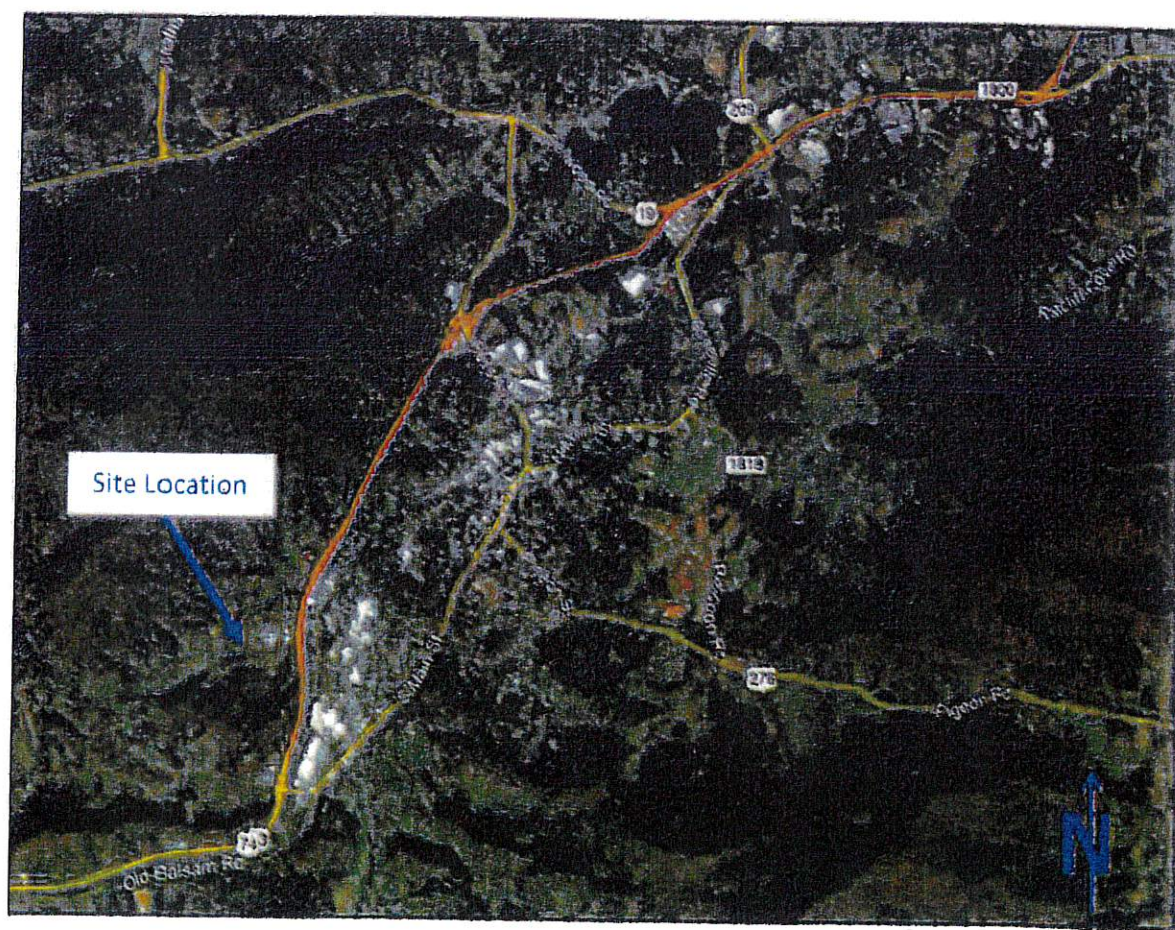


Figure 1 – Region of Proposed Site Location

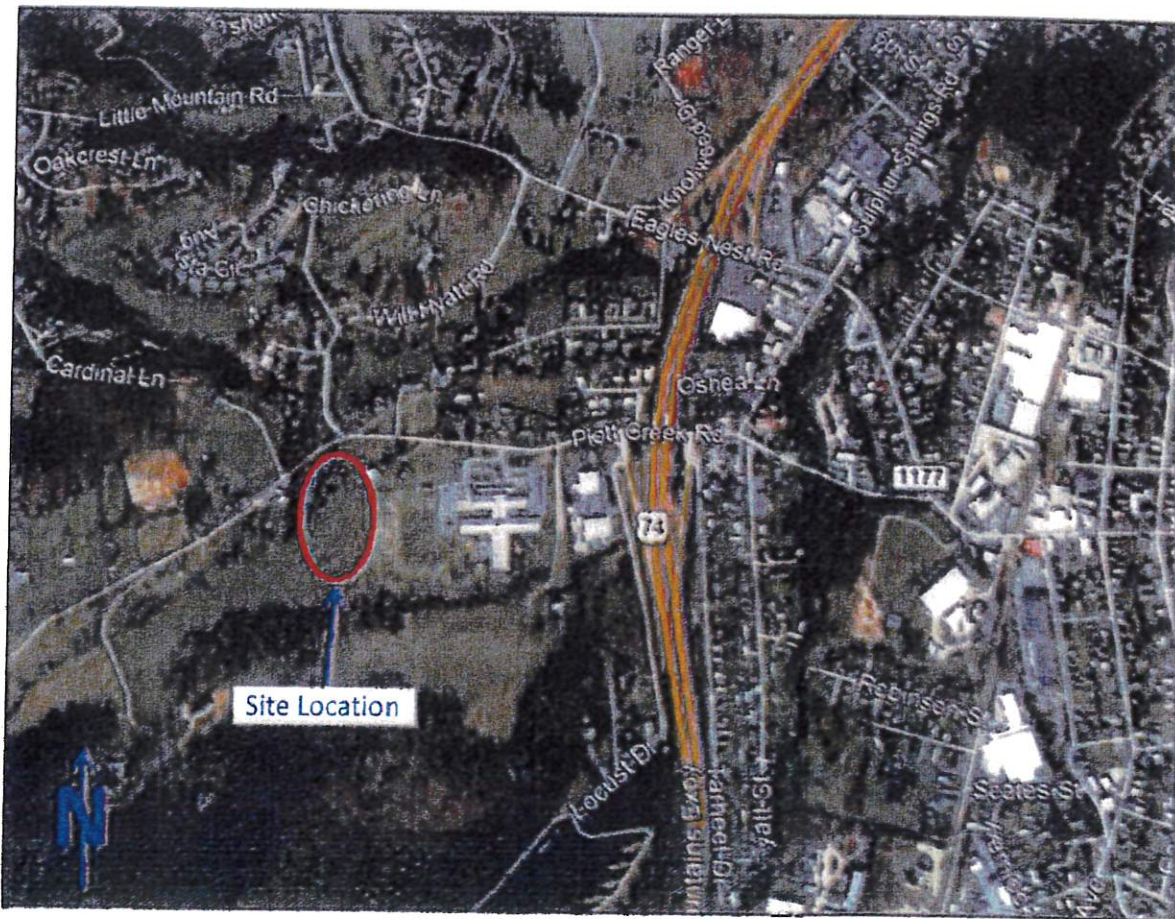


Figure 2 – Proposed Site Location

Proposed Site Use and Access

The site plan consists of a 200-unit multi-family apartment development. The proposed apartment development will be a mixture of 1, 2 and 3-bedroom apartments. The proposed site access will intersect Plott Creek Rd. directly across from the intersection with Will Hyatt Rd. Figure 3 shows the proposed site layout of the development. This proposed site plan can be found in Appendix A.

Conclusions and Recommendations

The mitigation recommendations at each of the studied intersections are based on NCDOT's Policy on Street and Driveway Access to North Carolina Highways (Driveway Manual) methodology, Town of Waynesville mitigation threshold requirements and engineering judgement.

Plott Creek Road @ Will Hyatt Road / Proposed site access:

Plott Creek Road @ Will Hyatt Road/Proposed Site Access Comparison of Background vs Build-out Peak Hour Traffic Conditions

Approach	Peak Hour	Background			Build-out			V/C Increase
		LOS	Delay	V/C	LOS	Delay	V/C	
Eastbound (Plott Creek Rd)	AM	A	2.9	0.03	A	2.9	0.03	0
	PM	A	2.2	0.02	A	2.2	0.01	0
Westbound (Plott Creek Rd)	AM	A	0.0	0.03	A	1.5	0.01	0
	PM	A	0.0	0.04	A	3.7	0.04	0
Southbound (Will Hyatt Rd)	AM	B	10.3	0.13	B	12.2	0.19	0.06
	PM	A	9.1	0.07	B	10.7	0.14	0.07
Northbound (Site Access)	AM	–	–	–	A	9.8	0.11	N/A
	PM	–	–	–	A	9.3	0.06	N/A

<Table 12>

In the table above the V/C ratio increase is zero for all conditions except the comparison of the background and build-out for the southbound traffic. The V/C increase for the southbound traffic under build-out conditions remains under the Town of Waynesville thresholds for mitigation found in Chapter 6 of Appendix A – Land Development Standards of the Town's Code of Ordinances (6.10.4 – Thresholds for Mitigation). An increase of 0.06 and 0.07 for the AM & PM is seen for V/C on the southbound approach of Will Hyatt Road while the threshold for mitigation is an increase of 0.10.

As can be seen in Table 12, the LOS increases from A to B during the PM peak hour on the southbound intersection approach. This LOS change does not significantly change the intersection operation because the level of service increase was due to a very small delay increase.

The background and build-out traffic cannot be compared to the Northbound traffic out of the development because it is created under build-out conditions. However, in Table 9 where the intersection is analyzed under build-out conditions, the traffic operation appears adequate for an intersection according to thresholds specified in the Highway Capacity Manual (HCM) published by the Transportation Research Board. The addition of the site access in alignment with Will Hyatt Road and the site generated traffic is not anticipated to degrade general roadway or driver safety at this intersection if all conditions of the NCDOT driveway permit are met.

Sight distance:

One important aspect of the NCDOT driveway permit for the new site access will be adequate sight distance along Plott Creek Road. The addition of the site access will create the need for some sight distance improvements on the southwest side of Plott Creek Road from the new access. Currently, there are pine trees and vegetative undergrowth that impede the site distance looking westward on Plott Creek Road from the proposed access. The Plott Creek Road @ Will Hyatt Road intersection is also located in a slight curve; thus, the roadway geometry also contributes to the reduction of sight distance. The site access location will require grading according to the site plan, thus sight distance improvements should be addressed during the grading phase of the project. According to the American Association of State Highway and Transportation Officials (AASHTO) in "A Policy on Geometric Design of Highways and Streets", the sight distance should be 390 feet for a road with a 35 mph speed.

Turn Lane Analysis:

A left turn lane is not warranted for this development and associated traffic on Plott Creek Road. The Town of Waynesville mitigation thresholds is not exceeded along Plott Creek Road by the addition of the site access and the additional traffic. None of the approaches are beyond the typical thresholds for delay increase percentage or LOS degradation. Since each approach maintains excellent LOS operation for an un-signalized intersection during a peak hour, no changes are recommended at this intersection to accommodate traffic generated by the site under build-out conditions. The addition of site generated traffic is not anticipated to

degrade general roadway or driver safety at this intersection, thus a turn lane is not recommended at this intersection.

Plott Creek Road @ Hazelwood Elementary School:

**Plott Creek Road @ Hazelwood Elementary School Access
Comparison of Background vs Build-out Peak Hour Traffic Conditions**

Approach	Peak Hour	Background			Build-out			V/C Increase
		LOS	Delay	V/C	LOS	Delay	V/C	
Eastbound	AM	—	0.0	0.15	—	0.0	0.19	0.04
	PM	—	0.0	0.05	—	0.0	0.07	0.02
Westbound thru	AM	—	0.0	0.02	—	0.0	0.02	0
	PM	—	2.3	0.04	—	0.0	0.08	0.04
Westbound left	AM	A	9.5	0.39	A	9.9	0.41	0.02
	PM	A	7.5	0.04	A	7.5	0.04	0
Northbound left	AM	E	41.8	0.21	F	50.1	0.26	0.05
	PM	B	10.2	0.02	B	11.0	0.02	0
Northbound right	AM	C	16.2	0.65	C	19.9	0.72	0.07
	PM	A	9.0	0.10	A	9.3	0.10	0

<Table 13>

Video of the existing traffic at the school access reveal short periods of queues developing in the left turn lane of westbound Plott Creek Road during student drop-off and pick-up periods. Vehicles passing the left turn queue were also observed traveling in the westbound through lane and turning into the school as well. These observations show that the school access and internal traffic operations of the school could be improved to better accommodate existing traffic conditions. Drop-off and pick-up periods at schools typically create challenging traffic related issues and the Plott Creek Road @ Hazelwood Elementary access is no different. It is important to understand that these issues already exist, but opportunities to improve the situation may be presented as part of the NCDOT sidewalk project that is scheduled along Plott Creek Road. Any improvements to the school would have to be incorporated into an existing design for the sidewalk improvements planned on Plott Creek Road.

During build-out conditions the left turn of the school exit increases to an "F" from a level of service (LOS) of "E". This movement is heavily restricted, however the volume of this turn is very low and these conditions are short lived during the student drop-off period.

As can be seen in Table 13, the resulting V/C increase in the build-out traffic conditions remain below mitigation thresholds. The V/C ratio for the Hazelwood Elementary school exit during the AM peak hour increases by 0.07 during build-out conditions. This V/C increase does not warrant mitigation on behalf of the development and is below the Town of Waynesville mitigation thresholds.

The volume to capacity issues are only occurring during the AM peak hour. The student drop-off in the morning peak period coincides with expected AM development traffic. However, with the PM peak hour traffic, the development and the school peak hour traffic travels on Plott Creek Road at different times. During the PM peak hour, the northbound school exit does not experience an increase in V/C when comparing background to build-out.

Hazelwood Avenue @ Sulphur Springs Road:

Hazelwood Avenue @ Sulphur Springs Road Comparison of Background vs Build-out Peak Hour Traffic Conditions

Approach	Peak Hour	Background			Build-out			V/C Increase %
		LOS	Delay	V/C	LOS	Delay	V/C	
Eastbound (Hazelwood Ave)	AM	A	5.9	0.20	A	6.1	0.22	0.02
	PM	A	4.8	0.10	A	4.9	0.12	0.02
Westbound (Hazelwood Ave)	AM	A	0.0	0.14	A	0.0	0.15	0.01
	PM	A	0.0	0.08	A	0.0	0.09	0.01
Southbound (Sulphur Springs)	AM	C	12.5	0.25	B	13.0	0.27	0.02
	PM	B	11.4	0.23	B	11.9	0.28	0.05

<Table 14>

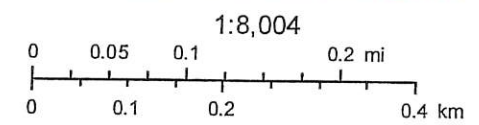
As can be seen in Table 14, the Hazelwood Avenue @ Sulphur Springs Road intersection is only minimally effected by the proposed development and the intersection operation remains mostly consistent through the addition of the proposed development. All V/C increases are within the Town of Waynesville mitigation thresholds. This intersection operates sufficiently under both background and build-out conditions with the existing lane configurations and

current traffic configurations.

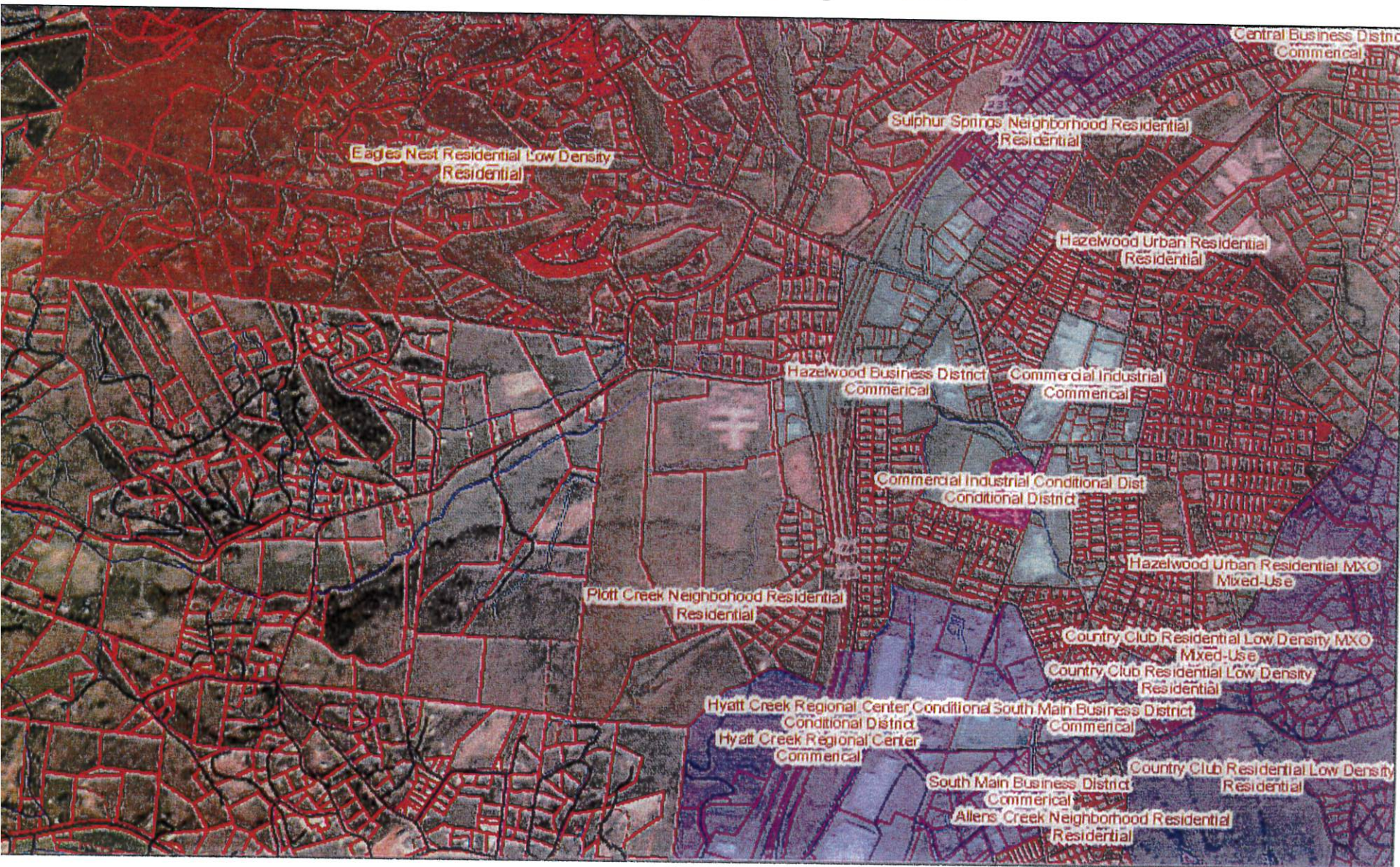
No changes are recommended at this intersection to accommodate traffic generated by the site under build-out conditions. The addition of site generated traffic is not anticipated to degrade general roadway or driver safety at this intersection.



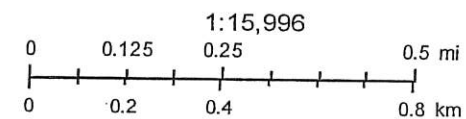
May 22, 2018



PC-NR and Nearby Zoning Districts



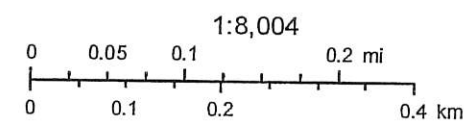
October 9, 2018



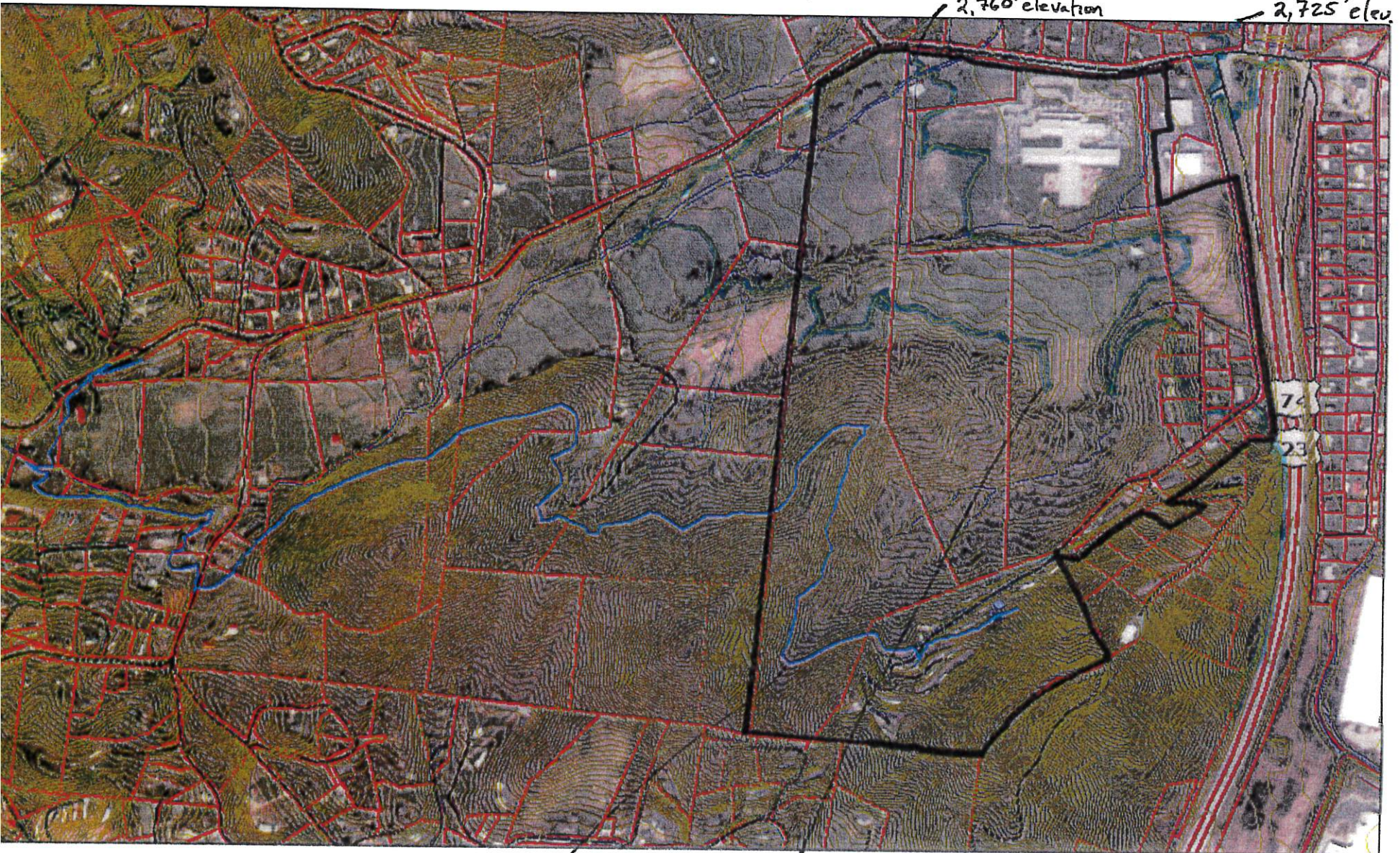
2012 FIRM (green = "100 yr floodplain)



September 20, 2018



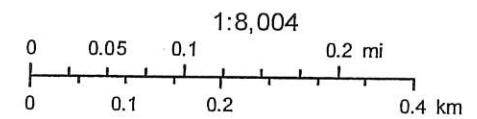
Haywood County



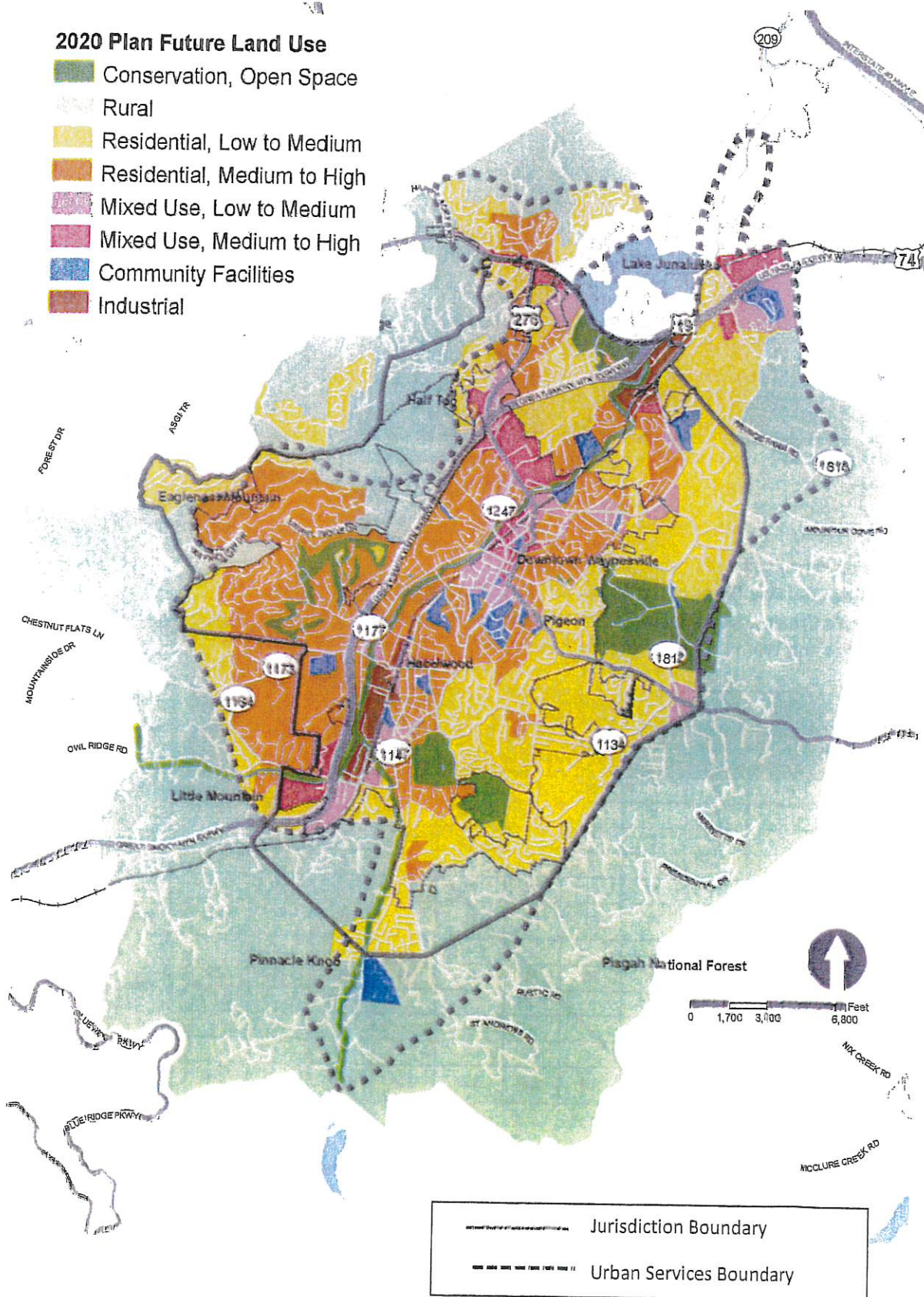
May 22, 2018

2,900' elevation

2,800' elevation



Future Land Use Map from the Adopted 2020 Land Development Plan (adopted 2002).



TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: October 23, 2018

SUBJECT: Public Hearing to consider a Resolution to Close a named but un-opened portion of a right-of-way between 277 East Street (PIN # 8615-46-4688) and 24 North Hill Street (PIN# 8615-46-3776)

AGENDA INFORMATION:

Agenda Location: Public Hearing
Item Number: D6
Department: Administration and Development Services
Contact: Amie Owens, Assistant Town Manager
Presenter: Amie Owens, Assistant Town Manager

BRIEF SUMMARY:

The Town received a petition from a single property owner to close a named but un-opened portion of right of way off of North Hill Street and East Street (map attached). Pursuant to State Statutes, the Board must adopt a Resolution of Intent to Close the Right-of-Way and subsequently provide public notice to surrounding property owners and hold a public hearing.

This Right of Way was named in 1966 when the development was created; however, there was never a street that was maintained or used. The Town does not have an interest in the right-of-way for public access and staff recommends closure in order to allow conveyance to the property owner whose two properties it bisects. There are no homes other than the petitioners on the right of way as all properties connect to Johnson Hill Drive and have addresses as such.

The Town Clerk advertised notice of the public hearing and provided the necessary documentation to the adjacent property owners. The notices were published in the Mountaineer on September 28, October 5, October 12 and October 19 and the letters with a copy of the resolution of intent to close the right of way were sent to adjacent property owners on September 26, 2018.

MOTION FOR CONSIDERATION:

1. To adopt the Resolution Closing a named but un-opened portion of Right of Way between 277 East Street (PIN # 8615-46-4688) and 24 North Hill Street (PIN# 8615-46-3776).

FUNDING SOURCE/IMPACT: N/A

ATTACHMENTS:

1. Resolution of Closing
2. Petition Materials submitted
3. Site location map - base
4. Site location map – color

MANAGER’S COMMENTS AND RECOMMENDATIONS: Recommend approval of this closure as the Town has no interest in the right of way for public access; the ROW has never been developed into a street and there are no additional homes along the ROW that would be impacted by such closure.

PETITION FOR STREET CLOSING REQUEST

We, the undersigned property owners of property located abutting a private street or alleyway known as Sunset Avenue, located off of Hill and East streets, do hereby petition the Town of Waynesville Board of Aldermen to permanently close said street or alleyway.

NAME/SIGNATURE PROPERTY/MAILING ADDRESS

1. Lewis Brandon Green (also known as Lewis B. Green)



277 East Street, Waynesville NC 28786

2. _____

3. _____

4. _____

5. _____

6. _____

Attach additional sheets if necessary

Date Request Received at Town Hall: 09/18/18

By: Amie Owens
Assistant Town Manager

Parcel Report For 8615-46-3776

GREEN, LEWIS B
277 EAST ST
WAYNESVILLE, NC 28786

Account Information

PIN: 8615-46-3776

Legal Ref: 908/623

Add Ref: 909/97
A07/559

Site Information

GRANDVIEW
DWELLING
SINGLE FAMILY
24 N HILL ST

Heated Area: 1150
Year Built: 1966
Total Acreage: 0.32
Township: TOWN OF WAYNESVILLE

Site Value Information

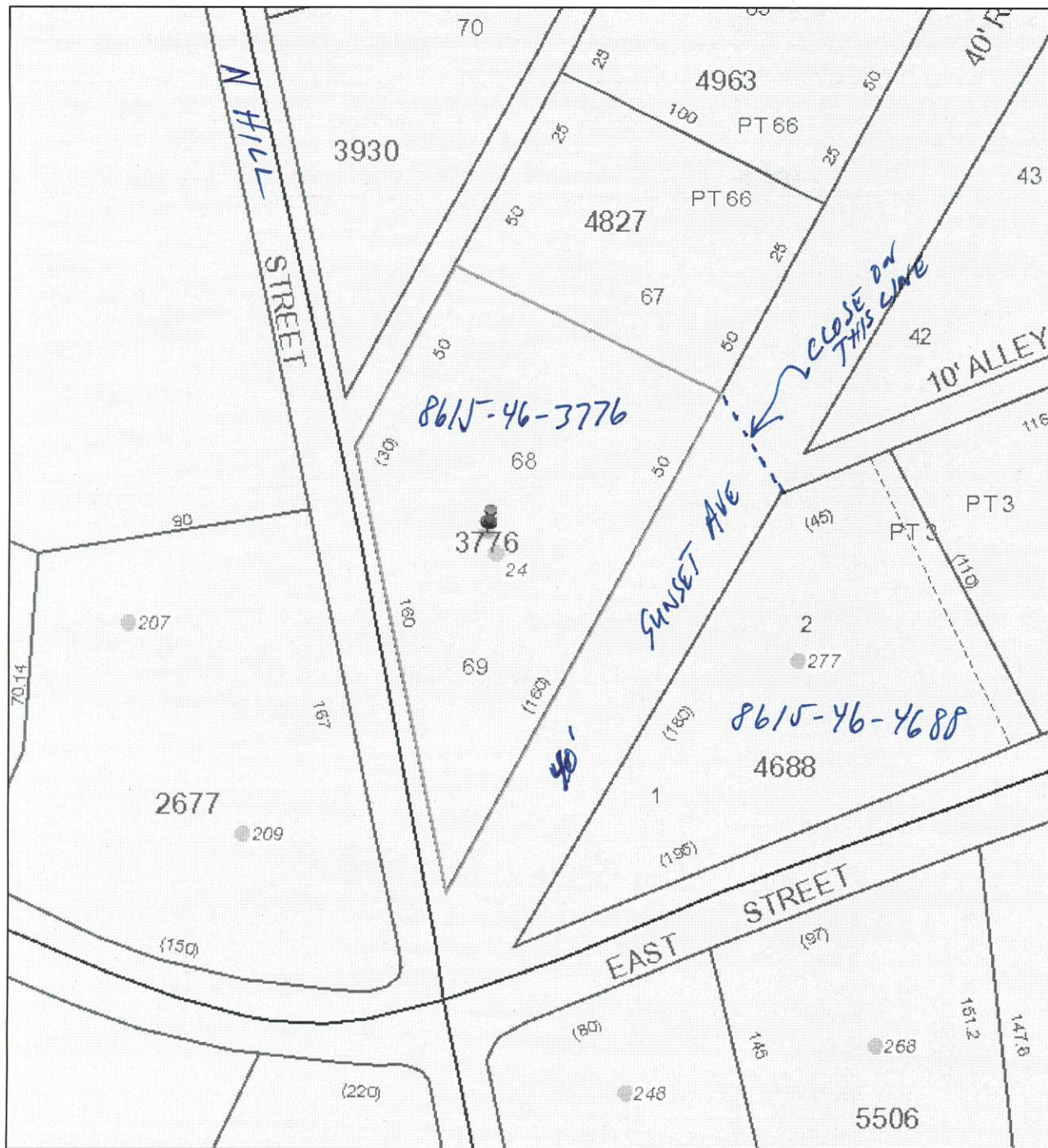
Land Value: \$21,600
Building Value: \$159,000
Market Value: \$180,600
Deferred Value: \$0
Assessed Value: \$180,600
Sale Price: \$75,000
Sale Date: 6/23/2016
Tax Bill 1: \$730.28
Tax Bill 2: \$757.84



1 inch = 50 feet

September 11, 2018

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.





Report For

GREEN, LEWIS BRANDON
277 EAST ST
WAYNESVILLE, NC 28786

Account Information

PIN: 8615-46-4688

Legal Ref: 448/771

Add Ref: 834/57
A94/871

Site Information

GRANDVIEW
DWELLING
SINGLE FAMILY
277 EAST ST

Heated Area: 3351
Year Built: 1910
Total Acreage: 0.306
Township: TOWN OF WAYNESVILLE

Site Value Information

Land Value: \$20,900
Building Value: \$190,300
Market Value: \$211,200
Deferred Value: \$
Assessed Value: \$211,200
Sale Price: \$86,000
Sale Date: 07/27/1995
Tax Bill 1: \$1,399.52
Tax Bill 2: \$1,283.18



1 inch = 50 feet

September 19, 2018

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.

**A RESOLUTION ORDERING THE CLOSING OF A NAMED BUT UN-OPENED
PORTION OF A RIGHT-OF-WAY BETWEEN
277 EAST STREET (PIN # 8615-46-4688) AND
24 NORTH HILL STREET (PIN# 8615-46-3776)**

WHEREAS, the Town of Waynesville has received a signed petition to close a named but un-opened portion of right-of-way that is located between 277 East Street (PIN# 8615-46-4688) and 24 North Hill Street (PIN 8615-46-3776) ; and

WHEREAS, on the 25th of September, 2018, the Town of Waynesville Board of Aldermen adopted a Resolution of Intent to Close the right-of-way and ordered notifications to abutting property owners and the public of this petition and called for a public hearing to consider this action, pursuant to NCGS 160A-299; and

WHEREAS, the Town Clerk sent notice to all abutting property owners by certified mail advising them of the day, time and place of the public hearing, enclosing a copy of the Resolution of Intent, and advising them that the question as to closing that unnamed right-of-way on the property; and

WHEREAS, the Town posted adequate notices on the applicable right-of-way as required by N.C. G.S. 160A-299; and

WHEREAS, the Town Board gave full and complete consideration of the matter and granted full and complete opportunity for all interested persons to appear and register any objections that they might have with respect to the closing of said right of way in a public hearing held on this day, October 23, 2018;

WHEREAS, it now appears to the satisfaction of the Board of Aldermen of the Town of Waynesville that the closing of said right-of-way is not contrary to the public interest, and that no individual owning property, either abutting the right-of-way, or in the vicinity of the right-of-way, or in the subdivision in which the right-of-way is located, will, as a result of the closing be deprived of a reasonable means of ingress and egress to his or her property;

NOW, THEREFORE, subject to the reservation of easements to the Town of Waynesville for utility purposes as shown on map, the Board of Aldermen of the Town of Waynesville do hereby order this named but un-opened right-of-way closed and that all right, title and interest that may be vested in the public to said area for street purposes is hereby released to the abutting property owners in accordance with the provisions of N.C.G.S. 160A-299.

The Mayor and the Town Clerk are hereby authorized to execute the necessary documents in order to evidence vesting of all right, title and interest in those persons owning lots or parcels of land adjacent to the street or alley, such title for the width of the abutting land owned by them, to extend to the centerline of the herein closed right-of-way (with provision for reservation of easements to the Town of Waynesville for utility purposes) in accordance with the provision of N.C.G.S. 160A-299.

The Town Clerk is hereby ordered and directed to file in the Office of the Register of Deeds of Haywood County, a certified copy of this Resolution and Order.

Upon motion duly made by Alderman _____ and duly seconded by Alderman _____, the above resolution is duly adopted by the Board of Aldermen of the Town of Waynesville on the 23th day of October, 2018, in the Town Hall.

Upon call for a vote, the following Aldermen voted in the affirmative:

and the following Aldermen voted in the negative:

This the 23rd Day of October, 2018.

TOWN OF WAYNESVILLE

Gavin A. Brown, Mayor

ATTEST:

Eddie Ward, Town Clerk

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: October 23, 2018

SUBJECT: Special Event – Holiday Market – November 10, 2018

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: E7
Department: Administrative Services
Contact: Amie Owens, Assistant Town Manager
Presenter: Amie Owens, Assistant Town Manager

BRIEF SUMMARY:

Requests were received for a new event in the Town of Waynesville. The Special Events Committee has reviewed the application, discussed any concerns noted and spoken with event organizers.

The Frog Level Merchant's Association (FLMA) has requested a Holiday Market on November 10, 2018. This event would utilize the same footprint as the Whole Bloomin' Thing Festival. The FLMA will be including the merchants in Haywood Square in this celebration.

MOTION: *To approve the special events permit application and direct Town Manager to execute special event permit.*

FUNDING SOURCE/IMPACT: There are no direct costs to the Town associated with these events, other than labor costs.

ATTACHMENTS:

- Special Events Application – Holiday Market

MANAGER'S COMMENTS AND RECOMMENDATIONS: Recommend approval of this event as presented.



Application for Special Events Permit

I. General Information

EVENT NAME: The Whole Bloomin Thing Festival / Holiday Market

EVENT DATE(S): November 10,2018
Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.

LOCATION: Frog Level – Commerce and Depot

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

SET-UP TIME (START/END): 530am set up / Clean-up 430 pm

EVENT HOURS: 9 to 4pm

DISMANTLE HOURS (START/END): 6am / 4pm

ESTIMATED ATTENDANCE: 2k+

BASIS ON WHICH THIS ESTIMATE IS MADE: Previous Festival (The Whole Bloomin Festival)

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

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Frog Level Merchants Association

ARE YOU A NON PROFIT CORPORATION? No Yes yes If yes, are you 501c(3) Yes 501c(6) Place of Worship

APPLICANT NAME: Jim Pierce

ADDRESS: 425 Big Stomp Road, Waynesville, NC 28786

PHONE: 734-9777 FAX#: EMAIL: Jpierce777@bellsouth.net

ON-SITE CONTACT: Joy Simmons

ADDRESS: P.O. Box 1575 Waynesville, NC 28786

PHONE #: 336-529-5191 CELL PHONE #: EMAIL: joy.b.simmons@outlook.com

III. Brief Description of Event
Event is for Local Growers, Artisan, Wood Workers, Crafters and Local Businesses.
IV. Street Closure Request (Attach map of the Street Closure)

List any street(s) (or lanes of streets) requiring temporary street closure as a result of this event.

Include street name(s) indicating beginning and endpoints of the closing, day, date and time of closing and reopening:

1. Depot Street. Beginning at railroad track and ending at Water Street
2. Commerce Street. Beginning at Depot and ending at Miller Street
3. Will use the sidewalk from railroad track up to Haywood Street to include Haywood Plaza in festival

V. Event Details

YES NO

- ☐ ☒ Does the event involve the sale or **use of alcoholic beverages**?
 If yes, has the ABC permit been obtained? Yes ☐ No ☐ Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout) _____
- ☒ ☐ Does the event involve the **sale of food**? _____
 If "YES", has the health department been notified? _____ Have you applied for a temporary permit? _____
- ☒ ☐ Does the event involve the **sale of non-food items**? If "YES" have you applied for a privilege license? _____
- ☒ ☐ Will there be **musical entertainment** at your event? IF "YES" provide the following information:
 Number of Stages: _____ Number of Band(s): _____ 3+ _____ Amplification? Yes _____
- Note: If amplification is used, you will be required to perform a pretest for compliance with the noise ordinance.
- ☐ ☒ Do you plan to use an existing **occupied building**? Address _____
- ☐ ☒ Do you plan to use an existing **vacant building**? Address _____
- ☒ ☐ Will there be any **tents or canopies** in the proposed event site? Please provide the following information:
 Approx. Number of Tents: 125 + Will any tent exceed 400 sq. feet in area? X ☐ NO ☐ YES
- ☐ ☒ Does the event involve the use of **pyrotechnics**? Explain _____
 Will you provide **portable toilets** for the general public attending your event? IF SO, how many and where will they be located? 1 women, 1 men, 1 handicap, 1 hand wash station located beside open door. 1 men, 1 women Haywood Square beside cleaners building. _____
- ☒ ☐ Will you require **electrical hookup** for the event? Generators? Yes _____
- ☒ ☐ Will you require **access to water** for the event? Explain Watering plants. Some use for food venders _____
- ☐ ☒ Will **admission fees** be charged to attend this event? If "YES", provide the amount(s) of all tickets. _____
- ☒ ☐ Will **fees be charged to vendors** to participate in this event? If "YES", please provide the amount(s).
 Food Vendors \$75.00 , Crafters \$65.00 , Non Profit \$65.00 10 x 10 canopy space _____
- ☐ ☐ Will **signs and/or banners** be displayed as part of the event? If "YES" have you applied for a sign permit? Only sign we use is No Parking and No Dogs _____
- ☐ ☒ Will **inflatable parade balloons** be used for the event? Provide details if necessary. _____

VI. Additional Questions

How will **parking** be accommodated for this event?

Public parking garage on Branner Ave. Haywood Builders, Public parking beside Armory.

Notes:

1. Parking and buildings involved may be examined for ADA compliance.

2. You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.

How will **trash** be contained and removed during and after the event?

Will have staffing to check and remove trash cans on street. After festival, town will pick up trash. Food vendors are required to have trash cans available.

Apply for this permit at least 60 days prior to your special event. (30 days for a neighborhood street closing)

Return to:

Amie Owens, Assistant Town Manager

Town of Waynesville

16 S. Main Street, P.O. Box 100, Waynesville, NC 28786

Telephone: (828) 452-2491

Fax No. : (828) 456-2000

Email Address: aowens@waynesvillenc.gov

VIII. Special Information for Applicants

- * Do not announce, advertise or promote your event until you have an approved and signed permit.
- * You will be required to notify property owners affected by the event at the time a special events permit is issued with a copy of any correspondence provided to the Town for the permit file.
- * No permanent alterations to the street will be permitted. Only chalk may be used on streets – no permanent paint.
- * The Town has an ordinance prohibiting the use of tobacco and e-cigarettes in the business districts and all parks of the Town. The Applicant is to communicate this information to all vendors and participants. Permanent signs are in place in these districts and parks.
- * The Town has an ordinance against animals at festivals except for service animals. The Applicant is expected to communicate this information to all vendors and participants.
- * The Applicant shall be responsible for hiring and paying off-duty law enforcement officers, or reimbursing the Town for the costs of providing on-duty law enforcement officers, to appropriately police street closures. For festivals, the Applicant shall be additionally responsible for hiring and paying off-duty law enforcement officers, or reimbursing the Town for the costs of providing city staff, including but not limited to: on-duty law enforcement officers, to provide internal festival security and for hiring and paying necessary emergency medical technicians.
- * The Assistant Town Manager, in consultation with the Waynesville Police Department, shall determine the number of officers needed to appropriately police street closures and for internal security, and with the Fire Department to determine the number of emergency medical technicians needed, and the time when such services shall commence and end.

FOR INTERNAL USE ONLY:

Application and fee received:

Application approved:

Application denied:

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: October 23, 2018

SUBJECT: Award of contract to JM Teague Engineering for engineering - ADA Transition Plan

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: E8
Department: Public Services Department
Contact: David Foster, Preston Gregg
Presenter: Preston Gregg, Town Engineer

BRIEF SUMMARY:

The NCDOT has been mandated by the US Department of Justice and Federal Highway Administration to ensure that all sub-recipients of State and Federal funds comply with the Americans with Disabilities Act in which any municipality in receipt of Federal or State aid (Powell Bill funds) with over 50 employees possess an ADA Transition Plan.

This plan inventories Town assets to include: sidewalks, signals, buildings, parking lots, rest areas, mixed us trails, linkage to transit, etc.

NCDOT is requiring the Town produce such plan at no particular timeframe. JM Teague Engineering has provided a scope and fee estimate to perform the work for \$26,800.00

MOTION FOR CONSIDERATION:

To enter into a contract with JM Teague Engineering for engineering services for ADA Transition Plan at a fee not to exceed \$26,800.00.

FUNDING SOURCE/IMPACT:

Streets & Sanitation – Professional Services Budget Item (50%)
Asset Services – Outside Facilities Professional Services Budget Item (50%)

ATTACHMENTS:

- JM Teague Proposal
- NCDOT Transition Plan Survey Letter

MANAGER’S COMMENTS AND RECOMMENDATIONS: As this is a requirement related to our continued Powell Bill Funding and it will provide a record of town resources and areas for improvement, recommend approval of the contract with JM Teague Engineering.



525 North Main Street
Waynesville, NC 28786
(P) 828.456.8383
(F) 828.456.8797
www.jmteagueengineering.com

October 8, 2018

PROPOSED SCOPE OF SERVICES:

WAYNESVILLE ADA SELF-ASSESSMENT AND TRANSITION PLAN

Prepared For:

Town of Waynesville
Preston Gregg, PE Town Engineer
129 Legion Drive
Waynesville, NC 28786

Prepared By:

J.M. Teague Engineering & Planning
525 North Main Street
Waynesville, NC 27261

October 2018

CORP 0063

Dependable Planning • Innovative Engineering • Relationship Building

www.jmteagueengineering.com

CLIENT AND ENGINEER PROFESSIONAL SERVICES AGREEMENT

This agreement is made, entered into and effective this _____ day of October 2018 by and between:

ENGINEER:

Firm: J.M. Teague Engineering, PLLC
Address 1: 525 N Main St
Address 2: Waynesville, NC 28786
Phone: 828.456.8383

Name: Mark Teague
Title: Principal Engineer

Signature: _____

Date: _____

CLIENT:

Company: Town of Waynesville
Address 1: 129 Legion Drive
Address 2: Waynesville, NC 28786
Phone:

Name:
Title:

Signature: _____

Date: _____

I accept the terms of this agreement

JMTE – CORP 0063 Waynesville ADA Self-Assessment and ADA

In addition to the matters set forth herein, our agreement shall include, and shall be subject to the Standard Provisions, which are attached hereto and incorporated herein. If you concur and wish us to proceed with the services described in this Agreement, please return a signed copy of this Agreement executed by a properly authorized individual in the space provided.

PROJECT BACKGROUND AND SCOPE OF SERVICES:

J.M. Teague Engineering and Planning (JMTE) understands that the Town of Waynesville desires to have an ADA Self-Assessment and Transition Plan developed as part of the Americans With Disabilities requirements.

This delivered document will include:

- A Town wide assessment and inventory of Town owned public spaces such as parking lots, parks, buildings, and selected streets.
- Identification and inventory of potential ADA compliance barriers including but not limited to: curb ramps, slopes, protruding objects, building accessibility, and walk-ways. (photographs and GIS will be used)
- Prioritization information, planning, best practice methods, and necessary investments directed at eliminating the identified barriers over time.
- A 5-year plan outlining specific tasks toward upgrading ADA elements identified in the inventory of barriers in the short term (planned capital improvements) as well as a strategy to prioritize and remedy currently un-identified barriers that may develop in the future.
- List of specific resources needed to address or eliminate identified barriers including but not limited to financial and personnel.
- Recommended detailed inspection schedules,
- Solicitation of Recommended method to additional public input sessions,
- Recommended method to submit citizen complaints
- Recommended reporting schedule to Town Manager or Alderman
- Recommended schedule for self- assessment plan update

REPORT DELIVERY:

The Self-Assessment and Transition Plan will be delivered to the Town Engineer within 120 days of the notice to proceed.

FEE STRUCTURE:**FEE BREAKDOWN****WAYNESVILLE ADA SELF ASSESSMENT AND TRANSITION PLAN**

Line Item	Quantity	Unit Cost or Percent	Role	Estimate
Principal Engineer	26	\$150	Project oversight and management	\$3,900
Engineer	22	\$125	Technician oversight, field review, compliance research	\$2,750
Planning Director	22	\$125	Planner oversight, field review, compliance research	\$2,750
Engineering / Planning Technician	140	\$75	Field review, pictures, GIS	\$10,500
Planner	55	\$105	Report and assessment compilation, graphics	\$5,775
Administration Management	6	\$60	project logistics	\$360
Administrative	4	\$30	printing, clerical	\$120
Direct Costs	1	\$645	printing, supplies, mileage, various expenses, etc	\$645
Total				\$26,800

Professional fees for the above stated work are quoted not to exceed **\$26,800**.

Professional fees for any additional requested services are provided at the following stated rates per hour. Principal Engineer - \$150, Engineer - \$125, Planning Director - \$125, Planner \$105, Technician - \$75, Clerical - \$30

If the Town of Waynesville changes the scope or its parameters anytime during the project, additional fees may be required. The client will be provided with a quote of anticipated fee changes prior to any additional work.

Invoices will be submitted on a regular basis, usually monthly, by the Engineer to the Client for services performed and expenses incurred the previous month. If the final product has not yet been delivered upon the invoicing date, the invoice will reflect a percent complete, tasks complete, hours worked so far, or similar denotation. A final invoice will accompany the final product delivery and will be denoted as such. Payment of each invoice will be due within 30 days of receipt. Interest at the rate of 1.5% monthly will be added to accounts not paid within 30 days. If the Client fails to make any payment due the Engineer for services and expenses within 45 days after the Engineer's transmittal of its invoice, the Engineer may suspend services until all amounts are paid in full.

If this proposal is acceptable, please advise and an agreement will be prepared for execution. Project delivery time will begin on the executed contract date. In the event that work needs to begin prior to the contract execution, a written notice to proceed will suffice as an interim agreement until a contract can be formally executed.

STANDARD PROVISIONS

J.M. Teague Engineering, PLLC

(1) Engineer's Scope of Services: The undertaking of the Engineer to perform professional services extends only to those services specifically described in this Agreement. However, if requested by the Client and agreed to by the Engineer, the Engineer will perform additional services through individual arrangements and agreements.

(2) Client's Responsibilities: In addition to other responsibilities described herein or imposed by law, the Client may be required to:

(a) Designate in writing a person to act as its representative with respect to this Agreement, such person having complete authority to transmit instructions, receive information, and make or interpret the Client's decisions.

(b) Provide to the Engineer all previous studies, plans, or other documents pertaining to the project; Client's requirements and criteria; standards to be followed; and all new information reasonably necessary; upon all of which the Engineer may rely.

(c) Arrange for access to the site and other property and obtain approvals and permits required for the Engineer to provide its services.

(d) Review all documents or verbal reports presented by the Engineer and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of the Engineer.

(e) Provide such overall feasibility services such as independent accounting, legal, insurance, and cost estimating as the client may require or the Engineer may reasonably request.

(f) Give prompt written notice to the Engineer wherever the Client becomes aware of any development that affects the scope and timing of the Engineer's services or any defect or noncompliance in any aspect of the project.

(g) Bear all costs incident to the responsibilities of the Client.

(3) Period of Services: This Agreement has been entered into in anticipation of conditions permitting continuous and orderly progress through the completion of the Engineer's services. Times for performance shall be extended to the extent necessary for delays due to circumstances the Engineer does not control. If such delay or suspension extends for more than one year (cumulatively), the rates of compensation provided for in the Agreement shall be renegotiated.

(4) Method of Payment: Compensation shall be paid to the Engineer in accordance with the following provisions:

(a) Invoices will be submitted on a regular basis, usually monthly, by the Engineer to the Client for services performed and expenses incurred the previous month. If the final product has not yet been delivered upon the invoicing date, the invoice will reflect a percent complete, tasks complete, hours worked so far, or similar denotation. A final invoice will accompany the final product delivery and will be denoted as such. Payment of each invoice will be due within 30 days of receipt. Interest at the rate of 1.5% monthly will be added to accounts not paid within 30 days. If the Client fails to make any payment due the Engineer for services and expenses within 45 days after the Engineer's transmittal of its invoice, the Engineer may suspend services until all amounts are paid in full.

(b) If the Client objects to any invoice, it must advise the Engineer in writing giving its reasons within 14 days of receipt of the invoice or the Client's objections shall be waived, and the invoice shall conclusively be deemed due and owing.

(c) If the Engineer initiates legal proceedings to collect payment for services, it may recover in addition to all amounts due, its reasonable attorneys' fees, reasonable experts' fees, and other expenses related to the proceedings. Such expenses shall include the cost, at the Engineer's normal hourly billing rates, of the time devoted to such proceedings by its employees.

(d) The Client acknowledges and agrees that the payment for services rendered and expenses incurred by the Engineer pursuant to this Agreement is not subject to any contingency or conditions unless expressly set forth in this Agreement.

(5) Use of Documents: All documents, including but not limited to drawings, specifications and data or programs stored electronically, prepared by the Engineer are related exclusively to the services described herein. They are not intended or represented to be suitable for partial use or reuse by the Client or others on extensions of this project or on any other project. Any modifications made by the Client or any partial use or reuse without written authorization or adaptation by the Engineer will be at the Client's sole risk and without liability or legal exposure to the Engineer, and the Client shall indemnify, defend and hold the Engineer harmless from all claims, damages, losses and expenses, including but not limited to attorneys' fees, resulting there from. Any authorization or adaptation will entitle the Engineer to further compensation at rates to be agreed upon by the Client and the Engineer. Copies of Documents that may be relied upon by Client are limited to the printed copies (also known as hard copies) signed or sealed by the Engineer. Files in electronic media format of text, data, graphics, or of other types furnished by Engineer to Client are only for convenience of Client.

Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the Client, after receiving electronic files, agrees to perform acceptance tests or procedures within 60 days, after which the Client shall be deemed to have accepted the data. Any errors detected within the 60-day acceptance period will be corrected by the Engineer. Engineer shall not be responsible to maintain documents stored in electronic media format after acceptance by Client. When transferring documents in electronic media format, Engineer makes no representations as to long term compatibility, usability, or readability of documents resulting from the use of software application packages, operation systems, or computer hardware differing from those used by Engineer at the beginning of this Project. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.

(6) Opinions of Cost: Because the Engineer does not control the cost of labor, materials, equipment, services furnished by others, methods of determining prices, competitive bidding or market conditions, any opinion rendered as to costs shall be made on the basis of its experience and represent its judgment as an experienced and qualified professional, but the Engineer cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost. If the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator.

7) Extension: If applicable, the terms of this Agreement may be extended for a period of time equal to the original agreement time frame or any portion thereof. In order to execute an Agreement extension both parties must sign and date an "Agreement Extension Addendum" as provided by the Engineer. An Agreement extension beyond the original terms can also be re-negotiated via the execution of a modified Agreement.

(8) Termination: This agreement may be terminated by either party upon seven days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of any termination, the Engineer will be paid for all services rendered and expenses incurred to the effective date of termination, and other reasonable expenses incurred by the Engineer as a result of such termination.

(9) Insurance: The Engineer is protected by professional liability insurance, and general liability insurance for bodily injury and property damage and will exchange certificates of insurance upon request.

(10) Expenses of Litigation: If the Client or its contractors initiate legal proceedings against the Engineer, its contractors, or its subcontractors related to the Engineer's services, and such proceedings conclude with the entry of a final judgment favorable to the Engineer, the Client shall reimburse the Engineer for all of its reasonable attorneys' fees, reasonable experts' fees, and other expenses related to the proceedings. Such expenses shall include the cost, at the Engineer's normal hourly billing rates, of the time devoted to the proceedings by the Engineer's employees.

(11) Dispute Resolution: If and to the extent that Client and Engineer have agreed on a method and procedure for resolving disputes between them arising out of or relating to this Agreement, such dispute resolution method and procedure, if any, is set forth in an Exhibit attached to this Agreement. Client and Engineer agree to negotiate in good faith for a period of thirty days from date of notice of all disputes prior to exercising their rights under any Exhibit or under law.

(12) Hazardous Substances: It is understood and agreed that in seeking the professional services of the Engineer, the Client does not request the Engineer to undertake to perform any services, studies, or tests, or to make any determinations involving hazardous substances or conditions, as defined by federal or state law. Therefore, the Engineer undertakes no such obligation, and the Client agrees to hold harmless, indemnify, and defend the Engineer from and against any and all claims, losses, damages, liability, and costs arising out of or in any way connected with the presence, discharge, release, or escape of hazardous substances or conditions of any kind, or environmental liability of any nature, in any manner related to services performed by the Engineer. If any hazardous substance or condition is observed or reasonably suspected by the Engineer, it shall have the right to cease all services until the hazardous substance or condition has been eliminated. The Engineer shall notify the Client of any such substance or condition of which the Engineer becomes aware, and the Client shall be solely responsible for its elimination.

(13) Assignment: Nothing in this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than the Client and the Engineer, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of the Client and the Engineer and not for the benefit of any other party. Neither the Client nor the Engineer shall assign, sublet, or transfer any rights under or interest in this Agreement without the written consent of the other, except that the Engineer may retain sub-consultants as it deems appropriate.

(14) Confidentiality: The Client consents to the use and dissemination by the Engineer of photographs of the Project and to the use by the Engineer of facts, data and information obtained by the Engineer in the performance of

its services. If, however, any facts, data or information is specifically identified in writing by the Client as confidential, the Engineer shall use reasonable care to maintain the confidentiality of that material.

(15) Miscellaneous Provisions: This Agreement is to be governed by the laws of the State of North Carolina. This Agreement shall bind, and the benefits thereof shall inure to the respective parties hereto, their legal representatives, executors, administrators, successors and assigns. This Agreement contains the entire and fully integrated agreement between the parties hereto and supersedes all prior and contemporaneous negotiations, representations, agreements, or understandings, whether written or oral. This Agreement can be supplemented or amended only by a written document executed by both the Engineer and the Client. Provided, however, that conflicting or additional terms on any purchase order issued by the Client shall be void and are hereby expressly rejected by the Engineer. Any provision in this Agreement that is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof or affecting the validity or enforceability of such provision in any other jurisdiction. Also, the non-enforcement of any provision by either party shall not constitute a waiver of that provision nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

(16) Liability: In performing its professional services, the Engineer will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession practicing in the same or similar locality at the time the services are provided. No warranty, express or implied, is made or intended by the Engineer's undertaking herein or its performance of services hereunder, and it is agreed that the Engineer is not a fiduciary with respect to the Client. To the fullest extent of the law, and notwithstanding any other provisions of this Agreement, the total liability, in the aggregate of the Engineer and the Engineer's officers, directors, employees, agents and sub-consultants to the Client or to anyone claiming by, through or under the Client, for any and all claims, losses, costs or damages whatsoever arising out of, resulting from or in any way related to the services under this Agreement from any cause or causes including but not limited to, the negligence, professional errors or omissions, strict liability or breach of contract or any warranty, express or implied, of the Engineer or the Engineer's officers, directors, employees, agents, or sub-consultants shall not exceed the total compensation received by the Engineer under this Agreement or \$5,000 whichever is greater. Under no circumstances shall the Engineer be liable for lost profits, consequential damages or for extra costs or other consequences due to changed conditions or for costs related to the failure of the contractor to perform work in accordance with the plans and specifications.

(17) Client consents to the use of their name, logo, and/or project photographs as part of the creation and distribution of marketing materials by Engineer. These said materials will be used solely for marketing, portfolio presentation, and advertising purposes. Client understands that said materials will be made available to potential clients, on the Engineer's company website, and for conference presentation purposes.



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

JAMES H. TROGDON, III
SECRETARY

July 18, 2018

Mr. Eddie Caldwell
Town of Waynesville
Post Office Box 100
Waynesville, North Carolina 28786

RE: ADA Transition Plan Survey

Dear Mr. Caldwell:

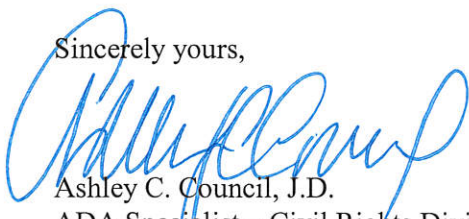
The NCDOT has been issued a mandate by the United States Department of Justice and the Federal Highway Administration to ensure that all subrecipients of State and Federal funds comply with the Americans with Disabilities Act (ADA) pursuant to 28 *CFR* 35.130(b)(1)(v), *et al.* Under the law, any municipality in receipt of Federal or State Aid funds with over 50 employees must possess an ADA Transition Plan.

This office sent you a survey in an attempt to determine whether or not your municipality qualifies under the Code of Federal Regulations and, if so, whether or not you possess or require assistance with a Transition Plan. As of the date of this letter, we have not received a response to the same.

This process is not intended to be punitive. We want to ensure that you are accessible to people with disabilities as is required by the Americans with Disabilities Act. Our responsibilities are to make sure that our subrecipients are meeting their obligations.

A second copy of the survey is enclosed herein. I look forward to receiving your completed survey no later than August 7, 2018. Thanking you in advance for your prompt attention to this matter, I am

Sincerely yours,



Ashley C. Council, J.D.
ADA Specialist – Civil Rights Division
(919) 508-1871
accouncil@ncdot.gov

Enclosure

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
CIVIL RIGHTS DIVISION
1511 MAIL SERVICE CENTER
RALEIGH, NORTH CAROLINA 27699-1511

Telephone: (919) 508-1871
Customer Service: 1-877-368-4968
Website: www.ncdot.gov

Location:
104 FAYETTEVILLE STREET
RALEIGH, NORTH CAROLINA 27611

ADA/504 Major Municipality Federal Aid-Highway Sub-Recipient Preliminary Survey

The purpose of these few short questions is to determine ADA/504 responsibilities; current Transition Plan status, if applicable; and technical assistance/consultation needs

Municipality: _____

ADA/§504 Contact Person: _____

Email address: _____

Telephone Number: _____

Mailing Address: _____

1. Does your municipality have 50 or more employees? ☐ No ☐ Yes
(If you answered no to this question you may stop here, however if you have done a transition plan please let us know. If your answer was "yes" please continue.)
2. Does your municipality have an ADA Self-Assessment and Transition Plan? ☐ No ☐ Yes
3. If you answered "no" to question 2, do you need technical assistance in completing the process? ☐ No ☐ Yes
4. If you have completed an ADA Transition Plan, is your municipality implementing its Transition Plan? ☐ No ☐ Yes

Please return to Ashley C. Council, J.D., ADA Specialist, no later than **August 7, 2018** by email at accouncil@ncdot.gov or by mail to the address below.

NC DEPARTMENT OF TRANSPORTATION
Office of Civil Rights
1511 MAIL SERVICE CENTER
RALEIGH, NC 27699-1511

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: October 23, 2018

SUBJECT: Award of Contract for Engineering Service for the Rehabilitation Design of Hwy 276 (Pigeon St.) to Mattern & Craig

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: E9
Department: Public Services Department
Contact: David Foster, Preston Gregg, Jeff Stines, Daryl Hannah
Presenter: Preston Gregg, Town Engineer

BRIEF SUMMARY:

The Public Services Department advertised for a request for qualifications for engineering services in the rehabilitation design of Pigeon St. The proposed project limits have been defined as between Main St. and the bridge over Shelton Branch adjacent to the Hart Theatre. This proposal of work will include design plans and engineering estimates that will allow the Town to start conversations with NCDOT on being a financial partner for the project.

A total of six engineering firms submitted RFQs: Bell Engineering, Vaughn & Melton, Mattern & Craig, Withers Ravenel, The Wooten Co., and McGill. Of these listed, Town staff selected three firms to short list and interview: McGill, Mattern & Craig, and Vaughn & Melton.

Town staff selected Mattern & Craig. They have put together a well rounded, experienced team with an aggressive timeline for completion of the work, in which staff has full confidence in.

MOTION FOR CONSIDERATION: Award of contract to Mattern & Craig for engineering services for the rehabilitation design of highway 276 (Pigeon Street).

FUNDING SOURCE/IMPACT:

Water & Sewer Maintenance – Professional Services Budgeted Item (\$45,000 each budgeted item)

ATTACHMENTS:

- Mattern & Craig Proposal
- RFQ evaluations and proposals from top three

MANAGER’S COMMENTS AND RECOMMENDATIONS: Recommend entering into contract with Mattern & Craig for the rehab design of Pigeon St.

**CLIENT AND ENGINEER
PROFESSIONAL SERVICES AGREEMENT**

This agreement is made and entered into effective this ____ day of _____, 2018, by and between:

ENGINEER:

Name: Mattern & Craig, Inc.
Address: 12 Broad Street
Asheville, NC 28801
Phone: (828) 254-2201

CLIENT:

Name: Town of Waynesville
Address: 129 Legion Street
Waynesville, NC 28786
Phone: (828) 456-4410

The project upon which the services hereinafter described are to be performed is for the survey and design of a street and sidewalk rehabilitation sidewalk on US 276 (Pigeon Street) from South Main Street to South Hill Street in Waynesville, Haywood County and is herein referred to as the ***Pigeon Street Rehabilitation Project***.

Scope of Services:

Mattern & Craig will conduct survey operations and prepare construction plans, specifications, and contract documents, consistent with the Owner's and FHWA/NCDOT requirements, for the rehabilitation of the roadway pavement and sidewalks along US 276 (Pigeon Street) for a distance of approximately 1,500 linear feet. ***Note: It is assumed that the project will not impact the existing bridge over Shelton Creek or have any impact to the Encroachment Area of Shelton Creek. Any services related to impacts of the Non-Encroachment Area will need to be scoped and feed as Additional Services.*** To accommodate the pavement rehabilitation, existing underground wet utilities will be designed for relocation. Geotechnical exploration and investigation will be performed to determine an adequate pavement design. The existing stormwater system will be designed for upgrade. Existing sidewalks will be re-designed for ADA-compliance

1.0 Kick-off Meeting

The Mattern & Craig Team will attend one kick-off meeting with the Town of Waynesville (Client), NCDOT, and any other stakeholder deemed necessary to discuss specific goals and objectives of the project and to learn the specific roles, responsibilities and expectations of all stakeholders. At the kick-off meeting, schedule and review/approval milestones will be discussed.

2.0 Survey

Mattern & Craig will provide surveying services suitable for the design of the street and sidewalk rehabilitation and related improvements (storm drainage, driveway tie-ins, utility relocations, easement needs, etc.). Surveying services will include the following specific tasks:

- Courthouse and Field Research
- Property Owner Notification
- Establishment of Project Horizontal and Vertical Control
- In-the-Field Horizontal and Vertical Data Acquisition (Topographic Survey) Suitable for Design
- Identification of Existing Property Boundaries, Rights-of-Way and Easements
- Identification of Existing Utilities as identified by NC One Call, Existing Records/Documents and Visual Observation
- Identification of Existing Utilities as identified by SUE services (SUE performed by **Vaughn & Melton** as a sub-consultant to Mattern & Craig – see sections 2.1 and 2.2 below)
- Preparation of any necessary Right-of-Way/Easement Exhibits
- Production of all surveys and exhibits in the latest version of MicroStation and provide all digital files to the Town

2.1 SUE Marking/Identification Services

Vaughn & Melton, as a sub-consultant to Mattern & Craig, will identify/mark locations of underground utilities prior to Mattern & Craig conducting the field survey work.

2.2 SUE Vacuum Excavation Services

Vaughn & Melton, as a sub-consultant to Mattern & Craig, will provide vacuum excavation services as necessary to determine depth of existing utilities. Vacuum excavation services will be provided on an as-needed basis with Client approval at an hourly rate

3.0 Geotechnical Engineering

ECS, as a sub-consultant to Mattern & Craig, will provide geotechnical engineering services suitable for the design of the street

rehabilitation. Geotechnical engineering services will include the following specific tasks:

- Asphalt cores at six (6) locations along Pigeon Street to determine existing pavement section.
- Kessler DCP testing at the six (6) core locations to obtain a CBR value of the existing subgrade.
- One (1) hand auger boring adjacent to the area subject to wet subgrade to measure stabilized groundwater level.
- Traffic control will be provided by ECS for access to the travel lanes.
- Laboratory services including visual classification, Atterberg Limits, Sieve Analysis and Natural Moisture Content.
- Prepare a Pavement Design Letter detailing the appropriate Pavement Design for the rehabilitated street section.

4.0 Street/Sidewalk Rehabilitation Design Plans

Upon completion of the surveying services as identified previously, Mattern & Craig will prepare engineering drawings of the proposed street, sidewalk and related improvements for the area identified above. The street and sidewalk rehabilitation design work will include the following specific tasks:

4.1 Right-of-Way Plans

- Horizontal Layout of rehabilitated 5-foot Wide Concrete Sidewalk along both sides of Pigeon Street. Rehabilitated sidewalk to meet current standards for ADA-compliance
- Horizontal layout of rehabilitated street section
- Identification of Grading Limits, Hardscape Demolition and related
- Preliminary layout of relocated wet utilities (as determined by **Vaughn & Melton**), stormwater system, and related (see section 6.0 below)
- Utility coordination services with private utilities that may be affected by the project (services to be provided by **Vaughn & Melton** as a sub-consultant to Mattern & Craig). Obtain Utility-By-Others (UBO) plans as necessary for any private utility relocations deemed appropriate (see section 5.0 below).
- Identification of any Temporary or Permanent Easements for Construction, Utilities, and/or Drainage Facilities on plans
- Identification of any necessary Right-of-Way acquisition on plans
- Design of Drive-way tie-ins, perpendicular sidewalk connections, step tie-ins, etc.
- Submittal of Preliminary Right-of-Way Plans to Town of Waynesville for review (Plan Submittal 1 – PS#1)
- One meeting with Client to review Right-of-Way Plans
- Revise and submit Final Right-of-Way Plans (Plan Submittal 2 – PS#2) based on any Client comments to Town for approval prior to starting 90% Plans

4.2 90% Plans

Commensurate with the layout and design of the proposed street and sidewalk rehabilitation, Mattern & Craig will evaluate and design the necessary stormwater improvements to effectively convey the storm-water in accordance with NCDOT and Town of Waynesville requirements. Since existing curb & gutter and stormwater conveyances are in place, all efforts will be made to locate the rehabilitated stormwater system in its current location and supplement only as necessary. Furthermore, Mattern & Craig will prepare any necessary erosion control plans. During the 90% plan development, Mattern & Craig will refine the right-of-way plans and include reference to all applicable standards, details, etc. During the 90% plan development phase, the following tasks will be provided:

- Identification of the Pavement Design (pavement section) as engineered by **ECS** (pavement design will be determined by **ECS** serving as a sub-consultant to Mattern & Craig) including any necessary remediation work to address wet subgrades
- Design of any necessary storm-water conveyance systems (rehabilitated curb & gutter, catch basins, pipe networks, etc.) to NCDOT and Town Specifications and Standards and provide all necessary calculations
- Provide Horizontal and Vertical Data of Proposed Inverts, Grate Elevations, Out-Falls, etc.
- Design the relocation of the existing waterline and sanitary sewer to accommodate the new pavement section and street rehabilitation (wet utility relocation services to be provided by **Vaughn & Melton** as a sub-consultant to Mattern & Craig – see section 6.0 below)
- Identify any necessary Erosion Control Measures to be utilized during construction for the prevention of Erosion and/or Sedimentation of the surrounding area
- Design ADA-compliant Sidewalks, Ramps and Crossings
- Develop typical sections, standard details, and drawings
- Develop Preliminary Pavement Marking and Signing Plans
- Develop Preliminary Traffic Control (Maintenance-of-Traffic) plans including detours routes if available
- Submit 90% Plans to the Town and NCDOT for review (Plan Submittal 3 - PS#3)
- One meeting with Client/NCDOT to review 90% Plans

4.3 Final (100%) Plans

- Revise 90% plans based on review comments received from Client and NCDOT
- Finalize plans and develop 100% plans, quantities and cost estimate
- One meeting the Client to review 100% Plans
- Submit 100% Plans the Town and NCDOT for review and approval (PS#4)
- Revise 100% plans per Client/NCDOT comments and produce final signed and sealed plan package (PS#5)

5.0 Utility Coordination

Vaughn & Melton, as a sub-consultant to Mattern & Craig, will identify the existing utilities in the affected area (as identified by the survey work described above) and coordinate any necessary utility relocations as a result of the street and sidewalk rehabilitation project. Vaughn & Melton will perform the following tasks in relation to the Utility Coordination Services:

- Identify all Potential Utility Conflicts and the Respective Utility Companies
- Provide the Affected Utility Companies with Preliminary Plans showing the Layout and Conflict
- One Meeting on-site to discuss Conflicts with Affected Utilities
- Obtain and incorporate any necessary Utility-By-Others (UBO) Plans into the Construction Documents (to be included in the Right-of-Way Plan submittal).

6.0 Utility Design

Vaughn & Melton, as a sub-consultant to Mattern & Craig, will evaluate the location and potential impact to any public utilities (water, sewer) in the affected area and design the relocation of said utility as necessary to accommodate the proposed street and sidewalk rehabilitation project.

- Identify on the plans the location of any utility appurtenances that will need adjustment (water valves, meters, manhole lids, etc.).
- Design any necessary relocation of existing water lines and/or sanitary sewer lines to accommodate the project. Design will be in accordance with Town of Waynesville Standards, Specifications, and requirements
- Include all necessary details and standard drawings applicable to the identified utility work (to be included in the 90% and 100% plan submittal).

7.0 ROW/Easement Acquisition Services

Vaughn & Melton, as a sub-consultant to Mattern & Craig, will provide any necessary Right-of-Way and/or Easement Acquisition services. It is understood that it is the intent to limit/eliminate any right-of-way takes and/or permanent easements. However, should right-of-way and/or easements be necessary, Vaughn & Melton will provide the necessary negotiation and acquisition services on a per parcel basis.

8.0 Permitting Services

Mattern & Craig will be responsible for providing the following permit applications and related supporting information (to be provided in with the 100% plan submittal):

- NCDOT Encroachment Agreement
- NC DEQ Erosion Control Permit (only if disturbed area exceeds 1 acre)

9.0 Cost Estimates

Mattern & Craig will prepare a preliminary cost estimate at the 90% plan stage and a final cost estimate at the 100% plan stage. Mattern & Craig will perform the following tasks in relation to the Cost Estimating Scope of Services:

- Preliminary (90%) Construction Cost Estimate
- Final (100%) Cost Estimate
- Final Quantity Calculations/Take-Offs

10.0 Contract Document Preparation

Upon completion of the necessary construction documents, (plans, calculations, details, specifications, etc.), Mattern & Craig will assemble the Contract Document for the Town of Waynesville to use in advertising, bidding, and awarding the

construction of the project. Mattern & Craig will perform the following tasks associated with the Contract Document Preparation Services:

- Incorporate Town-provided Up-Front documents into the Contract as appropriate
- Include applicable General Provisions, Special Provisions and Technical Specifications
- Develop a Bid Form with all Pay Items and Estimated Quantities Identified
- Provide Contract Documents to the Town for advertising, bidding, and awarding the project
- Provide assistance during the bidding and awarding portion of the project by answering RFI's, reviewing bids, and making a recommendation to the Town on selection of the apparent qualified low bidder

Not included in Scope of Work at this Time:

- Environmental Documentation (unless requested as Added Alternate)
- Geo-Environmental Services
- Attendance at any meetings other than what is specified above
- Floodplain Development Permitting
- Any other Permitting not specifically identified in section 7.0 above
- Permitting Fees
- Impact to the Non-Encroachment area of Shelton Creek
- Impact or design/re-design to existing bridge crossing Shelton Creek
- Bidding, Advertising, Awarding Project
- Advertising Fees
- Facilitation of Relocation of Private Utilities (other than obtaining any necessary UBO Plans)
- Stormwater Management (Detention and/or Treatment)
- Landscape Architecture
- Roadway Lighting
- Structural Engineering including Retaining Walls and bridges
- Traffic Signal Design/ITS Design
- Construction Stake-Out
- Right-of-Way/Easement Staking
- Construction Observation, Inspection, or Materials Testing Services
- As-Built Plan Preparation/Record Drawing Documentation
- Construction Administration Services other than those identified above

11.0 Environmental Documentation – (Added Alternate as requested by Client)

Scope of Work

*This scope of work outlines the work associated with completing a State Minimum Criteria (SMC) checklist for the project. **Three Oaks Engineering (Three Oaks)** will perform as a sub-consultant to Mattern & Craig for this work. These services will only be provided upon the project receiving state funding and the Client requesting that the environmental documentation services be provided by the Design Team. The following assumptions were used in the development of this scope of work:*

- *The Town of Waynesville or Mattern & Craig will provide Three Oaks with background information about the development of the project, data describing the current operational characteristics of the roadways, and other available information about the project.*
- *No cultural resource surveys (historic architecture or archaeology) will be required for the project or will be provided through other contract vehicles. It is assumed that the NCDOT Human Environment Section (HES) will use the Programmatic Agreement (PA) for Minor Transportation Projects and coordinate any required cultural resource surveys (historic architecture and archaeology) for the project area. A report will be supplied to Three Oaks Engineering (Three Oaks) for inclusion in the SMC.*
- *Based on the developed nature of the project area, it is not anticipated that a jurisdictional feature delineation (JD), or a corresponding JD package and permit, will be required.*
- *The Natural Resources Memorandum will not be prepared to the standards required by NCDOT in developing a Natural Resource Technical Report (NRTR). If it is determined that a NRTR is necessary, it will need to be scoped under a separate task order.*

- *Mattern & Craig will be responsible for handling any necessary coordination with the Town of Waynesville regarding access the private properties within the study area for purposes of conducting the NRTM field surveys.*
- *The project has an expected duration of 6 months from the issuance of the Notice to Proceed (NTP).*

Task 1 – General Data Collection and Review

- *Background Data Collection*

Three Oaks will work with the Town of Waynesville and Mattern & Craig to collect background data from various entities and organizations such as NCDOT's Transportation Planning Branch, Haywood County GIS, NC One Map, NC Department of Environment and Natural Resources (DENR), and other environmental resource agencies. Specific analyses will include:

- *GIS Data*

Three Oaks will obtain readily available GIS data to use in developing an environmental features map. This data will be obtained from sources such as NC OneMap, NCDOT, Haywood County, and the Town of Waynesville.

- *Cultural Resources*

Three Oaks will prepare a Request for Cultural Resources Review Form for submission to the NCDOT HES.

- *Preliminary Mapping*

Three Oaks will obtain preliminary mapping from NCDOT consisting of digital orthophotographs and LIDAR data (if available).

Task 2 – Natural Resource Memorandum

Three Oaks will complete a Natural Resource Memorandum (NRM) for the project study area. The following tasks will be performed to complete the NRM:

- *Project site background information and mapping review*
- *Field investigation*
 - *Determine the presence or absence of waters of the US (jurisdictional areas) according to the US Army Corps of Engineers (USACE) Regional Supplement to the Corps of Engineers Wetland Delineation Manual: If jurisdictional areas that will impacted by the project are present, identify the area(s) for future delineation on an aerial photography map*
 - *Describe and map terrestrial and aquatic plant and animal communities, noting invasive species according to the NCDOT Invasive Species List*
 - *Complete the NC Division of Water Resources (NCDWR) Stream Identification Forms*
 - *Identify suitable habitat and conduct surveys for Small whorled pogonia and Bald Eagle*
- *Completion of NRM document.*

Specific sub-tasks are described below:

- *Background Information and Mapping Review*

Prior to conducting the field investigation, natural resource mapping will be reviewed. Pertinent maps include the USGS 7.5-minute topographic map, most recent aerial photographs, and NRCS Soil Survey for Haywood County. Three Oaks will also review a map of NC Natural Heritage Program (NCNHP) Elemental Occurrences within a one-mile radius of the project study area. Three Oaks will acquire water resources information from the NCDWR.

- *Physical Resources – Field Investigations*

Three Oaks will describe regional characteristics of the project study area, including land use in the surrounding vicinity, physiographic region, topography / elevation, soil resources as depicted on the

Haywood County Soil Survey, and water resources as classified and monitored by NCDWR. Site-specific physical characteristics of wetlands and aquatic ecosystems, as well as streams (e.g. morphology, velocity, turbidity, etc.) will be described during the field investigation.

- **Jurisdictional Issues**
 - **Clean Water Act (CWA) Waters of the US**
The presence or absence of jurisdictional streams and wetlands will be identified using the NCDWR Stream Identification Forms (Version 4.11) and USACE Regional Supplement to the Corps of Engineers Wetland Delineation Manual. If jurisdictional areas are present, their general location will be noted, but jurisdictional characteristics will not be assessed under this task order (e.g., wetland rating according to the NCDWR Guidance for Rating the Values of Wetlands in North Carolina; North Carolina Wetland Assessment Methods (NCWAM) wetland types; NCDWR rating; and hydrologic classification).
 - **CWA Permits**
Three Oaks will determine if 404/401 permits are anticipated for this project and will describe other permit authorizations which may be necessary.
 - **Endangered Species Act Protected Species**
Three Oaks will perform surveys for this species identified as threatened or endangered in Haywood County.
 - **Bald and Golden Eagle Protection Act (BGPA)**
The project study area will be assessed for appropriate habitat and surveys will be conducted, if needed.
 - **Essential Fish Habitat**
Three Oaks will identify the occurrence of any National Marine Fisheries Service (NMFS) designated Essential Fish Habitat within the project study area.
- **NRM Document**
The findings of the field investigation will be incorporated into the NRM document. Graphics in the NRM document will include a vicinity map and a project study area map (overlaid on a topographic map). The general location of any jurisdictional features will be shown on an aerial photography map.

Task 3 – SEPA Document

This project is currently anticipated to be processed as a SMC checklist and time is included in this task for Three Oaks to compile and assemble the SMC document. Items in this task include, but are not limited to, preparing the SMC checklist, exhibits, and any supporting documentation. Time is also included for development of the draft SMC, based on review and comments from NCDOT Division 14, internal quality assurance/quality control, and printer coordination associated with the preparation of the draft and final copies of the SMC. Electronic copies of the draft SMC will be sent to NCDOT Division 14 for review. Fifteen (15) hard copies of the final report will be submitted to NCDOT Division 14.

Task 4 – Project Engineering and Management

Three Oaks will provide the following project management tasks during the duration of this contract:

1. **Project Coordination**
 - a. *Telephone/email coordination with Town of Waynesville, Project Team consultants, and other agencies as required (assume 2 hours per month for 6 months)*
2. **Progress Reports and Invoicing**
 - a. *Three Oaks will submit monthly progress reports and invoices to Mattern & Craig (assumed six (6) total). The progress reports will describe:*
 - *Activities during reporting period;*
 - *Activities planned for upcoming reporting period;*

- *Problems/delays encountered and remedial actions needed and/or exercised in response; and*
- *Overall status, including calculation of task percentage complete, management schedule indicating project development progress and overall percentage complete, and supporting documentation.*

Fee:

Payment for the hereinabove described services will be:

1.0 Kick-Off Meeting	<u>\$1,000.00 lump sum</u>
2.0 Survey	<u>\$22,250.00 lump sum</u>
2.1 SUE Marking/Identification	<u>\$6,825.00 lump sum</u>
2.2 SUE Vacuum Excavation	<u>\$250 per hour (as needed)</u>
3.0 Geotechnical Engineering	<u>\$10,225.00 lump sum</u>
4.0 Street/Sidewalk Rehabilitation Design Plans	<u>See Sub-Sections Below</u>
4.1 Right-of-Way Plans	<u>\$29,250.00 lump sum</u>
4.2 90% Plans	<u>\$15,825.00 lump sum</u>
4.3 Final (100% Plans)	<u>\$6,475.00 lump sum</u>
5.0 Utility Coordination	<u>\$9,450.00 lump sum</u>
6.0 Utility Design (Water and Sewer)	<u>\$23,100.00 lump sum</u>
7.0 ROW/Easement Acquisition Services	<u>\$3,000.00 per Parcel (as needed)</u>
8.0 Permitting Services	<u>\$750.00 lump sum</u>
9.0 Cost Estimates	<u>\$900.00 lump sum</u>
10.0 Contract Document Preparation	<u>\$3,850.00 lump sum</u>

Total Base Fee will not exceed \$129,900.00 lump sum Plus Fees for Section 2.2 and Fees for Section 7.0 as Needed.

Additional services (Added Alternate) in the form of Environmental Documentation can be provided at the Client's request for the following lump sum fee (currently, it is assumed that the project will not need any environmental permitting work and/or these services will be provided by NCDOT and the Client):

*11.0 Environmental Documentation (Added Alternate) - **\$11,000.00 lump sum***

Billing will be on a monthly basis based on percent complete of the various tasks. Additional Services can be provided at the Client's request at the following rates per hour: Principal - \$165, Project Manager - \$150, Engineer - \$125, Survey Manager - \$105, 2-Man Survey Crew - \$135, Cadd Technician - \$85, Clerical - \$70.

Time of Completion (From receipt of Signed Agreement and Notice-to-Proceed):

• 1.0 Kick-Off Meeting	7 days
• 2.0 Survey	30 days
○ 2.1 SUE Marking/Identification	Commiserate with Task 2.0
○ 2.2 SUE Vacuum Excavation	Commiserate with Task 2.0
• 3.0 Geotechnical Engineering	30 Days
• 4.0 Street/Sidewalk Rehabilitation Design Plans	See Sub-Sections Below
○ 4.1 Right-of-Way Plans	60 days from Completion of Task 2.0
○ 4.2 90% Plans	45 days from Completion of Task 4.1
○ 4.3 Final (100% Plans)	30 days from Completion of Task 4.2
• 5.0 Utility Coordination	Commiserate with Task 4.1
• 6.0 Utility Design (Water and Sewer)	Commiserate with Task 4.0
• 7.0 ROW/Easement Acquisition Services	Commiserate with Task 4.0
• 8.0 Permitting Services	Commiserate with Task 4.3
• 9.0 Cost Estimates	Commiserate with Task 4.3
• 10.0 Contract Document Preparation	14 days from Completion of Task 4.3
• 11.0 Environmental Documentation	<i>As Requested By Client as Added Alternate</i>

In addition to the matters set forth herein, our agreement shall include, and shall be subject to the Standard Provisions, which are attached hereto and incorporated herein.

If you concur and wish us to proceed with the services described above, please have both enclosed originals of this Agreement executed by a properly authorized individual in the space provided. Retain one and return the other. Times stated in this agreement are valid for sixty (60) days from the date executed by the Engineer.

ENGINEER:

By: James Voso, P.E.

Signed: _____

Title: Vice President

Date October 15, 2018

CLIENT:

By: _____

Signed: _____

Title: _____

Date _____

MATTERN & CRAIG, INC. STANDARD PROVISIONS

(1) **Engineer's Scope of Services** The undertaking of the Engineer to perform professional services extends only to those services specifically described in this Agreement. However, if requested by the Client and agreed to by the Engineer, the Engineer will perform additional services ("Additional Services") hereunder and shall be compensated as set forth below.

(2) **Client's Responsibilities** In addition to other responsibilities described herein or imposed by law, the Client shall:

- (a) Designate in writing a person to act as its representative with respect to this Agreement, such person having complete authority to transmit instructions, receive information, and make or interpret the Client's decisions.
- (b) Provide to the Engineer all previous studies, plans, or other documents pertaining to the project; Client's requirements and criteria; standards to be followed; and all new information reasonably necessary; upon all of which the Engineer may rely.
- (c) Arrange for access to the site and other property and obtain approvals and permits required for the Engineer to provide its services.
- (d) Review all documents or verbal reports presented by the Engineer and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of the Engineer.
- (e) Provide such overall feasibility services such as independent accounting, legal, insurance, and cost estimating as the client may require or the Engineer may reasonably request.
- (f) Give prompt written notice to the Engineer wherever the Client becomes aware of any development that affects the scope and timing of the Engineer's services or any defect or noncompliance in any aspect of the project.
- (g) Bear all costs incident to the responsibilities of the Client.

(3) **Period of Services** This Agreement has been entered into in anticipation of conditions permitting continuous and orderly progress through the completion of the Engineer's services. Times for performance shall be extended to the extent necessary for delays due to circumstances the Engineer does not control. If such delay or suspension extends for more than six months (cumulatively), the rates of compensation provided for in the Agreement shall be renegotiated.

(4) **Compensation for Additional Services** Unless otherwise agreed to in writing, the Client shall pay the Engineer for the performance of any Additional Services an amount based upon the Engineer's current hourly rates plus an amount to cover certain direct expenses including in-house duplicating, local mileage, telephone calls, postage, and word processing. Other direct expenses will be billed at 1.15 times cost.

(5) **Method of Payment** Compensation shall be paid to the Engineer in accordance with the following provisions:

- (a) Invoices will be submitted by the Engineer to the Client for services performed and expenses incurred. Payment of each invoice will be due within 25 days of receipt. Interest will be added to accounts not paid within 25 days at the maximum rate allowed by law. If the Client fails to make any payment due the Engineer for services and expenses within 30 days after the Engineer's transmittal of its invoice, the Engineer may suspend services until all amounts are paid in full.
- (b) If the Client objects to any invoice, it must advise the Engineer in writing giving its reasons within 14 days of receipt of the invoice or the Client's objections shall be waived, and the invoice shall conclusively be deemed due and owing.
- (c) Not Used.
- (d) The Client acknowledges and agrees that the payment for services rendered and expenses incurred by the Engineer pursuant to this Agreement is not subject to any contingency or conditions unless expressly set forth in this Agreement.

(6) **Use of Documents** All documents, including but not limited to drawings, specifications and data or programs stored electronically, prepared by the Engineer are related exclusively to the services described herein. They are not intended or represented to be suitable for partial use or reuse by the Client or others on extensions of this project or on any other project. Any modifications made by the Client or any partial use or reuse without written authorization or adaptation by the Engineer will be at the Client's sole risk and without liability or legal exposure to the Engineer, and the Client shall indemnify, defend and hold the Engineer harmless from all claims, damages, losses and expenses. Any authorization or adaptation will entitle the Engineer to further compensation at rates to be agreed upon by the Client and the Engineer. Copies of Documents that may be relied upon by Client are limited to the printed copies (also known as hard copies) signed or sealed by the Engineer. Files in electronic media format of text, data, graphics, or of other types furnished by Engineer to Client are only for convenience of Client. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the Client, after receiving electronic files, agrees to perform acceptance tests or procedures within 60 days, after which the Client shall be deemed to have accepted the data. Any errors detected within the 60-day acceptance period will be corrected by the Engineer. Engineer shall not be responsible to maintain documents stored in electronic media format after acceptance by Client. When transferring documents in electronic media format, Engineer makes no representations as to long term compatibility, usability, or readability of documents resulting from the use of software application packages, operation systems, or computer hardware differing from those used by Engineer at the beginning of this Project. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.

(7) **Opinions of Cost** Because the Engineer does not control the cost of labor, materials, equipment, services furnished by others, methods of determining prices, competitive bidding or market conditions, any opinion rendered as to costs shall be made on the basis of its experience and represent its judgment as an experienced and qualified professional, but the Engineer cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost. If the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator.

(8) **Termination** The obligation to provide further services under this Agreement may be terminated by either party upon seven days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of any termination, the Engineer will be paid for all services rendered and expenses incurred to the effective date of termination, and other reasonable expenses incurred by the Engineer as a result of such termination.

(9) **Insurance** The Engineer is protected by Workers' Compensation insurance, professional liability insurance, and general liability insurance for bodily injury and property damage and will exchange certificates of insurance upon request.

(10) **Liability** In performing its professional services, the Engineer will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession practicing in the same or similar locality at the time the services are provided. No warranty, express or implied, is made or intended by the Engineer's undertaking herein or its performance of services hereunder, and it is agreed that the Engineer is not a fiduciary with respect to the Client. To the fullest extent of the law, and notwithstanding any other provisions of this Agreement, the total liability, in the aggregate of the Engineer and the Engineer's officers, directors, employees, agents and subconsultants to the Client or to anyone claiming by, through or under the Client, for any and all claims, losses, costs or damages whatsoever arising out of, resulting from or in any way related to the services under this Agreement from any cause or causes including but not limited to, the negligence, professional errors or omissions, strict liability or breach of contract or any warranty, express or implied, of the Engineer or the Engineer's officers, directors, employees, agents, or subconsultants shall not exceed twice the total compensation received by the Engineer under this Agreement or \$50,000 whichever is greater. Under no circumstances shall the Engineer be liable for lost profits, consequential damages or for extra costs or other consequences due to changed conditions or for costs related to the failure of the contractor to perform work in accordance with the plans and specifications.

(11) **Expenses of Litigation** Not used.

(12) **Dispute Resolution** If and to the extent that Client and Engineer have agreed on a method and procedure for resolving disputes between them arising out of or relating to this Agreement, such dispute resolution method and procedure, if any, is set forth in an Exhibit attached to this Agreement. Client and Engineer agree to negotiate in good faith for a period of thirty days from date of notice of all disputes prior to exercising their rights under any Exhibit or under law.

(13) **Hazardous Substances** It is understood and agreed that in seeking the professional services of the Engineer, the Client does not request the Engineer to undertake to perform any services, studies, or tests, or to make any determinations involving hazardous substances or conditions, as defined by federal or state law. Therefore, the Engineer undertakes no such obligation, and the Client agrees to hold harmless, indemnify, and defend the Engineer from and against any and all claims, losses, damages, liability, and costs arising out of or in any way connected with the presence, discharge, release, or escape of hazardous substances or conditions of any kind, or environmental liability of any nature, in any manner related to services performed by the Engineer. If any hazardous substance or condition is observed or reasonably suspected by the Engineer, it shall have the right to cease all services until the hazardous substance or condition has been eliminated. The Engineer shall notify the Client of any such substance or condition of which the Engineer becomes aware, and the Client shall be solely responsible for its elimination.

(14) **Assignment** Nothing in this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than the Client and the Engineer, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of the Client and the Engineer and not for the benefit of any other party. Neither the Client nor the Engineer shall assign, sublet, or transfer any rights under or interest in this Agreement without the written consent of the other, except that the Engineer may retain subconsultants as it deems appropriate.

(15) **Confidentiality** The Client consents to the use and dissemination by the Engineer of photographs of the Project and to the use by the Engineer of facts, data and information obtained by the Engineer in the performance of its services. If, however, any facts, data or information is specifically identified in writing by the Client as confidential, the Engineer shall use reasonable care to maintain the confidentiality of that material.

(16) **Miscellaneous Provisions** This Agreement is to be governed by the laws of the State of North Carolina. This Agreement shall bind, and the benefits thereof shall inure to the respective parties hereto, their legal representatives, executors, administrators, successors and assigns. This Agreement contains the entire and fully integrated agreement between the parties hereto and supersedes all prior and contemporaneous negotiations, representations, agreements, or understandings, whether written or oral. This Agreement can be supplemented or amended only by a written document executed by both the Engineer and the Client. Provided, however, that conflicting or additional terms on any purchase order issued by the Client shall be void and are hereby expressly rejected by the Engineer. Any provision in this Agreement that is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof or affecting the validity or enforceability of such provision in any other jurisdiction. Also, the non-enforcement of any provision by either party shall not constitute a waiver of that provision nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

DECISION MATRIX - PIGEON ST. INTERVIEWS

Multipliers →	CRITERIA	5	5	4	2	3	3	2	1	3	4	SCORE
		SCHEDULE - Meet time frame? - Current work load	WELL ROUNDED - Team composed of:	EXPERIENCE	LOCAL PRESENCE - Located locally? - Local projects?	CONST. ADMIN - Qualified for job? - Delivery model - Presence of engineers	DESIGN APPROACH - Delivery of design	HOURLY RATES - High, low, standard?	RFQ SUBMITTAL - Appearance - Complete? - Answered all questions	GOOD FIT? - Team fits well with the project and the Town.	INTERVIEW - Good interview? - Full team was present? - Meshed well with Town staff?	
TEAMS												
MCGILL		3 5	5 3	4	5	5	5	5	5	5	5	47
V&M		4	5	5	5	5	4	5	5	5	4	47
MATTERN & CRAIG		5	5	5	5	5	5	5	4 5 ^{pts}	5	5	49

DECISION MATRIX - PIGEON ST. INTERVIEWS

Multiplier →	CRITERIA	5	5	4	2	3	3	2	1	3	4	SCORE
		SCHEDULE - Meet time frame? - Current work load	WELL ROUNDED - Team composed of:	EXPERIENCE	LOCAL PRESENCE - Located locally? - Local projects?	CONST. ADMIN - Qualified for job? - Delivery model - Presence of engineers	DESIGN APPROACH - Delivery of design	HOURLY RATES - High, low, standard?	RFQ SUBMITTAL - Appearance - Complete? - Answered all questions	GOOD FIT? - Team fits well with the project and the Town.	INTERVIEW - Good interview? - Full team was present? - Meshed well with Town staff?	
TEAMS												
MCGILL		4	4	5	4	5	5	5	5	4	4	45
V&M		3	4	5	4	5	4	5	4	4	2	40
MATTERN & CRAIG		5	4	5	4	5	5	5	5	4	5	47

DECISION MATRIX - PIGEON ST. INTERVIEWS

Multiplier →	CRITERIA	5	5	4	2	3	3	2	1	3	4	SCORE
		SCHEDULE - Meet time frame? - Current work load	WELL ROUNDED - Team composed of:	EXPERIENCE	LOCAL PRESENCE - Located locally? - Local projects?	CONST. ADMIN - Qualified for job? - Delivery model - Presence of engineers	DESIGN APPROACH - Delivery of design	HOURLY RATES - High, low, standard?	RFQ SUBMITTAL - Appearance - Complete? - Answered all questions	GOOD FIT? - Team fits well with the project and the Town.	INTERVIEW - Good interview? - Full team was present? - Meshed well with Town staff?	
TEAMS												
MCGILL		4	5	5	4	5	5	4	4	4	5	45
V&M		4	5	5	5	4	4	4	5	5	5	46
MATTERN & CRAIG		5	5	4	5	5	5	4	5	5	5	48

0-5, best

DECISION MATRIX - PIGEON ST. INTERVIEWS

TEAMS	CRITERIA	5	5	4	2	3	3	2	1	3	4	SCORE
		SCHEDULE - Meet time frame? - Current work load	WELL ROUNDED - Team composed of:	EXPERIENCE	LOCAL PRESENCE - Located locally? - Local projects?	CONST. ADMIN - Qualified for job? - Delivery model - Presence of engineers	DESIGN APPROACH - Delivery of design	HOURLY RATES - High, low, standard?	RFQ SUBMITTAL - Appearance - Complete? - Answered all questions	GOOD FIT? - Team fits well with the project and the Town.	INTERVIEW - Good interview? - Full team was present? - Meshed well with Town staff?	
MCGILL		4 (20)	5 (25)	5 (20)	4 (8)	4 (12)	4 (12)	3 (6)	4 (4)	5 (15)	4 (16)	138 38
V&M		3 (15)	3 (15)	4 (16)	4 (8)	5 (15)	3 (9)	3 (6)	3 (3)	5 (15)	3 (12)	114 36
MATTERN & CRAIG		5 (25)	5 (25)	5 (20)	4 (8)	5 (15)	(5) (15)	3 (6)	5 (5)	5 (15)	5 (20)	154 47



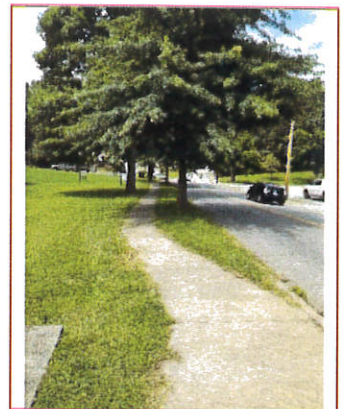
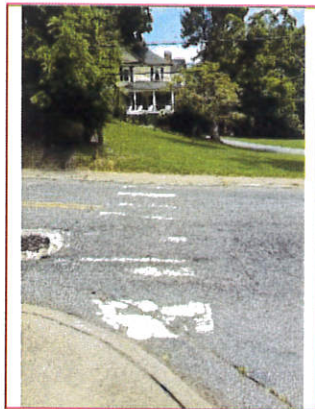
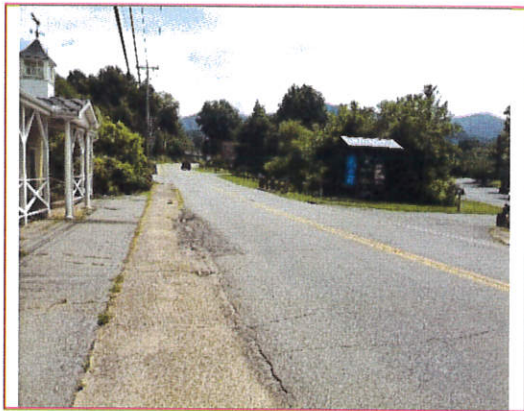
REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES

WAYNESVILLE North Carolina

PLANNING AND DESIGN SERVICES

Highway 276 (Pigeon Street)
from US 23 Business (South Main Street) to South Hill Street

September 4 @ 4:00 pm



CONTACT:

James Voso, PE, Principal in Charge
(828) 254-2201 | jbvoso@matternandcraig.com

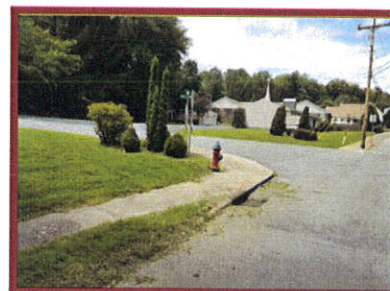


Mattern & Craig
ENGINEERS • SURVEYORS

12 Broad Street • Asheville, NC 28801 • matternandcraig.com

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Michael S. Agee
 Steven A. Campbell
 Randy W. Beckner
 Bradley C. Craig
 Wm. Thomas Austin
 David P. Wilson
 James B. Voso
 Randy L. Dodson
 Chad M. Thomas



Edwin K. Mattern, Jr. (1949-1982)
 Gene R. Cress (1936-2014)
 Sam H. McGhee, III (Retired)
 Stewart W. Hubbell (Retired)
 J. Wayne Craig (Retired)

Section I

Cover/Introductory Letter

September 4, 2018

Mr. Preston Gregg, PE, PMP, Town Engineer
 Town of Waynesville
 129 Legion Drive
 Waynesville, NC 28786

Re: Planning and Design Services for the
 Rehabilitation of Highway 276 (Pigeon Street)

Dear Mr. Gregg:


The Mattern & Craig team appreciates the opportunity to submit this Letter of Interest and our qualifications for your consideration for planning and design services for the rehabilitation of Highway 276 (Pigeon Street) from US 23 BUS (South Main Street) to South Hill Street. This letter is intended to meet the requirements within your Request for Letters of Interest.

Expressed Interest:



Mattern & Craig is pleased to express with great commitment and enthusiasm our Letter of Interest for Rehabilitation Planning and Design (Highway 276 – Pigeon Street). The Mattern & Craig team is well qualified to provide the required services for this project and we sincerely appreciate inclusion within your selection process. Our firm has comprehensive experience with roadway, sidewalk and pedestrian-related projects, including all aspects of surveying and design, permitting and related funding as well as the project administration requirements.

NCDOT Register and Date of Qualification:

Our most recent **NCDOT prequalification is March 22, 2018** and services include Work Codes requested (see table below). Mattern & Craig is also registered with the Small Business Administration (SBA) as a small professional services firm (SPSF), with the Office of the Secretary of State and with the **North Carolina Board of Registration for Professional Engineers and Land Surveyors (C-1154)**. Mattern & Craig and our subconsultants, Vaughn & Melton and ECS, have provided services on numerous NCDOT projects and various municipal projects throughout Western North Carolina.

 Work Code Number	Firm/Status	Date of Qualification
0070 – Erosion & Sediment Control Design 0092 – GPS 0199 – Route Location Surveys 0201 – Rural Roadway Design 0247 – Traffic Management Plans 0360 – Topographic Surveying 0433 – Tier I Basic Hydrologic and Hydraulic Design	Mattern & Craig SPSF	March 2018

**Additional Anticipated Work Codes:**

 Work Code Number	Firm	Date of Qualification
0173 – Public Water Distribution Systems 0194 – Right-of-Way Negotiators 0203 – Sanitary Sewer Collection Systems 0235 – Subsurface Utility Engineering (SUE) 0270 – Utility Coordination	Vaughn & Melton	February 2018
 Work Code Number	Firm	Date of Qualification
0152 – Pavement Design 0294 – Roadway Foundation Investigation & Design	ECS	October 2017

Conflict of Interest:

Neither **Mattern & Craig** nor any of its employees have a conflict of interest for any of the services to be provided under this contract. We maintain a statement with NCDOT, and Mattern & Craig certifies that to the best of our knowledge or belief, no employee at the Town of Waynesville or the North Carolina Department of Transportation is financially interested, directly or indirectly, in the services described in this Request for Letters of Interest.

Summary of Information:

This Letter of Interest contains the following information demonstrating our capacity, qualifications, experience and resources to perform the required services for this project:

Section I – Cover/Introductory Letter:

- **Cover Letter** - Expressing our firm's interest in the work. Letter includes the date of our latest Prequalification and Conflict of Interest Statement filed with NCDOT

Section II – Evaluation Factors:

- **Similar Work** – Brief synopsis of our planning and design services experience
- **Number of Personnel** – Total number of employees within the firm
- **Project Approach** – Outlines Mattern & Craig's understanding of our responsibility and project approach to the work to be performed as well as any innovative approaches to be used
- **Proposed Personnel** – Personnel to be assigned to the work by discipline, their availability date on the project including subconsultants and unique qualifications of team members
- **Innovative Approaches** - Innovative approach used by Mattern & Craig

Section III - Supportive Information:

- **Capacity Chart/Graph** – Chart of available work force
- **Organizational Chart** – Chart indicating personnel to be assigned by discipline
- **Resumes** – Qualifications of key personnel
- **North Carolina Employees** – Names, classifications and location of key employees and resources to be assigned

Appendices:

- SPSF Certification
- Prime and Sub-consultant Form RS-2




Mattern & Craig feels that the enclosed proposal accurately demonstrates our team's interest and qualifications for your consideration. We realize that a project which meets your objectives and adheres to FHWA, NCDOT and the Town of Waynesville guidelines – delivered on time and within budget – is required to meet your expectations. Good coordination, communication, scheduling and documentation are crucial to this project success and we desire an opportunity to provide these attributes and the professional services you require. We would be pleased to have the opportunity to respond to any questions you may have and we look forward to the possibility of working with you on this project.

Should you require any additional information, please don't hesitate to contact me directly.



James B. Voso, P.E.
Principal-in-Charge
12 Broad Street
Asheville, NC 28801
Ph: (828) 254-2201
jbvoso@matternandcraig.com

Sincerely,
MATTERN & CRAIG, INC.


James B. Voso, PE
Principal-In-Charge





Section II


Evaluation Factors

Synopsis of Planning & Design and Bidding Services Experience

Mattern & Craig has demonstrated expertise in providing roadway and sidewalk planning and design services to North Carolina municipalities and the Department of Transportation (NCDOT) as well as municipalities throughout Tennessee and Virginia. Following is a representative sample of the Project Team's similar experience, relevant services and clients.

Owner's Name/Reference Contact/Phone Number	 Mattern & Craig ENGINEERS • SURVEYORS	Project Name, Location and Type for Similar Work
Town of Jamestown Mr. Matthew Johnson Director of Planning 301 East Main Street Jamestown, NC 27282 336-454-7386		Sidewalk Planning & Design - Oakdale Road, Jamestown, NC - Prepared construction plans, specifications, and contract documents for the construction of 1,300 feet of sidewalk along Oakdale Road in the Town of Jamestown, NC. Services included survey, environmental documentation (prepared by 3 Oaks Engineering), development of right-of-way plans, easement plats, 90% plans for review and comment, 100% plans, specifications, cost estimate, and construction documents.
City of Hendersonville Mr. Brent Detwiler, PE City Engineer 305 Williams Street Hendersonville, NC 28792 828-697-3060		Sidewalk Survey & Design - North Main Street, Hendersonville, NC - Prepared a topographic survey and detailed design for a sidewalk along North Main Street, a pedestrian bridge over Mud Creek, and a greenway connection to the Oklawaha Greenway in Hendersonville, NC. Services included complete surveying, stormwater design, sidewalk design, pavement rehabilitation, utility coordination and design, structural engineering for retaining walls and pedestrian bridge, and permitting services.
Town of Maggie Valley Mr. Mike Mehaffey Public Works Director 3987 Soco Road Maggie Valley, NC 28751 828-926-0866		Moody Farm Roadway Sidewalk, Maggie Valley, NC - Designed 1.8 miles of sidewalk, curb and gutter, and associated storm drainage improvements adjacent to Moody Farm Road. Services included topographic survey, sidewalk design, curb and gutter design, design of foundations for two pre-engineered pedestrian bridges (spans of 130' & 100'), drainage improvements, and construction phase services including bidding, award, and construction observation.
NCDOT Division 14 Mr. Wes Jamison Project Manager 253 Webster Road Sylva, NC 28779 828-631-1146		Sidewalk Project EB-5923 - Skyland Drive, Sylva, NC - Prepared construction-ready plans for the addition of 1-mile of curb and gutter and sidewalk along Skyland Drive in Sylva, NC. Project included a gabion basket retaining wall, sidewalk crossing over an existing railroad track and some minor road realignment to avoid culvert lengthening. Extensive stormwater (catch basins, pipe network, outlet pipes) design was also provided along with traffic control, erosion control, pavement marking plans, and utility coordination.
City of Asheville Mr. Vinnie Sullivan, PE Project Manager PO Box 7148 Asheville, NC 28802 828-259-5651		City of Asheville Sidewalks Bundle B, Asheville, NC - Provided complete surveying, planning and engineering services related to the City of Asheville's Sidewalk Bundle B project. Bundle B was comprised of four (4) separate roads (Patton Avenue, Johnston Boulevard, New Haw Creek Road and Onteora Boulevard) encompassing new sidewalk, curb & gutter and stormwater design. Services included survey, natural resources investigation & documentation, public involvement, geotechnical engineering services for retaining walls, utility coordination, right-of-way acquisition, construction administration and CEI services to the City of Asheville.
		VAUGHN & MELTON
NCDOT Division 14 Mr. Wes Jamison Project Manager 253 Webster Road Sylva, NC 28779 828-631-1146		North Country Club Road Rehabilitation, Brevard, NC - Vaughn & Melton is providing roadway design for this rehabilitation from Woodland Terrace to US 64. The existing road is two lanes, curb and gutter through rural, residential properties. Overhead power lines and underground utilities are located along both sides of the street. A new sidewalk will be constructed along a portion of the roadway to serve Brevard High School. ECS, as a subconsultant, is providing pavement design services.
NCDOT Division 14 Mr. Brian Burch, PE Division Engineer 253 Webster Road Sylva, NC 28779 828-631-1146		NCDOT R-5863, US 64 BUS Improvements, Hayesville, NC - Approximately 1.2 miles of roadway between US 64 and Main Street will be improved to current standards, including lane and shoulder widths. Pedestrian facilities are planned, including bike lanes and sidewalks, advancing to multi-modal transportation facilities. ECS, a subconsultant, is providing pavement design.



	 ECS SOUTHEAST, LLP
Vaughn & Melton Mr. Joel Setzer, PE Sylva, NC 28779 828-354-0117	U-5548, Brown Avenue Realignment, Waynesville, Haywood County, NC – Realignment of Brown Avenue from Boyd Avenue to West of Waynesville Middle School in Waynesville, NC. As part of realigning Brown Avenue, a roundabout will be constructed at the intersection of Brown Avenue and Balsam Drive. Since detailed traffic forecasts were not available, ECS utilized the NCDOT Traffic Volume Maps to estimate the Average Daily Traffic (ADT) volume for various local roads in the project vicinity. Laboratory testing of bulk samples provided ECS with a design California Bearing Ratio (CBR) value to use for design of the full depth asphalt pavement section. Additionally, seven (7) asphalt cores were obtained along various alignments within project limits to evaluate the condition of existing pavement. Kessler DCP testing was performed at core locations to evaluate the underlying subgrade soils and to develop parameters to use for the overlay pavement design.
TGS Engineers Mr. Jimmy Terry, PE 704-476-0003	U-5836, Widening of NC 181 (Green Street), Morganton, Burke County, NC Widening of NC 181 (N. Green Street) a distance of approximately 1.1 miles from SR 1221 (Clay Street) to SR 1414 (St. Mary's Church Road) in Morganton, NC. Preliminary plans indicated that a majority of the widening will be symmetric about Green Street. Due to site limitations and utility conflicts, the subsurface investigation required hand auger exploration methods. Much of the existing pavement sections will remain in place; however, wedging and asphalt overlay will be used to match new grades. For the widened areas, a full depth asphalt section was designed for the various alignments.

Number of Personnel

Mattern & Craig has an experienced staff of over 70 employees, including:

- 25 Graduate Engineers (Civil, Sanitary, Structural, and Transportation)
- Other Various Engineering and Surveying Technicians and Draftspersons and Administration
- 5 Licensed Surveyors
- 9 Resident Construction Inspectors

Approach to Performing Planning and Design Services

We understand that the Town of Waynesville is seeking the services of a professional engineering firm to provide expertise in the planning and design of the rehabilitation of NC 276 (Pigeon Street) from US 23 (South Main Street) to South Hill Street in downtown Waynesville. This project will include surveying, subsurface utility engineering (SUE), roadway subsurface investigation and pavement design, urban roadway design including sidewalk reconstruction and storm-water upgrades, utility relocation, ADA-compliance, maintenance-of-traffic, cost estimating, and potentially some right-of-way/easement acquisition for a distance of approximately 1,500 LF.

There is an existing traffic signal at the northern terminus of the project at its intersection with South Main Street. There is an existing bridge at the southern terminus of the project in the vicinity of South Hill Street. There are several retaining walls along the project length. At this time, it is not anticipated that the project scope would include any traffic signal work, bridge work, or retaining wall work. However, should any of these services become necessary, Mattern & Craig has the NCDOT pre-qualifications, personnel and experience to assist the Town with any of these tasks.

Upon receiving Notice-to-Proceed, the Mattern & Craig team will begin necessary field work including survey, subsurface utility engineering and roadway subsurface investigations. With this information in hand, the design team will engineer a rehabilitated pavement section, upgraded stormwater system and ADA-compliant sidewalk segment. Once the rehabilitated project is planned out, we will assess the impacts to utilities and right-of-way knowing that it is desirable to leave all existing overhead utilities in place and have minimal right-of-way/easement needs. Our design team will progress with the necessary utility coordination and design services to facilitate the relocation of impacted utilities (water, sewer, gas, etc.).



Although the project is to be locally administered by the Town (not an NCDOT project), it will need to involve close coordination with NCDOT since Pigeon Street is a North Carolina route maintained by the North Carolina Department of Transportation. Mattern & Craig has extensive experience working with and for NCDOT Division 14 and we are very familiar with the personnel that will need to be involved as this project moves forward. Mattern & Craig's primary goal will be to serve as an extension of the Town's staff throughout the Project in order to minimize the involvement and burden of project activities for actual Town staff as much as is practical from project initiation through project completion. We believe that as an experienced firm, we have a thorough understanding of project objectives and areas of focus.


We anticipate that the scope of work will proceed according to Standard EJCDC Agreement Provisions and General Conditions and the typical phases therein. Overall, the scope will likely include:

- A. The provision of superior professional services for the completion of Contract Documents, Permits and all supporting documentation required to bid and construct the improvements; and, the assumption of a role as your advocate for coordination with the public, all regulatory agencies, FHWA and NCDOT for all project phases.
- B. Completion/Coordination of all Final Contract Documents including:
 - a. Review of substantially completed design drawings for the project (provided from the Town).
 - b. Site visits and meetings with the Town to review all work and the project goals and objectives. Typical areas of focus include: Safety; Traffic Control; Coordination of work and design for other Utilities affected by the Work; Evaluation of Drainage issues and/or impacts to Waters of the State; Sidewalk Grades and ADA Requirements; Pedestrian Access, Crossings, etc.
 - c. Completion of all topographic field surveys or supplemental aerial surveys as needed. Establish DTM, existing right-of-way lines and property boundaries for property/easement consideration.
 - d. Completion of all Contract Documents in accordance with Town, FHWA and/or NCDOT requirements as necessary.
 - e. Completion of final documents, permits, easement documents and right-of-way instruments necessary.
 - f. Submission of final cost estimate and construction bid package for Town and NCDOT approval.
- C. Bidding Phase Services: (M&C offers Bidding Phase Services. Although not required in the RFLI, these services can be provided upon the Town's request)
 - a. Provision of all services during Certification, Advertisement and Award for Project Construction.
 - b. Assumption of plans distribution tasks for the Town; response to questions and clarifications through addenda as required; the scheduling and oversight of a Pre-Bid Conference; and the opening of Bids.
 - c. Detailed evaluation of all bids and assistance with Contract Award for Construction of all improvements.
- D. Construction Phase Services: (M&C offers Construction Phase Services. Although not required in RFLI, these services can be provided upon the Town's request)
 - a. Pre-Construction Conference.
 - b. Administration of all Payments; work change directive; change orders and Completion Schedules.
 - c. Full Construction Engineering and Inspection Services.
 - d. Final acceptance, payment and warranty phase services.
 - e. All administration according to Town of Waynesville and/or NCDOT Local Programs requirements.



Proposed Personnel to be Assigned to the Work by Discipline

Mattern & Craig is pleased to offer an outstanding team of professional engineers, designers and technical specialists. **All proposed staff are available to work immediately upon the Notice to Proceed.** Key project team members include:

 Mattern & Craig Statesville/Asheville, North Carolina (Urban Roadway Design, Route Location and Surveys, Erosion and Sediment Control, Traffic Control)	
James Voso, PE, Principal-in-Charge Aaron Carver, PE, Project Manager Dave Wilson, PE, QA/QC Engineer Scott Homewood, PE, Civil/Hydraulics Engineer	Jeff Moore, PE, Traffic Engineer Jeff Hoppes, PLS, Survey Manager Ron Zietlow, PLS, Survey Party Chief Brian Ross, CADD Technician

Project Personnel/Sub-Consultants Qualification and Experience

Our proposed project team is hand-selected with proven experience and the technical expertise for all required tasks indicated in the LOI. **Please refer to the personnel resumes for additional unique qualifications and experience related to this work.** All listed personnel are available for immediate assignment to the project.

Mattern & Craig Qualification and Experience

James Voso, PE, Principal-in-Charge - Mr. Voso has extensive transportation experience serving as Principal-in-Charge, Project Manager and/or Project Engineer for numerous transportation projects. He has over 20 years of experience in transportation engineering with an emphasis on roadway designs. His experience includes supervision and project management for over 24 NCDOT and local government roadway and bridge replacement projects. He routinely provides various studies and design services to DOTs, municipalities and developers.

Aaron Carver, PE, Project Manager - Mr. Carver's expertise includes a broad range of transportation engineering projects that involve roadway design, hydraulic design of bridges and box culverts, CLOMRs, stormwater management design, erosion control, streetscapes, site development, conceptual planning and design of multi-parcel residential designs, commercial developments, trail designs, signing plans, traffic control plan design and pavement marking plans. He is proficient in the use of HEC-RAS, Microstation and GEOPAK, and has worked on multiple NCDOT, CDOT, SCDOT and municipal transportation projects.

Dave Wilson, PE, QA/QC Manager - Mr. Wilson has served as Project Engineer, Project Manager and/or Principal-in-Charge on numerous, diverse civil engineering studies and projects including roadway projects, water and wastewater lines and facilities, drainage projects and site development. He has also served in a financial assistance role for numerous projects in Tennessee and Virginia.

Scott Homewood, PE, Civil/Hydraulics Engineer - Mr. Homewood's expertise includes a broad range of civil engineering projects including roadways and bridge design, flood studies and storm water management projects. Mr. Homewood has provided hydraulic analysis and design for 11 bridge projects in the past three years.

Jeff Moore, PE, Traffic Engineer - Mr. Moore worked in NCDOT Traffic Engineering as the Division 13 Deputy Division Traffic Engineer. His duties included managing the traffic signal installation, operation and emergency and scheduled maintenance. He also coordinated the incident management for the Division. Jeff most recently served as the City Traffic Engineering Manager for the City of Asheville. He managed the pavement marking, signing, traffic signal, on-street parking and traffic calming programs and also drafted ordinances for City Council approval.

Jeff B. Hoppes, PLS, Survey Manager - Mr. Hoppes has over 30 years of experience working in surveying, baseline traverse, best-fit alignment, setting bench marks, pavement DTMs, hydrographic surveys, obscured DTMs, field property ties, property analysis, non-gravity utilities, gravity utilities and pipe inverts, pole data and OPUS GPS.

Ron Zietlow, PLS, Survey Party Chief - Mr. Zietlow has worked on NCDOT and municipal projects including low impact bridges, full TIP bridges, and right-of-way staking. He has worked on the improvement projects to Interstates 26 and 40. He has worked as a crew chief as well as an instrument operator and has participated in numerous topographical, boundary and ALTA surveys. He is very familiar with Trimble, Nikon, and Topcon GPS and conventional instruments and has Norfolk Southern and CSX Railroad training and contractor badges.

Brian Ross, CADD Technician - Mr. Ross has 18 years of experience in surveying and mapping. He is proficient in computer drafting, survey plats, GIS computer mapping, construction layout, and civil engineering and landscape architecture plans. His survey duties encompass both field and office work including field data collection, reduction & analysis, GPS Static and RTK data collection, courthouse research and deed & plat analysis.



VAUGHN & MELTON CONSULTING ENGINEERS

Reece Schuler, PE, PLS, Utility Design – Mr. Schuler joined Vaughn & Melton in 1998 after beginning his career with NCDOT's Roadway Design Unit. Since that time he has served as Project Design Engineer, Senior Survey Technician and Project Manager on over 100 projects covering several hundred miles of roadway improvements. He is now Manager of Vaughn & Melton's Charlotte, North Carolina office and is the lead utility coordinator, project manager, and lead roadway engineer on most of Vaughn & Melton's NCDOT roadway projects.

Lynn Mann, PG, Utility Coordination/Design - Ms. Mann has worked for Vaughn & Melton for seven years. Over the past five years she has been the lead utility coordinator for all of the firm's NCDOT LIBR contracts in Divisions 11, 12, 13 and 14. Her extensive knowledge of utility design, permitting and her various interactions with property owners, surveyors, permitting officials and utility company personnel has made her transition to Lead Utility Coordinator a smooth one.

Mark Parris, PLS, SUE Lead – Mr. Parris started his professional surveying career in 1999. He began his career at Vaughn & Melton in 2011 as a survey field crew leader. In 2015 he became the survey manager in charge of QA/QC, technical review, staffing, scheduling, and project budgets for the Carolinas. He has extensive experience in SUE, boundary surveys, topographical surveys and construction staking surveying.



ECS SOUTHEAST, LLP

Michael Walko, PE, Principal Engineer - Mr. Walko has more than 24 years of experience in a broad range of geotechnical engineering projects and is responsible for providing project management and engineering services to ECS's transportation clients. Mr. Walko has experience managing and executing a wide variety of subsurface exploration programs pertaining to transportation projects. His experience includes oversight for field evaluations; adapting fieldwork to adverse conditions, evaluating subsurface conditions, review of field and laboratory data and preparation of bridge foundation and roadway reports.

Matthew Fogleman, PE, Principal Engineer/Vice President - Mr. Fogleman has over 20 years of broad experience in geotechnical engineering, building materials testing, and environmental consulting and is currently the Branch Manager of the Asheville, NC office of ECS. Mr. Fogleman has been with ECS for over 11 years. He is responsible for the financial management, training, and quality of a full-service office providing geotechnical engineering, construction materials testing and inspections, facilities consulting, and environmental services.

Innovative Approaches

Mattern & Craig employs a strategic or **proactive approach** to all its projects. That is, rather than being reactive to the needs of a project, our project management professionals define the project at its on-set and develop a plan of action to guide the project to its successful completion. By understanding that the characteristics of a project include a definable goal or objective; a unique nature; an element of complexity; a defined start and end or timeline; and inherent uncertainty, one can develop an outline for the execution of the project. In its most elemental form, each project should include a conceptual design phase; a definition phase, a planning phase; an execution phase; and finally, a termination phase. Each project under this contract will be subjected to this method of management to ensure its success.



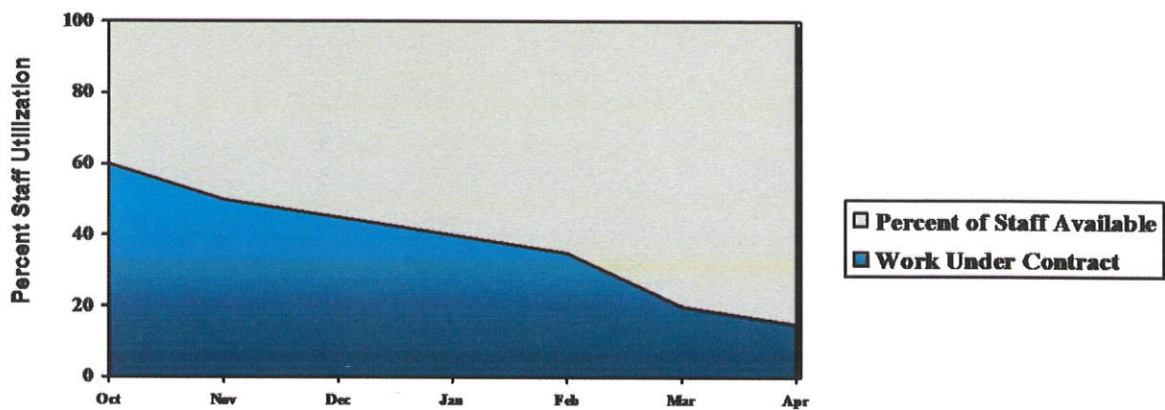


Section III

Supportive Information

Capacity Chart/Graph

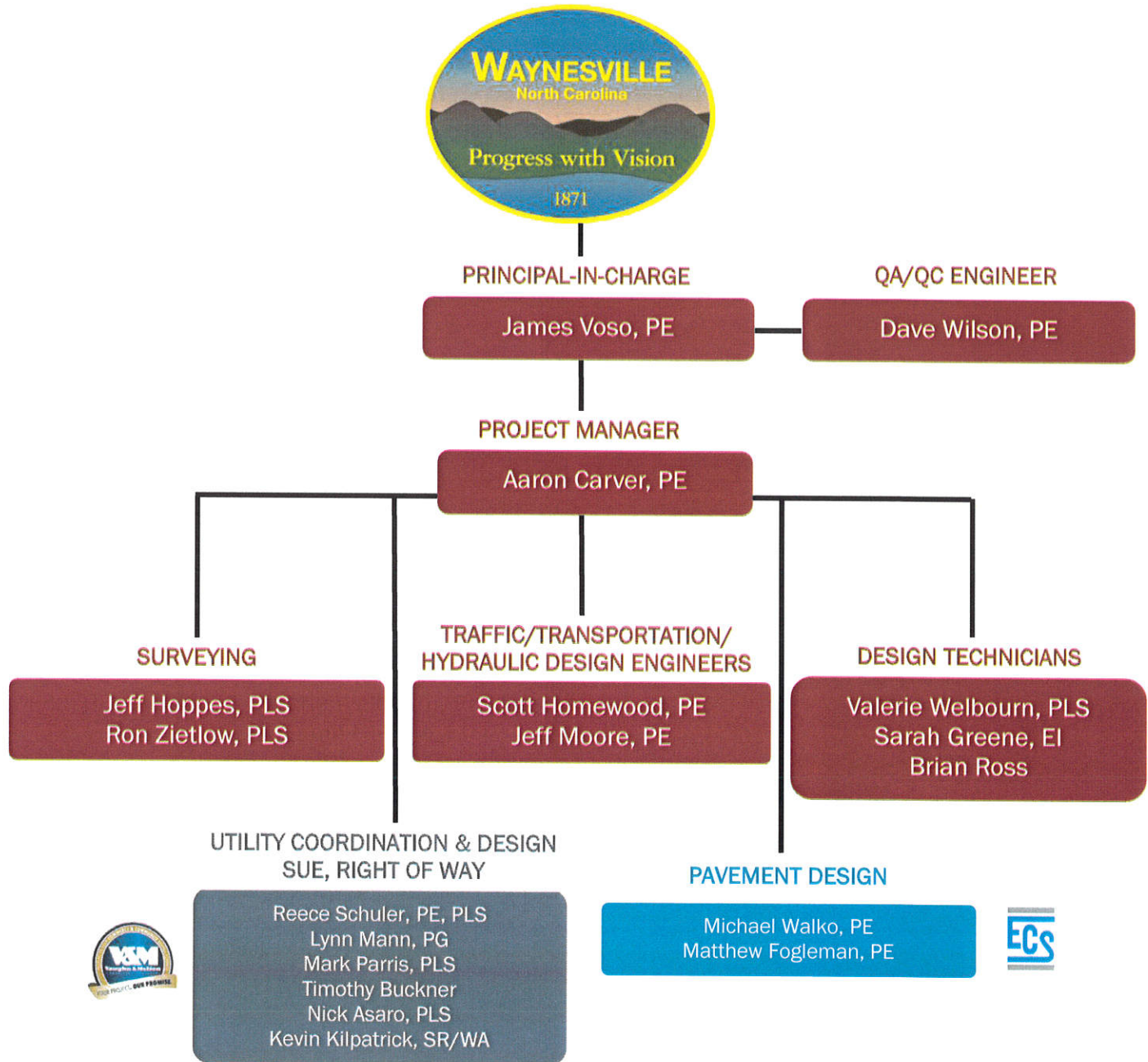
Mattern & Craig has a proven record of responding to task assignments quickly. We estimate that the peak man-hour demand will be well within our available capacity and will allow completion of assigned projects in accordance with proposed and required time schedules. Mattern & Craig also has backup personnel as needed, if necessary, to meet critical schedule or emergency requirements. The firm handles numerous projects, for various clients, which typically have critical and short time schedules for funding submittals, approvals, surveys, design, right of way acquisition and construction, to meet the client's specific needs. Therefore, Mattern & Craig is experienced in handling projects on short notice, within budget and schedule, prioritizing these projects as required to meet your needs.





Organizational Chart

Mattern & Craig has thoughtfully built this team from our most experienced staff to meet the needs of this project. We hand-selected each team member to provide the full range of services this project deserves. The team members have provided valuable insight as to the issues and concerns that need to be addressed during the contract. Our organizational chart for this project team is shown below:





Resumes of Key Personnel



James Voso, PE, Principal-in-Charge

Experience:

Mr. Voso spent approximately 12 years with the North Carolina Department of Transportation before joining Mattern & Craig. While with NCDOT, he gained valuable experience in all aspects of Civil Engineering and specialized in Traffic Engineering. With Mattern & Craig, Mr. Voso has gained extensive experience in roadway design, utility design, stormwater and erosion and sedimentation control.

Education: Bachelor of Science/1991/Civil Engineering, North Carolina State University

Registered: 1996/PE/NC #022599 2003/PE/SC #22902

Specialties: Traffic Engineering, Transportation Engineering, Signalized Intersection Design, Signalized System Design, Traffic Impact Studies and Analyses

Years of Experience

28 Years



Aaron Carver, PE, Project Manager

Experience:

Mr. Carver's expertise includes a broad range of transportation engineering projects that involve roadway design, hydraulic design of bridges and box culverts, CLOMR's, stormwater management design, erosion control, streetscapes, site development, conceptual planning and design of multi-parcel residential designs, commercial developments, trail designs, signing plans, traffic control plan design and pavement marking plans.

Education: Bachelor of Science/2000/Civil Engineering, University of Tennessee

Registered: 2004/PE/NC #030453

Specialties: Transportation and Traffic Engineering, Project Management, Roadway Design, Hydrology, Hydraulics, Storm Drainage Design, Traffic Control, Erosion Control, Site Design

Years of Experience

17 Years



Scott Homewood, PE, CFM, Civil/Hydraulics Engineer

Experience:

Mr. Homewood's expertise includes a broad range of civil engineering projects including stormwater management projects, hydrologic and hydraulic studies, roadways, streetscapes, maintenance of traffic and traffic control, water and sewer lines, traffic signal plans, signing plans, pavement marking plans, and lighting plans in North Carolina, South Carolina, and Arizona.

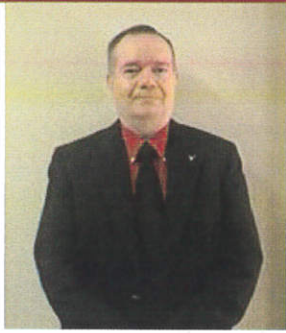
Education: Bachelor of Science/2004/Civil Engineering, University of South Carolina

Registered: 2009/PE/NC #36336

Specialties: Sewer Collection, Water Distribution, Stormwater Management, Hydrology, Hydraulics, Grading and Erosion Control, Roadway Design, Site Development, Transportation Engineering, Low Impact Development

Years of Experience

12 Years



Jeff Moore, PE, Traffic Engineer

Experience:

Mr. Moore has extensive experience in civil engineering, including inspection, highway maintenance and traffic engineering, spanning 20 years with the North Carolina Department of Transportation and City of Asheville, North Carolina. He has been involved with many aspects of roadway construction, pavement condition surveys, asphalt and concrete placement and testing, work zone safety, snow removal, highway incident response and cleanup, natural disaster response and recovery, and Emergency Operations Center duties. He has provided expert testimony and presentation to Asheville City Council, County Commissions and various governing boards, committees and commissions.

Education: BS/1987/Civil Engineering/Clemson University

Registered: 2002/PE/NC #27922

Specialties: Highway Maintenance Engineering, Secondary Roadway Construction, Traffic Control, Disaster/Incident Response, Pavement Condition Surveys

Years of Experience

21 Years



Jeff B. Hoppes, PLS, Survey Manager

Experience:

Mr. Hoppes has extensive experience in every aspect of surveying, including survey coordination, survey party supervision, baseline traverse, intermediate staking of baseline, best-fit alignment, setting bench marks, pavement DTMs, hydrographic surveys, obscured DTMs, field property ties, property analysis, appraisal data, non-gravity utilities, gravity utilities and pipe inverts, pole data, and OPUS GPS. His experience includes managing and performing all types of location, subdivision, annexation, right of way, condemnation, and construction surveys.

Education: 1981/Kansas Technical Institute

Registered: 2004/PLS/NC #L-4473

Specialties: Topographic Surveys, Boundary Surveys, Construction Stakeout

Years of Experience

34 Years



Ron Zietlow, PLS, Survey Party Chief

Experience:

Mr. Zietlow has worked on a large variety of NCDOT projects including low impact bridges, full TIP bridges, and right-of-way staking. He has worked on the improvement project to Interstates 26 and 40. He has worked as a crew chief as well as an instrument operator and has participated in numerous topographical, boundary and alta surveys. He is very familiar with TDS, Trimble Access, Nikon and Topcon conventional instruments as well as GPS equipment and procedures. Ron has also provided inspections for NCDOT on hurricane cleanup of the coast of North Carolina and has taken the NCDOT compaction and soils inspection classes. He has Norfolk Southern and CSX Railroad training and contractor badges.

Education: 2011/Asheville Buncombe Technical College

Registered: 2015/PLS/NC #L-5235

Specialties: Coordinating with design engineers and survey crews, Boundary Surveys, Topographic Surveys, Highway Surveys, Construction Stakeout

Years of Experience

7 Years



Brian Ross, CADD Technician

Experience:

Mr. Ross's experience includes civil design and drafting to put together permit and construction drawings for residential and commercial projects. His work includes: erosion control design, grading plans, topographical maps, stormwater management, site layout plans, culvert design, stream and wetland impact, road design, sewer design, water systems design, land planning and code compliance

Education: BS/1997/Construction Science & Management/Clemson University

Specialties: Civil Design, Drafting, Permit and construction drawings, Erosion Control Design, Grading Plans, Topographical Maps, Storm Water Management, Site Layout Plans, Culvert Design, Stream and Wetland Impact, Road Design, Sewer Design, Water Systems Design, Land Planning, Code Compliance

Years of Experience

20 Years



VAUGHN & MELTON CONSULTING ENGINEERS

Reece Schuler, PE, PLS

Experience:

Reece joined Vaughn & Melton in 1998 after beginning his career with NCDOT's Roadway Design Unit. Since that time he has served as Project Design Engineer, Senior Survey Technician and Project Manager on over 100 projects covering several hundred miles of roadway improvements. He is now Manager of Vaughn & Melton's Charlotte, North Carolina office and is the lead utility coordinator, project manager, and lead roadway engineer on most of Vaughn & Melton's NCDOT roadway projects.

Education: Bachelor of Science/1996/Civil Engineering, North Carolina State University

Registered: PE/NC #026960 PLS/NC/#L-5092

Mark Parris, PLS

Experience:

Mark started his professional surveying career in 1999 and began his career at Vaughn & Melton in 2011 as a survey field crew leader. As survey manager, he is in charge of QA/QC, technical review, staffing, scheduling, and project budgets for the Carolinas. He has extensive experience in SUE, boundary surveys, topographical surveys and construction staking surveying.

Education: Associate of Science/2003/Surveying Technology, Asheville-Buncombe Community College

Registered: PLS/NC/#L-4529

Lynn Mann, PG

Experience:

Lynn has worked for Vaughn & Melton for seven years. Over the past five years she has been the lead utility coordinator for all of the firm's NCDOT LIBR contracts in Divisions 11, 12, 13, and 14. She has extensive knowledge of utility design, permitting and her various interactions with property owners, surveyors, permitting officials and utility company personnel.

Education: Bachelor of Science/1991/Geology, Western Carolina University

Registered: Professional Geologist/NC, SC



ECS SOUTHEAST, LLP

Michael Walko, PE

Experience:

Mike has more than 24 years of experience in a broad range of geotechnical engineering projects and is responsible for providing project management and engineering services to ECS's transportation clients. He has experience managing and executing subsurface exploration programs, including oversight for field evaluations; adapting fieldwork to adverse conditions, evaluating subsurface conditions, review of field and laboratory data and preparation of bridge foundation and roadway reports.

Education: Bachelor of Science/1992/Civil Engineering, Pennsylvania State University

Registered: PE/NC, SC Association of State and Highway Engineers (ASHE)

Matthew Fogleman, PE

Experience:

Matthew has over 20 years of experience in geotechnical engineering, building materials testing, and environmental consulting and is the Branch Manager of the Asheville, NC office. He is responsible for the financial management, training and quality of geotechnical engineering, construction materials testing and inspections, facilities consulting, and environmental services.

Education: Bachelor of Science/1998/Civil Engineering, North Carolina State University


Registered: PE/NC, FL Certified Nuclear Density Gauge Operator NRMCA Concrete Batch Plant Inspection Engineer





Names, Classifications, Location and Resources of the Firm's NC Personnel

Mattern & Craig has obtained the expertise needed for this project by providing similar services for Departments of Transportation and municipalities in North Carolina, Virginia and Tennessee. Our resources include over 70 employees available to perform project tasks as necessary. We will rely on our company "specialists" to provide the technical expertise while utilizing our local presence and staff to manage the project and conduct field reconnaissance. **The result is a technically superior product delivered with economical fees.**

 Mattern & Craig	NAME	CLASSIFICATION	LOCATION	RESOURCE
	James B. Voso, PE Professional Engineer NC #022599 SC #22902	Principal-In-Charge/ Roadway Engineer	Asheville, NC	Urban Roadway Design Roadway/Transportation Engineering Project Management
	Aaron Carver, PE Professional Engineer NC #030453	Project Manager/Roadway Engineer	Asheville, NC	Urban Roadway Design Roadway/Transportation Engineering
	Scott Homewood, PE Professional Engineer NC #36336	Civil and Hydraulics Engineer	Asheville, NC	Urban Roadway Design Civil and Hydraulics Engineering
	Jeff Moore, PE Professional Engineer NC #27922	Traffic Engineer	Asheville, NC	Urban Roadway Design Roadway/Transportation Engineering
	Jeff Hoppes, PLS	Survey Manager	Asheville, NC	Route Location and Surveys
	Ron Zietlow, PLS	Survey Party Chief	Asheville, NC	Route Location and Surveys
	Sarah Greene, EI	CADD Technician	Asheville, NC	CADD Technician Field Technician/Inspector
	Valerie Welbourn, PLS	CADD Technician	Asheville, NC	CADD Technician Field Technician/Inspector
	Brian Ross	CADD Technician	Asheville, NC	CADD Technician Field Technician/Inspector



VAUGHN & MELTON CONSULTING ENGINEERS

Reece Schuler, PE	Roadway Engineer	Charlotte, NC	Transportation Engineer
Mark Parris, PLS	Survey Manager	Asheville, NC	Route Location and Surveys
Lynn Mann, PG	Utility Coordinator	Durham, NC	Utility Coordinator



ECS SOUTHEAST, LLP

Michael Walko, PE	Geotechnical Engineer	Durham, NC	Geotechnical Engineer
Matthew Fogleman, PE	Geotechnical Engineer	Asheville, NC	Geotechnical Engineer



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

JAMES H. TROGDON, III
SECRETARY

February 21, 2018

Mattern and Craig, Inc.
12 Broad Street
Asheville, NC 28801

SUBJECT: Approval of Small Professional Services Firm (SPSF) Certification

This letter is to acknowledge receipt of your application for Small Professional Services Firm (SPSF) certification through the North Carolina Department of Transportation. Your application has been approved for a period of one year effective February 21, 2018.

You are reminded that your certification will automatically expire in one year unless you submit a new application prior to the expiration date. As a courtesy, the Department will send a reminder letter by US postal service or email approximately thirty days (30) prior to the anniversary date. However, the SPSF is responsible for submitting the new forms by the anniversary date whether or not a reminder letter is received.

Consistent with SPSF program guidelines you must notify the Department when your firm no longer meets the criteria for continued participation in the program; i.e., annual gross receipts exceed the NAICS Code size limit for your firm or the firm no longer exists, etc. Should your firm experience any changes in ownership, address, telephone number, or specialty, you are required to notify this office within two weeks of that change. Failure to inform us of these changes can result in decertification.

Please note that the SPSF certified status mentioned above is not to be considered as pre-qualification or approval to perform work for NCDOT. To be pre-qualified to respond to NCDOT professional service contracts, or to be approved as a private consulting firm to work on the same, please contact the Prequalification Section at (919) 707-4800.

Thank you for your participation in the Small Professional Services Firm Program. If you have any questions, please do not hesitate to contact this office.

Sincerely,

DocuSigned by:

George Nixon

SPSF Program Manager

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
BUSINESS UNIT NAME
ADDRESS 1
CITY, NC ZIP

Telephone: (###) ###-####
Fax: (###) ###-####
Customer Service: 1-877-368-4968

Location:
ADDRESS 2
CITY, NC ZIP

Website: www.ncdot.gov

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
PRIME CONSULTANT
TO BE USED WITH PROFESSIONAL SERVICES CONTRACT ONLY
RACE AND GENDER NEUTRAL**

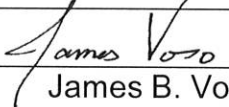
Town of Waynesville – Rehab of US 276 (Pigeon Street)

TIP No. and/or Type of Work (Limited Services)

Mattern & Craig, Inc.

Tax ID #54-1206720

(Consultant/Firm Name and Federal Tax Id)

<i>SERVICE / ITEM DESCRIPTION</i>	<i>Anticipated Utilization</i>	
00070 – Erosion & Sediment Ctrl Design---Roadside Environmental - Soil & Water Engineering	60%	
00092 – GPS---Preconstruction		
00199 – Route Location Surveys---Preconstruction		
00201 – Rural Rdwy Design---Preconstruction		
00247 – Traffic Ctrl Plans---Transportation Mobility and Safety Division		
00360 – Topographic Surveying---General Services Division		
00433 – Tier I-Basic Hydrologic & Hydraulic Design---Preconstruction		
TOTAL UTILIZATION:		60%
RECOMMENDED BY: CONSULTANT: Mattern & Craig, Inc.		
		
*BY: James B. Voso, P.E.		
TITLE: Vice President		
SPSF Status:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
SUBCONSULTANT
TO BE USED WITH PROFESSIONAL SERVICES CONTRACT ONLY
RACE AND GENDER NEUTRAL**

Town of Waynesville – Rehab of US 276 (Pigeon Street)

TIP No. and/or Type of Work (Limited Services)

Mattern & Craig, Inc.



Federal Tax ID: 54-1206720

(Consultant/Firm Name and Federal Tax Id)

Vaughn & Melton

Federal Tax ID: 61-0663508

(Subconsultant/Firm Name and Federal Tax Id)

SERVICE / ITEM DESCRIPTION		Anticipated Utilization
173 – Public Water Distribution Systems 194 – Right-of-Way Negotiators 203 – Sanitary Sewer Collection Systems 235 – Subsurface Utility Engineering (SUE) 270 – Utility Coordination		35%
TOTAL UTILIZATION:		35%
SUBMITTED BY: SUBCONSULTANT: Vaughn & Melton		RECOMMENDED BY: CONSULTANT: Mattern & Craig, Inc.
		
*BY: L. DeWayne Brown, PE, PLS		*BY: James B. Voso, PE
TITLE: Vice President, Carolinas		TITLE: Vice President
SPSF Status: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
SUBCONSULTANT
TO BE USED WITH PROFESSIONAL SERVICES CONTRACT ONLY
RACE AND GENDER NEUTRAL**

Town of Waynesville – Rehab of US 276 (Pigeon Street)

TIP No. and/or Type of Work (Limited Services)

Mattern & Craig, Inc.



(Consultant/Firm Name and Federal Tax Id)

Federal Tax ID: 54-1206720

ECS Southeast, LLP

(Subconsultant/Firm Name and Federal Tax Id)

Federal Tax ID: 20-3025695

SERVICE / ITEM DESCRIPTION		Anticipated Utilization
152 – Pavement Design 294 – Roadway Foundation Investigation & Design		5%
	TOTAL UTILIZATION:	5%
SUBMITTED BY: SUBCONSULTANT: ECS Southeast, LLP	RECOMMENDED BY: CONSULTANT: Mattern & Craig, Inc.	
		
*BY: Matthew S. Fogleman, PE	*BY: James B. Voso, PE	
TITLE: Branch Manager/Principal Engineer	TITLE: Vice President	
SPSF Status: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		



GEORGIA
KENTUCKY
NORTH CAROLINA
SOUTH CAROLINA
TENNESSEE

www.VaughnMelton.com

September 3, 2018

Mr. Preston Gregg, PE, PMP
Town Engineer
Town of Waynesville
129 Legion Drive
Waynesville, NC 28786

LETTER OF INTEREST. PLANNING AND DESIGN SERVICES. HIGHWAY 276 (PIGEON ST.)
REHABILITATION FROM S. MAIN TO HILL STREET

Dear Mr. Gregg and Members of the Selection Committee,

Vaughn & Melton Consulting Engineers (V&M) is pleased to present this Letter of Interest for design services for the rehabilitation of Pigeon Street. V&M greatly appreciates this opportunity to present our qualifications to perform these services.

We at V&M understand the need to provide excellent public infrastructure to the citizens of Waynesville, Haywood County, and the visitors to our area. The Team we have assembled for this project are dedicated professionals with each member possessing an understanding the value of excellent public infrastructure. Our Firm as well as the Team assembled are passionate about delivering quality services to assist local and state governments achieve their goals to serve their citizens.

Our Team is very familiar with the issues being faced by the Town of Waynesville and the North Carolina Department of Transportation (NCDOT) on this section of Pigeon Street. Older utility lines and settlement and deterioration of pavement structures have created conditions inconsistent with Waynesville's or NCDOT's missions of delivering a quality experience to the citizens who utilize this section of Pigeon Street. Our Team is highly aware of the context of the community and the historical significance of properties in which this section of Pigeon Street exists. V&M is very interested in supplying services to the Town of Waynesville that not only yields quality infrastructure, but fits within the context of the setting of the infrastructure.

To enhance our Team, V&M has partnered with two Firms to supplement our ability to deliver high quality services on this project. ECS has joined our Team to provide us with stronger pavement design and foundation services. Compliance EnvironSystems (CES) has joined our Team to provide us with stronger ability to evaluate the condition of the stormwater drainage network. Although V&M now provides these services within our Firm, we believe that an accurate evaluation of the foundation materials, the pavement structure, and the stormwater drainage is essential for obtaining a high quality design. Bringing in highly qualified professionals to evaluate the underlying reasons for the current conditions strongly augments our Team.





GEORGIA
KENTUCKY
NORTH CAROLINA
SOUTH CAROLINA
TENNESSEE

www.VaughnMelton.com

Vaughn & Melton Consulting Engineers, Inc. is pre-qualified by NCDOT for the following work codes:

201 Rural Roadway Design

433 Tier I Basic Hydrologic and Hydraulic Design

247 Traffic Management Plans

152 Pavement Design

70 Erosion and Sediment Control Design

173 Public Water Distribution Systems

203 Sanitary Sewer Collection Systems

Vaughn & Melton is registered with the North Carolina Secretary of State's Office, #31603, 5/6/1986, and the firm's North Carolina Engineering/Surveying License Number is F-1088. Vaughn & Melton's NCDOT Prequalification Renewal date is February 8, 2018.

V&M, ECS, and CES have no known conflicts of interest to perform the services outlined in the Request for Letters of Interest. Should a conflict of interest arise from any Team member or any firm during the period of performing the engineering services, that individual or Firm will be removed from the project and replaced with someone who is highly qualified to continue to accomplish the objectives of this project.

In the following pages, you will find V&M's relevant project experience, project approach, and our Team experience, unique qualifications, and availability.

If selected, I will serve as your project manager and point of contact for these services. My email address is jbsetzer@vaughnmelton.com. My office number in Sylva is (828) 354-0117 and my cell number is (828) 226-9158. Please call me on my cell for any needs or questions you may have.

Sincerely,

Joel Setzer, PE
Project Manager



RECENT SIMILAR PLANNING AND DESIGN EXPERIENCE

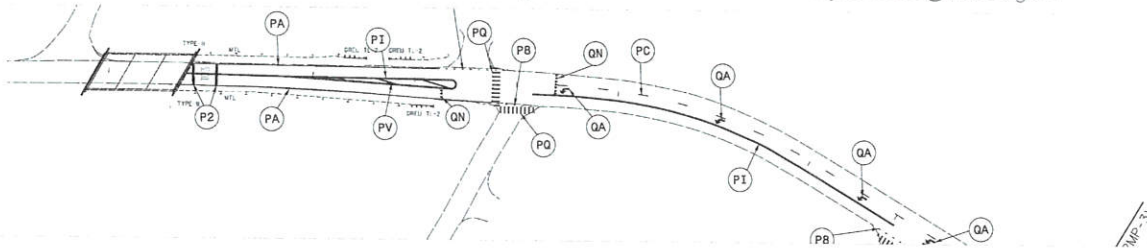
NORTH COUNTRY CLUB ROAD REHABILITATION BREVARD, NORTH CAROLINA

Project: Vaughn & Melton is providing roadway design for this rehabilitation from Woodland Terrace to US64. The existing road is two lanes, curb and gutter through rural, residential properties. Overhead power lines and underground utilities are located along both sides of the street. A new sidewalk will be constructed along a portion of the roadway to serve Brevard High School. ECS, as a subconsultant, is providing pavement design services.

Services Provided: Erosion Control Plans, Cost Estimates, Pavement Design, Roadway Design, Traffic Control Plans

Dates: 2018/Ongoing **Key Vaughn & Melton Personnel:** Joel Setzer, Jared Philpot

Client Reference: Scott Miller, PE. Division 14 DDC Engineer. NCDOT. 828.631.1171. jsmiller3@ncdot.gov.



HAYESVILLE, NORTH CAROLINA

NCDOT R-5863. US 64 BUS. IMPROVEMENTS

Project: Approximately 1.2 miles of roadway between US 64 and Main Street will be improved to current standards, including lane and shoulder widths. Pedestrian facilities are planned, including bike lanes and sidewalks, advancing to multi-modal transportation facilities. ECS, a subconsultant, is providing pavement design.

Services Provided: Survey, Drainage, Hydraulic Design, Environmental Analysis, Community Planning, Right of Way, Roadway and Intersection Design including Pavement Design, Traffic Analysis, Utility Coordination

Dates: 2017 - 2018/Ongoing **Key Vaughn & Melton Personnel:** Joel Setzer, Reece Schuler, Mark Parris, Lynn Mann, Courtney Evans, Mark Davis

Client Reference: Brian Burch, PE. NCDOT. 828.586.2141. brianburch@ncdot.gov.

**NCDOT U-6002 INTERSECTION IMPROVEMENTS** TOWN OF MOCKSVILLE, NORTH CAROLINA

Project: A roundabout is proposed at the signalized intersection of Wilkesboro Street and Yadkinville Road to improve traffic flow and safety. The intersection is located on the outer edge of the town center characterized by larger lot neighborhood businesses, government buildings, healthcare facilities, community centers, and single-family residential. Pedestrian facilities will be included as part of the intersection design consistent with the Town's Sidewalk and Greenway Plan. The roundabout design will utilize the existing right of way and minimize impacts to natural and cultural resources. Traffic and driveway access to adjacent businesses will be maintained during construction utilizing on-site detours that do not impact critical response times for emergency vehicles and vehicular flow to nearby schools. Preliminary design includes drainage and utility easements, the removal of existing roadway and resurfacing of existing roadway, new structures, island, curb and gutter, and a grass median.

Services Provided: Survey, Drainage, Hydraulic Design, Environmental Analysis, Community Planning, Right of Way, Roadway and Intersection Design, Traffic Analysis, Utility Coordination

Dates: 2016 - 2018/Ongoing **Key Vaughn & Melton Personnel:** Reece Schuler, Alex Fitzpatrick, Anna Lam, Bradley Ridnour, Lisa Feller, Jan Gay

Client Reference: Al Blanton, PE, PLS. NCDOT. 336.747.7800. wablanton@ncdot.gov.



RECENT SIMILAR PLANNING AND DESIGN EXPERIENCE

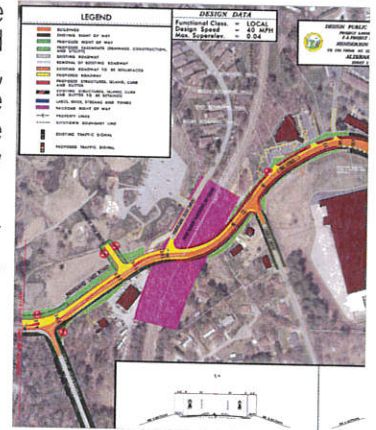
NCDOT U-5887 IMPROVEMENTS WITH BIKE/PED FLAT ROCK/HENDERSONVILLE, NORTH CAROLINA

Project: Highland Lake Road runs through both the Town of Flat Rock and the City of Hendersonville changing from a major collector to a local roadway. The 1.2-mile roadway is being modernized and the design reflects local needs and desires. The design will improve travel lane and shoulder widths, pedestrian and bicycle connectivity, safety, efficiency, and function. Two study alternatives have been developed with wide sidewalks and/or multi-use paths. Preliminary design considers drainage and utility easements, proposed right of way, the removal and resurfacing of existing roadway, new structures, island, curb and gutter, railroad right of way, and historic district areas.

Services Provided: Survey, Drainage, Hydraulic Design, Environmental Analysis, Community Planning, Right of Way, Roadway and Intersection Design, Traffic Analysis, Utility Coordination, Railroad Coordination

Dates: 2016 - 2018/Ongoing **Key Vaughn & Melton Personnel:** L. DeWayne Brown, Reece Schuler, Warren Johnson, Joel Setzer, Jan Gay

Client Reference: Brian Burch, PE. NCDOT. 828.586.2141. brianburch@ncdot.gov.

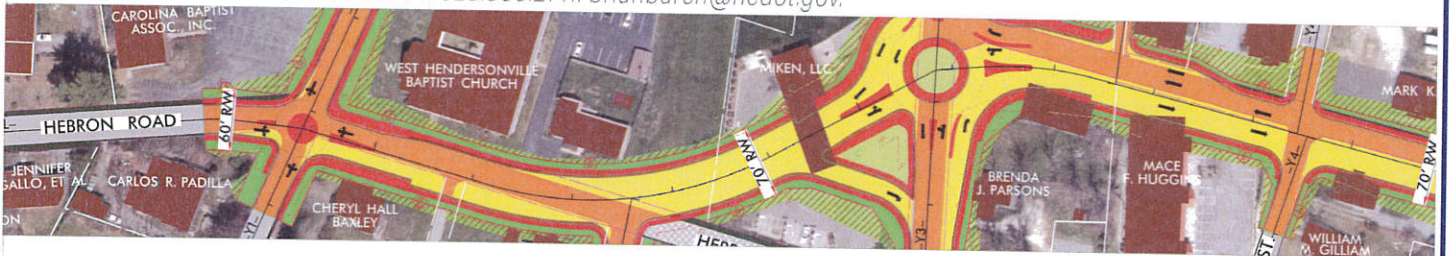
**HENDERSON COUNTY, NORTH CAROLINA NCDOT U-5886. WHITE STREET IMPROVEMENTS**

Project: This is an urban roadway improvement and bridge replacement in the City of Hendersonville. Lot frontage along the roadway is typically commercial with multiple driveways and curb cuts; existing conditions that drive the design process. A roundabout at the intersection of South Church Street and South Main Street and a three to four lane extension roadway that will tie into existing traffic signals and new intersection configurations are proposed as well as methods to improve movements such as changes to signal phasing. The design also includes new bike lanes and sidewalks.

Services Provided: Survey, Drainage, Hydraulic Design, Environmental Analysis/Permitting, Community/Cultural Resource Planning, Public Involvement, Right of Way, Roadway and Intersection Conceptual and Final Design, Traffic Analysis, Utility Coordination

Dates: 2016 - 2018/Ongoing **Key Vaughn & Melton Personnel:** Reece Schuler, John Lansford, Anna Lam, Joel Setzer, Bradley Ridnour, Mark Parris, Mark Davis, Lynn Mann

Client Reference: Brian Burch, NCDOT. 828.586.2141. brianburch@ncdot.gov.

**B-5905/TWSA WATER AND SEWER RELOCATIONS** DILLSBORO, NORTH CAROLINA

Project: As part of a bridge replacement over Scott Creek and the Southern Railroad, water line construction and abandonment is required. A temporary rerouting of water supply into Dillsboro will be required. Vaughn & Melton is providing engineering services for Tuckaseegee's water system, developing water distribution mapping and hydraulic modeling. The mapping and model will be used to perform analyses for system scenarios and to develop utility relocation construction plans.

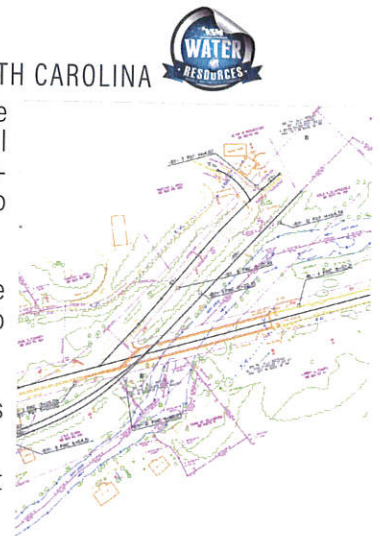
The Team will determine the age of the system network providing initial information for design. The TWSA is working with the Team to determine active and inactive sewer lines and depths of lines to determine where conflicts between stormwater, water, and sewer exist.

Cost estimates of new water line construction will be prepared as well as encroachment agreements and easement research.

Services Provided: Survey, Deed Research, Utility Coordination, Utility Relocation Plans, Cost Estimates

Dates: 2017 - 2018 **Key Vaughn & Melton Personnel:** Joel Setzer, Dean Helstrom, Lynn Mann, Marios Georgiou

Client Reference: Dan Harbaugh, Tuckaseegee Water and Sewer Authority. 828.586.5189. dharbaugh@twsanc.us.



GENERAL FIRM INFORMATION - NUMBER OF EMPLOYEES

With more than **290 employees**, Vaughn & Melton continues to provide a wide range of professional design, surveying and project management services for our municipal clients.

As our firm grows with new talent, our design Teams provide solutions where the land use-roadway connection is critical to support different types of users. We are sensitive to Waynesville's existing landscape and conditions and mindful of future desires in consideration of roadway safety and capacity.

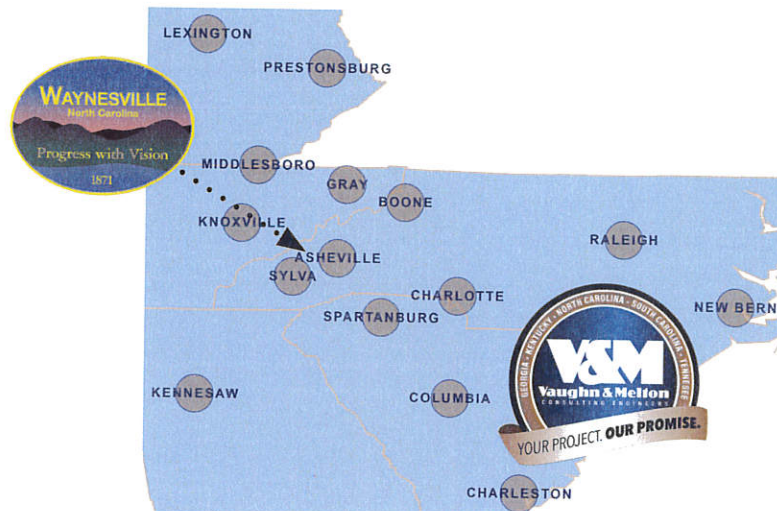
PERMITTING. Vaughn & Melton's environmental staff work on water, wastewater, and transportation projects throughout the southeast with varying environmental conditions requiring a wide range of permits.

SURVEY AND SUE. Vaughn & Melton has a strong and robust survey and SUE staff with over 50 professional land surveyors, survey crew leaders, researchers, and crew located throughout the Carolinas, Tennessee, and Kentucky.

TRANSPORTATION. Our talented team of over 150 researchers, designers, and engineers provides unique, integrated design and engineering services. With more than 100 municipal clients and DOTs, our resume of services includes roadways and widenings, **complete streets**, streetscape enhancements, sidewalks, roundabouts, intersection and interchange improvements, multi-use greenways and urban trails, and feasibility studies.

WATER RESOURCES. We use our technical resources, knowledge, and multi-disciplinary expertise to expedite design and offer savings. Through effective project planning Vaughn & Melton continues to be an active participant with local government and private developers in development of stormwater management, sanitary sewer, and water systems.

Vaughn & Melton is a consulting engineering firm with 15 offices throughout Kentucky, North Carolina, South Carolina, Georgia and Tennessee. Since 1967, we have continued to help keep the flow of commerce and community moving forward by designing bridges, roads, tunnels, parks, greenways, water/wastewater treatment facilities and commercial developments. Our passion and expertise create safe, sustainable infrastructure so communities can live comfortably, safely and enjoyably.



OUR MISSION

Provide a high quality of service, develop long-term relationships, adapt to the changing needs of our clients and the industry and meet or exceed expectations, while providing positive contributions to our employees, their families and to the communities where we do business.

We operate our company with the highest ethical standards, meeting our debts and obligations and producing quality services of intrinsic value to the client. Our 51-year history of growth is a testimony to our commitment of creating relationships firmly grounded upon honesty and respect.

We maintain a culture through which our employees feel rewarded for the dedication of their time and energy. Our organizational culture provides for a stable and productive workforce, which translates into becoming an added-value asset for our clients.

We encourage resourcefulness by pro-actively seeking opportunities to apply creative, imaginative and inspired solutions, especially when faced with unusual problems, difficult situations, or unanticipated events.

We support and actively participate with organizations that are committed to the health, welfare and safety of the people and communities we serve.

PROJECT APPROACH

In all of our projects, Vaughn and Melton attempts to exhibit the core values of:

Caring for people.

Giving great value for our services.

Never misleading anyone.

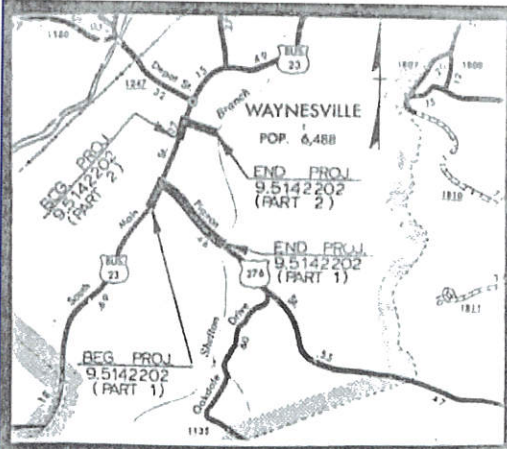
SPECIFIC KNOWLEDGE OF WAYNESVILLE AND THE HISTORY OF PIGEON STREET DRAINAGE IMPROVEMENTS

WAYNESVILLE & HAYWOOD CO

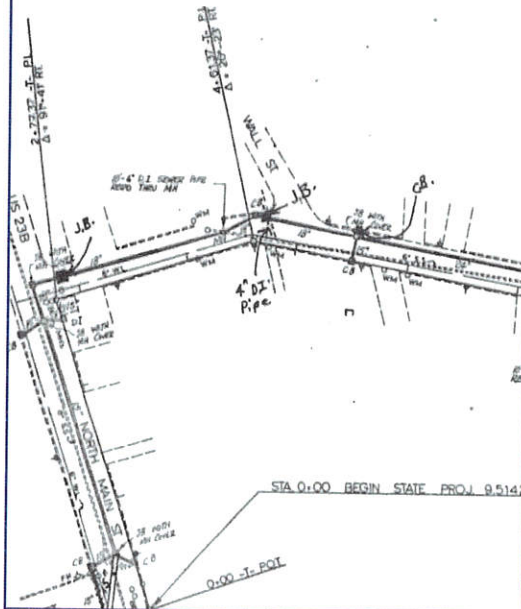
LOCATION PROJ. 9.5140404 - US 19 & 23E (MAIN ST) IN CANTON
PROJ. 9.5141801 - US 64 & 17B IN ROSMAN
PROJ. 9.5142202 - US 23B & 27B (PIGEON ST) AND US 23B & EAST ST IN WAYNESVILLE

TYPE OF WORK DRAINAGE IMPROVEMENTS

LENGTH OF STATE PROJ. 9.5140404	0.0056 MI.
LENGTH OF STATE PROJ. 9.5141801	0.0000 MI.
LENGTH OF STATE PROJ. 9.5142202 (PART 1)	0.0000 MI.
LENGTH OF STATE PROJ. 9.5142202 (PART 2)	0.0000 MI.
TOTAL LENGTH STATE PROJ. 9.5140404, 9.5141801, & 9.5142202 (PARTS 1 & 2)	0.0056 MI.



PROJ. 9.5142202



These core values result in actions in keeping with them. Our Firm has a robust safety program focused on not only the safety of our employees, but the safety of those in the environment in which we work. Our company makes large investments in safety equipment and training understanding that costs of accidents and injuries make these wise investments. All field work will be performed under the signage requirements of the Manual on Uniform Traffic Control Devices (MUTCD) and many times exceed the requirements of the MUTCD for extra protection. Our employees are our "work families" and our priceless resources.

Our approach to value is to price this work to keep it affordable to the Town. Upon notification of the selection, I will collaborate with you to gain a full mutual understanding of the scope of services. This scope will allow me to develop the fee estimate that achieves the scope of work, but offers value to the Town. Once we are working under an agreed scope of services, our Firm will fully deliver the services under the fee and schedule we have mutually agreed to. Should changes in scope become necessary, we will work collaboratively with the Town to achieve a new scope and fee and/or schedule. Any needed changes to the scope that are discovered on our end will be communicated immediately.

Our overall Mission to which our goals align to are to have successful relationships with our clients, our partners, and within our own organization. We know that the key to successful relationships are proactive and collaborative communications. Not only do we seek these categories of communication, but we discover the preferred method of communication of our customers and tailor our actions to their preferences.

Our Firm also champions right sizing services and projects. All we do must fit within the context of the natural environment, the human environment, and the availability of funding.

For this particular project, our approach is to determine the underlying causes of the pavement problems that are now present. We need to ensure that when the project is constructed, both the Town and NCDOT will have a long lasting product. To discover the underlying causes, we propose conducting geotechnical investigations to determine any needed undercut areas required. We propose using CCTV investigation on the NCDOT stormwater drainage network that was constructed in about 1980. For the possible leaking of the water distribution network and sanitary sewer collection network, our approach is to not perform testing on the existing networks to save time and money. The age of this infrastructure is nearing the life span of the materials and should be replaced regardless.

KEY TEAM MEMBERS—AVAILABILITY, UNIQUE QUALIFICATIONS, AND EXPERIENCE

The following are personnel qualifications and experience of the proposed team as related to this work. The Team is available to begin work in October 2018 and individual staff will be available to fulfill their specific assignments for the duration of the project.

Joel Setzer, PE, Project Manager, Point of Contact: Joel joined Vaughn & Melton in 2016 as a Project Manager. Since then he has managed a variety of transportation design projects, a range of transportation, water and wastewater feasibility studies, and Civil Engineering Inspection (CEI) Services. Prior to joining the firm, Mr. Setzer enjoyed a 30-year career with the NCDOT. Over this time, he worked in various positions in Western North Carolina managing transportation projects and programs.

Reece Schuler, PE, PLS, Roadway and Sidewalk Design and Utility Coordination Lead: Mr. Schuler joined Vaughn & Melton in 1998 after beginning his career with the NCDOT's Roadway Design Unit. He is now project manager of the firm's NCDOT Roadway Planning and Design Unit projects working out of the firm's Charlotte office. He has managed and provided roadway design services for accelerated projects, design-build highway improvements, a variety of intersection designs on local roads to large interstates, and is currently working on urban roadway designs incorporating pedestrian facilities in accordance with complete streets standards. He is the firm's leading authority on utility coordination.

Mark Parris, PLS, Field Surveys: Mark started his professional surveying career in 1999. He began his career at Vaughn & Melton in 2011 as a survey field crew leader. In 2015 he became the survey manager in charge of QA/QC, technical review, staffing, scheduling, and project budgets for the Carolinas. He has extensive experience in boundary, topographical, and construction staking surveying and coordinating survey work and teams for a range of transportation projects.

Bradley Ridnour, PE, Lead Hydraulic Engineer: Mr. Ridnour began his career with the Kentucky Transportation Cabinet. He joined Vaughn & Melton in 2007 and has 24 years' experience in the design of transportation facilities and the analysis of transportation related hydrology and hydraulics. Over the last seven years, more than 60% of Mr. Ridnour's work has been devoted to NCDOT hydraulic projects. His primary roles have been the geometric design of roadways, hydraulic design of bridges, culverts, and storm sewers. Mr. Ridnour is experienced in using MicroStation CADD based highway and hydraulic design and drafting techniques, complex hydrologic and hydraulic analysis techniques, and bridge scour analysis.

Marios Georgiou, PE, Public Water Distribution and Sanitary Sewer Systems Lead: Marios has over 20 years' professional engineering experience providing water and wastewater systems design services for a variety of clientele. He serves as the technical leader in water and wastewater treatment design for the Vaughn & Melton offices across the Southeast. As Project Manager and Design Engineer Mr. Georgiou has worked on the local public and community water system improvements, upgrades, and extensions, and wastewater treatment plant upgrades.

Dean Helstrom, PE, Water System Modeling Lead: Dean has been responsible for taking projects from conception through construction. He has experience in a variety of public and private engineering projects including street improvements, water supply, treatment, and distribution facilities, stormwater drainage and management facilities, wastewater collection and treatment systems and a variety of site designs. In his recent employment with Vaughn & Melton, continuing his 21-year career, he is managing several complex, multi-grant and CDBG-funded water and wastewater projects.

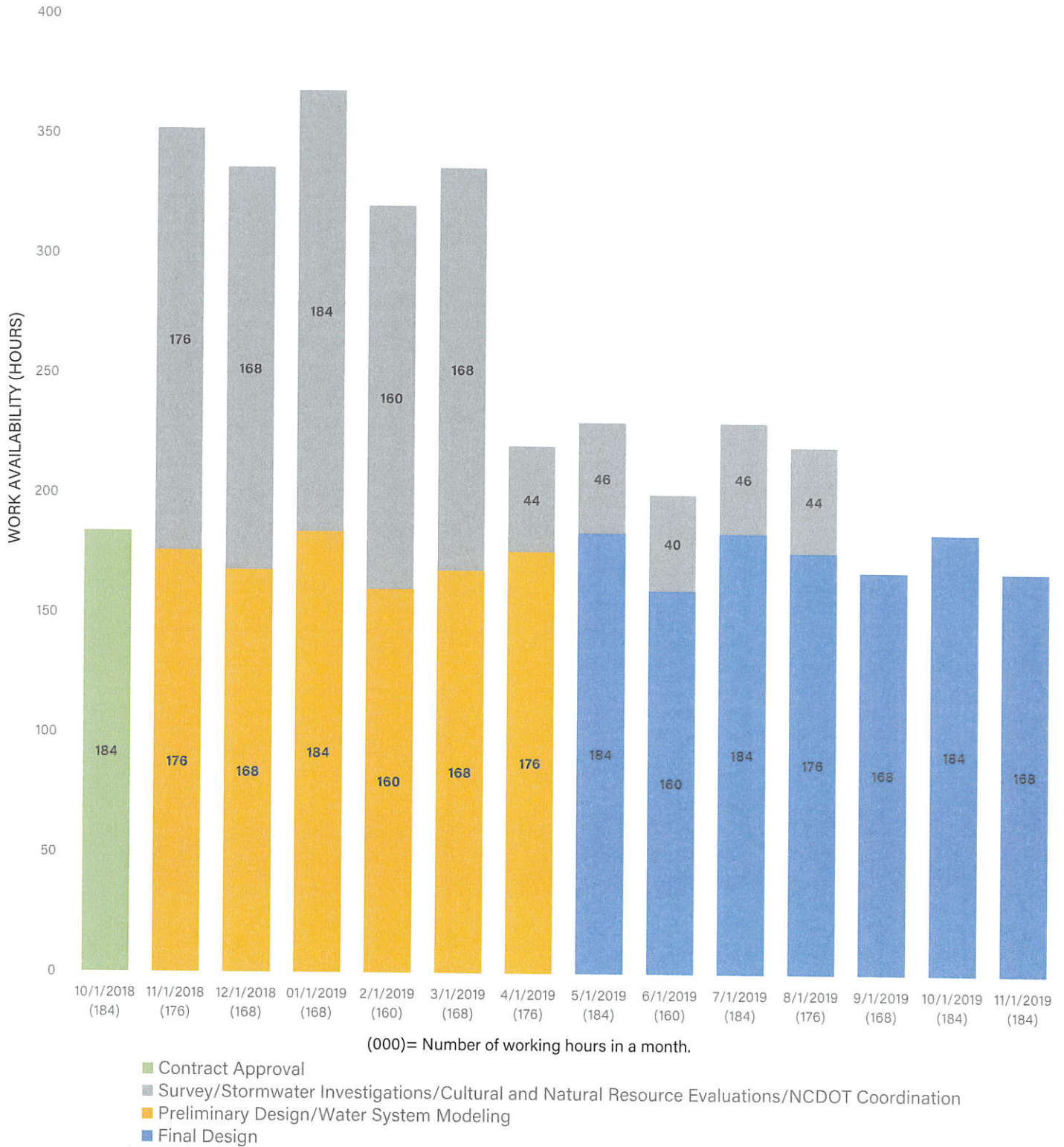
Sharon Deane, PE, Stormwater and Water System Modeling, Design Engineer: Sharon recently joined Vaughn & Melton after serving 10 years with the Knoxville Utilities Board. Since joining the firm she has been performing hydrology and hydraulic analysis on state route bridge replacements in North Carolina. This includes bridge scour analysis and new bridge FEMA standards compliance. She has performed stormwater drainage calculations for several developments in the East Tennessee area. During her time at Knoxville Utilities Board she managed capital wastewater improvement projects ranging from mini-basin rehabilitations to pump stations and large diameter trunklines.

Mark Davis, Environmental Evaluations, Lead: Mr. Davis joined Vaughn and Melton in 2016 with more than 37 years' environmental experience. Most recently, Mark was a NCDOT Division Environmental Supervisor. He managed the environmental program for Division 14 where he prepared NEPA/SEPA documentation, 404/401 and TVA 12a permitting and compliance. He also conducted natural resource assessments including T&E species and prepared various technical reports.

Vic Okes, Stormwater Drainage Investigations: Vic joined **Compliance EnviroSystems, LLC** in 1999, serving as a project manager in North Carolina. He has successfully managed the cleaning and CCTV inspection of over 3,000,000 linear feet of sewer pipe and is currently leading all projects throughout the southeast. Mr. Okes is an experienced operator and extraordinary leader, having operated all of CES's standard and specialized equipment.

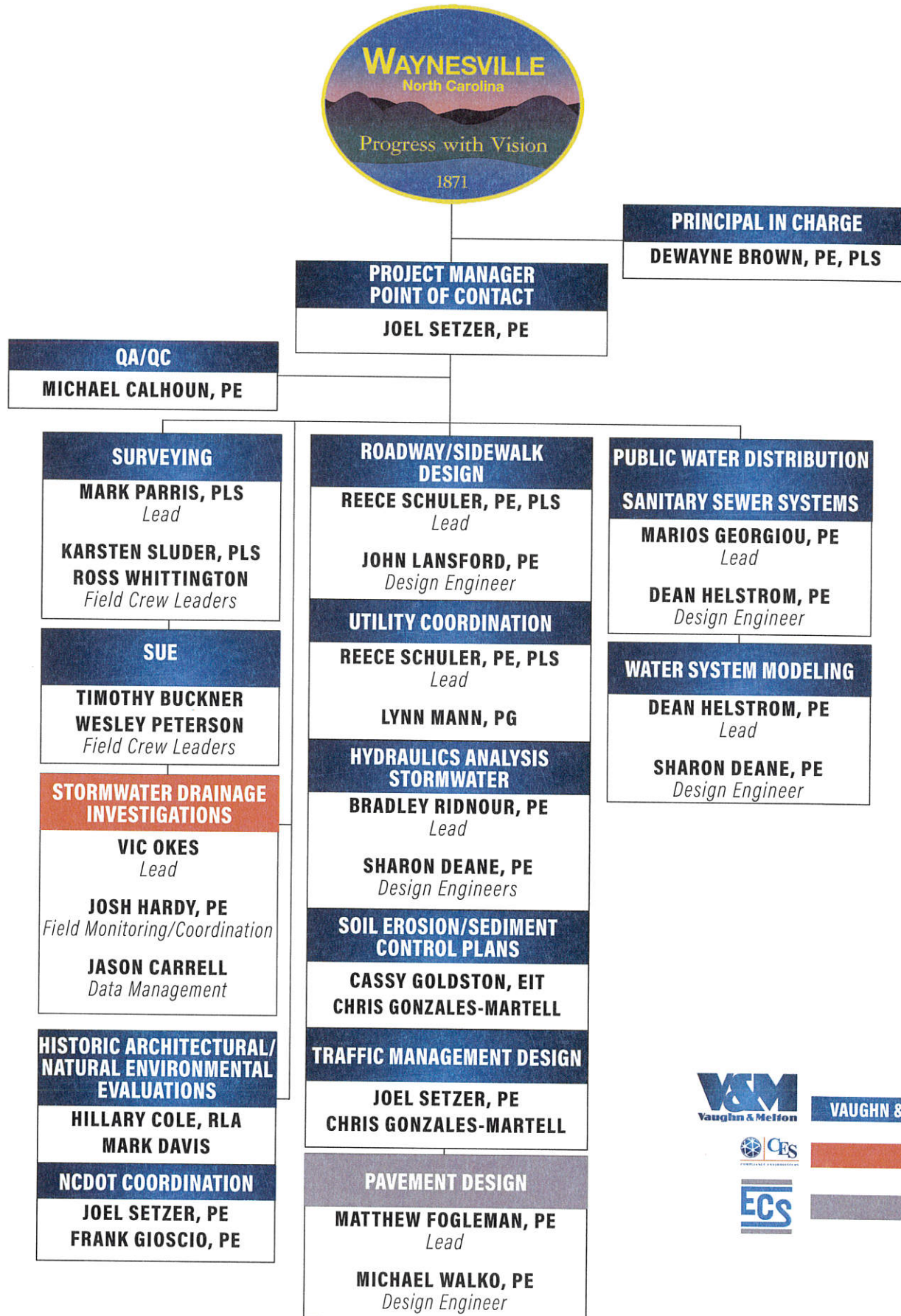
Matthew Fogleman, PE, Pavement Design: Mr. Fogleman has over 20 years' broad experience in geotechnical engineering, building materials testing, and environmental consulting and is the **ECS** Asheville office Branch Manager. He is responsible for the full-service office providing geotechnical engineering, construction materials testing and inspections, facilities consulting, and environmental services. He has extensive experience in planning, supervising, and executing engineering evaluations of buildings and properties, subsurface explorations, complex laboratory testing programs, and in providing engineering evaluations and recommendations for construction and repair of municipal, commercial, industrial, and institutional facilities.

ESTIMATED AVAILABLE MANPOWER PER TASK



CAPACITY CHART/ AVAILABLE WORK FORCE

ORGANIZATIONAL CHART



KEY TEAM MEMBER RESUMES

Education

BS, Civil Engineering, 1986
North Carolina State
University

Registration

Professional Engineer,
NC #17355

Joel held a 30-year tenure at the NCDOT in the positions of County Maintenance Engineer, District Engineer, Division Operations Engineer, and Division Engineer, among others. His expertise during this time included long range planning, prioritization of needs, feasibility studies, project development and financing, environmental permitting, construction management, and maintenance and operations.

JOEL SETZER, PE :: PROJECT MANAGER/POINT OF CONTACT. NCDOT COORDINATION. TRAFFIC MANAGEMENT DESIGN.

R-5863 US64 Business, Clay County, NC: Joel is the Project Manager for this improvement of US 64 Business from its western intersection with US 64 to Main Street in Hayesville. The project is being designed in two different sections: Hiwassee Street (Main Street to Truett Memorial Baptist Church) and Hiwassee Street to US 64. Full pedestrian and bicycle accommodations will be designed in keeping with NCDOT's Complete Streets Policy. The design goal is to avoid additional right-of-way acquisition, maintain the 20 MPH speed limit and provide two vehicular lanes, dedicated bike lanes, curb and gutter, and sidewalks.

NCDOT R-5803 Feasibility Study, Andrews and Almond Counties, NC: Joel is the Project Manager for this 20.9-mile US19/74 section of roadway located in the Nantahala National Forest. Vaughn & Melton is performing traffic forecasting, congestion management studies, crash analysis, preliminary designs, environmental screening, stakeholder coordination, and cost estimates. The project runs through the Nantahala Gorge and is the flagship campus for the Nantahala Outdoor Center.

NCDOT U-5784 Widening, Greenville, NC: Vaughn & Melton is the prime consultant for this 2.8 mile long project from NC 43 to NC 33 providing design alternatives with preliminary plans and estimates, utility impact evaluations and coordination of traffic analyses. In addition to project coordination, Vaughn & Melton is preparing the NRTR report, utility design and is providing information for the public involvement meeting, including the project graphics and public engagement answering technical questions and opening up dialogue. This project has been designed to Complete Streets standards. Firetower Road has dedicated 5-foot bike lanes on both sides, two roundabouts, and provisions for future sidewalks. An additional phase of the project will require the design for the sidewalks on the project and around the two roundabouts. Joel was the feasibility studies project lead.

B-5905/TWSA Water and Sewer Relocations, Dillsboro, NC: Vaughn & Melton is providing engineering services for Tuckaseegee's water system. Water distribution mapping and hydraulic modeling will be used to perform analyses for system scenarios and to develop utility relocation construction plans. Joel is the Project Manager delivering water distribution system mapping, hydraulic modeling using WaterGems, model calibration, and system scenario analysis to the TWSA.

Education

BS, Civil Engineering, 1996
North Carolina State
University

Registration

Professional Engineer, NC
#026960
Professional Land
Surveyor, NC # L-5092

REECE SCHULER, PE, PLS :: ROADWAY/SIDEWALK DESIGN LEAD. UTILITY COORDINATION.

NCDOT U-5834-Mills Gap Road Improvements, Buncombe County, NC. An NCDOT Highway Planning and Design On Call: Vaughn & Melton is leading planning and design for the approximately 2-mile widening and upgrading of Mills Gap Road from Hendersonville Road to Weston Road. Services being provided include survey, final roadway design, environmental permitting, public involvement, traffic counts and studies, right of way research and plans, hydraulic plans, and utility coordination. Mr. Schuler is the Project Manager/Engineer.

NCDOT U-6002 Intersection Improvements, Town of Mocksville, NC. An NCDOT Highway Planning and Design On Call: A roundabout is proposed at the signalized intersection of Wilkesboro Street and Yadkinville Road to improve traffic flow and safety for the traveling public on the outer edge of the town center. Pedestrian facilities will be included as part of the roundabout design which will utilize the existing right of way. Preliminary design includes drainage and utility easements, the removal of existing roadway and resurfacing of existing roadway, new structures, island, curb and gutter, and a grass median. Services provided include survey, drainage, hydraulic design, environmental analysis, community planning, right of way, roadway and intersection design, traffic analysis, and utility coordination. Reece is the Project Manager/Engineer leading this improvement.

NCDOT U-5887 Roadway Improvements with Bike/Ped Facilities, Town of Flat Rock and City of Hendersonville, NC: Highland Lake Road in Henderson County runs through both the Town of Flat Rock and the City of Hendersonville changing from a major collector to a local roadway. The 1.2 mile roadway is being modernized and the design will improve travel lane and shoulder widths, pedestrian and bicycle connectivity, safety, efficiency, and function. Two study alternatives have been developed. Preliminary design considers drainage and utility easements, proposed right of way, the removal and resurfacing of existing roadway, new structures, island, curb and gutter, railroad right of way, and historic district areas. Services provided include survey, drainage, hydraulic design, environmental analysis, community planning, right of way, roadway and intersection design, traffic analysis, utility coordination, and railroad coordination. Reece is the Project Manager/Engineer leading this project.

SECTION 3: SUPPORTIVE INFORMATION

KEY TEAM MEMBER RESUMES

<p>Education AS, Surveying Technology, 2003 Asheville-Buncombe Community College</p> <p>Registrations Professional Land Surveyor, NC # L-4529</p>	<p>MARK PARRIS, PLS :: SURVEY LEAD.</p> <p>NCDOT Thompson Street and NC81/Swannanoa River Road, Asheville, NC: Project Manager and Survey Crew Supervisor providing conventional surveying and Level B SUE from Biltmore Avenue to South Tunnel Road. For this project Vaughn & Melton set and traversed and conducted pavement DTM survey for approximately 4.88 miles of baseline. A hydrographic survey of 8 river and creek crossings was also conducted.</p> <p>NCDOT Kanuga Road, Church Street to Little River Road, Henderson County, NC: Project Manager providing baseline traverse, 24 benchmarks, property owner notifications for 325 parcels, courthouse research, 29,000 feet of pavement DTMs, 200 feet of railroad locates, public and private sewer locates, jurisdictional wetland mapping and final deliverables.</p> <p>NCDOT White Street, Willow Road to Spartanburg Highway, Henderson County, NC: The roadway is located in an urban area. Project Manager and Survey Crew Supervisor providing conventional surveys, utility locates, planimetrics, property owner notifications, hydrographic data, DTMs.</p> <p>NCDOT Moving Ahead US 70 Near Marion, NC: Project Manager and Lead Roadway Engineer for surveys, design and ROW staking along this 1 mile widening project. The project improved and widened the existing 2-lane roadway to a 3-lane curb and gutter section with dedicated turn lanes into a local school, a double barrel box culvert extension and intersection improvements.</p>
<p>Education BS, Engineering Science, 1990 University of Louisville</p> <p>Registrations Professional Engineer, NC # 033023</p>	<p>BRADLEY RIDNOUR, PE :: LEAD HYDRAULIC ENGINEER.</p> <p>Knoxville South Waterfront, City of Knoxville, TN: Brad performed the hydrologic and hydraulic analyses required to size storm sewers and mechanical separation water quality devices for this mixed-use riverfront redevelopment project. He performed analyses to determine the suitability of custom designed treatment planters and rain gardens for stormwater quality treatment.</p> <p>NC Highway 191, Hendersonville, NC: Mr. Ridnour was responsible for the storm sewer layout and analysis for this project involving construction of approximately 7,200 linear feet of concrete sidewalk. The project affected approximately 30 parcels of land along the south side of NC Highway 191.</p> <p>Biltmore Estate Bridge, The Biltmore Company, Asheville, NC: Mr. Ridnour performed the hydrologic and hydraulic analyses required to determine the size of the proposed river crossing and to prepare a Conditional Letter or Map Revision (CLOMR) from FEMA. The analyses involved updating and modifying existing FEMA detailed study data to incorporate the proposed crossing.</p> <p>Lake James Pedestrian Bridge, Lake James State Park, Burke County, NC: V&M was contracted by the North Carolina Division of Parks & Recreation to design a pedestrian bridge, along with an associated paved entrance road, paved parking lot, and gravel trail, that will be accessed from the Lake James State Park, Paddy Creek section, about 1.2 miles east of the intersection of the main entrance road and NC Hwy 126. Mr. Ridnour obtained the effective Limited Detailed Study for Paddy Creek from NCFMP and performed the necessary hydraulic analysis required to issue a no-rise/no-impact certification for the project.</p>
<p>Education BS, Civil Engineering, 1993 Tennessee Technological University</p> <p>MS, Engineering, 1995 Tennessee Technological University</p> <p>Registrations Professional Engineer, NC # 026848</p>	<p>MARIOS GEORGIU, PE :: WATER SYSTEMS LEAD.</p> <p>Brightwater Community Water System, Henderson, NC: Marios was the Project Design Engineer for the booster pump station and technical design expert for design oversight of over 5 miles of waterline to replace the entire water network serving the Brightwater Community.</p> <p>Wastewater System Improvements, Sneedville, TN: Mr. Georgiou is the Project Engineer responsible for the design of the wastewater treatment plant blower improvements, I/I assessment and calculations, asset replacement planning, O&M and construction cost estimates.</p> <p>EBCI Wastewater Treatment Plant, Cherokee, NC: Marios was the Lead engineer providing turn key services for a new 6.0 MGD wastewater treatment plant. Services include preliminary engineering report, process recommendation, public facilitation, surveying and final design, construction phase services (bidding and negotiation), and environmental permitting (FONSI).</p> <p>Pikeville Wastewater Plant Upgrades, Pikeville, KY: Marios is the Project Engineer providing budget and feasibility study, design, and construction administration to increase a 2 MGD plant to a 4 MGD state of the art membrane facility. The project includes new mechanical fine screens, grit chamber, influent pump station, surge, anaerobic, anoxic, and aeration basins, bioreactors, UV channel, sludge holding tanks, belt press and building, membrane sludge thickener, blowers, and SCADA.</p>

KEY TEAM MEMBER RESUMES

Education
BS, Civil Engineering,
University of North Dakota

Registrations
Professional Engineer, NC
044648

DEAN HELSTROM, PE :: WATER SYSTEM MODELING LEAD. WATER SYSTEM DESIGN ENGINEER.

Water System Improvements, Sneedville, TN: Dean is the Project Manager responsible for Phases 2-3 project management, communication and oversight of blowers and plant piping construction and project closeout. Phase 5 responsibilities include managing grant-related PER and Environmental Report. Phase 6 responsibilities include PER completion for grant assistance. Grant funding from USDA and CDBG.

Sewer Collection System Extension, Surgoinsville, TN: Mr. Helstrom is the Project Manager for the design of a sewer system extension to Johnson Estates. Services included engineering, design and inspections of the project in compliance with EECBG program requirements, as well as, working with the First Tennessee Development District for project management. Design included 4,000 LF of effluent collection lines, 17 STEG Systems, 1 Step System, 1 Duplex Step System, and 23,000 LF of force mains.

Mooreburg Utility District, Mooreburg, TN: Dean is the Project Manager responsible for rehabilitating the Mooreburg Utility District water storage tank. Responsible for project management, construction oversight and project closeout.

Education
BS, Civil Engineering,
2008
University of Tennessee

MS, Civil Engineering,
2010
University of Tennessee

Registrations
Professional Engineer, NC
046557

SHARON DEANE, PE :: WATER SYSTEM MODELING DESIGN ENGINEER.

Midway Business Park Development, Knoxville County, TN: Ms. Deane was the water, gas, sewer, and stormwater design engineer for the 365-acre business park located in the northeast quadrant of the I-40/Midway Road Interchange (Exit 402) in East Knox County. The scope of work includes providing ALTA surveys for eight of the ten properties the park encompasses, re-subdividing the property, designing improvements to the existing roadway network serving the park from the interstate, developing and designing new roadways and utilities within the park and general site layout for proposed parcels within the park.

Greenville High School Parking Lot Extension, Greenville, TN: Drainage calculations for new parking lot that is utilizing rain gardens to meet stormwater regulations. The site had a detention pond that was planned for another development and Sharon provided calculations to show that the pond was adequate to meet the stormwater needs of the proposed development.

Lakeshore Trunkline Rehabilitation, Knoxville, TN: Sharon was the Project Manager for a sanitary sewer trunkline project that rehabilitated 2,400 linear feet of 42" concrete pipe directly upstream of KUB's Fourth Creek WWTP. A cured in place liner was installed in the pipe to fix structural and infiltration issues and manholes were lined with an epoxy coating. Trenchless methods were utilized to complete project in a 2 month time-frame and minimize interruption to a City of Knoxville park. This project was completed with a previous employer.

Education
BS, Fishery Science, 1993
North Carolina State
University

MARK DAVIS :: NATURAL ENVIRONMENTAL EVALUATIONS LEAD.

Mark has prepared NEPA/SEPA documentation, conducted environmental field reviews and site assessments, prepared various reports and 401/404 permitting on various NCDOT, municipal, and private projects including:

R-5800 — US 64/276 — Transylvania County

R-5863 — Old US 64 — Clay County

U-6002 — Intersection Improvement — Davie County

U-6005 — NC 65 Improvements — Forsyth County

U-5886 — White Street — Henderson County

U-5887 — Highland Lake Road — Henderson County

U-5919 — Boyd Street — Pitt County

Town of Sylva - Water Supply Dam Emergency Action Plan — Jackson County

Coastal Carolina Community College Public Safety Training Center Environmental Assessment

Prepared NCDOT Waste and Borrow Site Environmental Evaluations and Reclamation Plans

**VIC OKES :: STORMWATER DRAINAGE INVESTIGATIONS LEAD.**

Hallsdale-Powell Utility District, Knoxville, TN: Provided 10 years' SSES services. Responsible for the Preventative Maintenance, Cleaning of 423,000 LF, CCTV of 764,000 LF, Sonar Inspection of 40,000 LF, and Data Management.

MSD Buncombe County, NC: Provided 7 years of SSES services.

DuPont Parkway Pump Station Project, Chattanooga, TN: Responsible for the SSES. Clean and CCTV 225,000 LF Sanitary Sewer, 1072 Manhole Inspections and 217,000 LF Smoke Testing.

MSD - Contract VI, Buncombe County, NC: Responsible for the Preventive Maintenance, Clean and CCTV, Data Management, VHS-CD ROM Conversion of 275,000 LF.

MSD - Contract VII, Buncombe County, NC: Responsible for the Preventive Maintenance, Clean and CCTV, Sonar/Tiscit, Data Management and VHS-CD ROM Conversion of 270,000 LF.

Education

Midlands Technical College, Columbia, SC

Certifications

NASSCO PACP, MACP

STORM SEWER ASSESSMENT

- CLEAN PIPE SEGMENTS
- REMOVE DEBRIS
- CCTV INSPECTION
- VIDEO CAPTURE EXISTING CONDITIONS
- NASSCO PACP CERTIFIED CCTV OPERATORS
- RATE CONDITIONS
- ASSESS CONDITIONS
- NASSCO-COMPLIANT SOFTWARE
- DETERMINE CORRECTIVE ACTION

JOSH HARDY, PE :: FIELD MONITORING/COORDINATION.

Mr. Hardy's responsibilities at CES include project management training, flow monitoring coordination, reporting, rehabilitation recommendations, and on-site project management for various sanitary and storm drain improvement projects. He has extensive knowledge of pipe investigation techniques including CCTV, high-pressure line cleaning, smoke testing, flow monitoring, dye flood testing, night flow isolation, manhole inspections, and data analysis. Mr. Hardy has extensive knowledge of the creation of CES's final reports including data management, defect coding, Qa/Qc, GIS mapping, and rehabilitation recommendations.

Easton Baton Rouge Parish, LA: Project Manager for preventive maintenance and asset management.

New Orleans, LA: Project Manager for emergency sanitary sewer assessment phases I and II.

City of Slidell, LA: Project Manager for post-hurricane Katrina storm drain debris removal project.

Education

BS, Civil Engineering, 1997

Louisiana State University

Registration

Professional Engineer, LA

Certifications

NASSCO PACP, MACP, LACP

JASON CARRELL :: DATA MANAGEMENT.

Mr. Carrell joined CES in 2007 as a Data Management Technician. He currently serves as the Data Management Coordinator for CES and his responsibilities include overall data QA/QC, review of smoke testing, manhole inspection and CCTV inspection data, report generation, delivery of reports, policies and procedures implementation, and database compatibility.

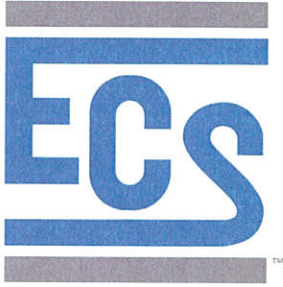
DuPont Parkway Pump Station Project, Chattanooga, TN: Data Manager. Clean and CCTV 225,000 LF Sanitary Sewer, 1072 Manhole Inspections and 217,000 LF Smoke Testing.

North and South Areas of Fulton County, GA: Responsible for QA/QC of CCTV inspections, tracking and as-built map generation for over 6,000,000 feet of sewer pipe and more than 7,000 manhole condition assessments.

Nashville, TN: Responsible for QA/QC and submittals of CCTV inspections for over 2,000,000 feet of sanitary and storm sewer pipe. Contracts also included cleaning (large and small diameter), traffic control, electro scan and Acoustical Surveys (SL-RAT).

St. Bernard Parish, LA: Responsible for QA/QC of CCTV inspections for more than 800,000 feet of sanitary sewer pipe.

KEY TEAM MEMBER RESUMES



PAVEMENT DESIGN

- DESIGN ADT FOR LIFE OF PROJECT
- DEVELOP SOIL SUPPORT VALUE (PENDING AVAILABILITY OF EXISTING SOIL DATA)
- CBR TESTING, COLLECTED SOIL SAMPLES, IF REQUIRED
- IN-SITU CBR MEASUREMENTS, IF REQUIRED
- EVALUATE ALTERNATIVES FOR SUBGRADE SUPPORT
- NCDOT GEOTECHNICAL GUIDELINES
- NCDOT APPROVED FIELD PROFESSIONALS - BORING LAYOUT, FIELD LOGS/EXPLORATION, FIELD RECORDS

MATTHEW FOGLEMAN, PE :: PAVEMENT DESIGN LEAD.

Matthew's geotechnical project experience includes conventional subsurface explorations, in-situ geotechnical testing, geophysical testing, and geo-structural instrumentation. He also has extensive experience in managing materials testing projects involving large retaining walls, earthen slopes, high-capacity spread footings and mats, driven and drilled piles, cast-in-place concrete, structural masonry, and structural steel. His project experience covers a broad range of geological conditions extending from the Blue Ridge Mountains, to the Piedmont of North and South Carolina, to the Coastal Plain.

- US Highway 25 Traffic Calming and Corridor Improvements, Fletcher, NC
- Mountainside Memorial Stadium Improvements, Asheville, NC
- Skyview Place Slope Repair and Retaining Wall Design, Asheville, NC
- WNC Ag Center Pavement Rehabilitation, Fletcher, NC
- New Belgium Brewery, Asheville, NC
- Craven Street Multi-Modal Improvements, Asheville, NC
- Asheville High School Renovations, Asheville, NC
- Carolina Day School, ESA, Asheville, NC

Education

BS, Civil Engineering, 1998

North Carolina State University

Registrations

Professional Engineer, NC

Certified Nuclear Density Gauge Operator

NRMCA Concrete Batch Plant Inspection Engineer

MICHAEL WALKO, PE :: PAVEMENT DESIGN ENGINEER.

Michael has more than 24 years' experience in a broad range of geotechnical engineering projects and is responsible for providing project management and engineering services to ECS's transportation clients. He has experience managing and executing a wide variety of subsurface exploration programs pertaining to transportation projects including oversight for field evaluations, adapting fieldwork to adverse conditions, evaluating subsurface conditions, review of field and laboratory data and preparation of bridge foundation and roadway reports. These projects involved both in-situ and laboratory testing of soil and rock for the design and construction of roadways, bridges and culverts. He has performed analyses for deep and shallow foundations (driven piles and drilled piers) utilizing LRFD design methodologies, pavement design, retaining wall design, and slope stability. He has strong geotechnical experience in the Coastal, Piedmont, and Mountain areas of North Carolina.

- R-2721 I-540 Triangle Expressway SE Extension, Raleigh, NC
- R-4571 US-19 (Governors Island Road), Bryson City, NC
- R-2588B Mills River Road, Hendersonville, NC
- W-5212N NC-279 Roadway Widening, Dallas, NC
- R-2247EC Winston Salem Interchange Project, Rural Hall, NC
- U-2579C Winston Salem Northern Beltway, Winston Salem, NC
- R-0623 Troy Bypass, Troy, NC
- Cherokee DOT Emergency Roadway Repairs, Cherokee, NC
- Casino Roadway Project, Murphy, NC
- BD-5101H NCDOT Division 1 Design Build, Martin County, NC
- U-5510 Sweetwater Road Extension, Hickory, NC
- I-5886 Sweeten Creek Road & I-40 Interchange, Asheville, NC
- U-5870 & U-5785 Firetower Road Widening, Greenville, NC

Education

BS, Civil Engineering, 1992

Pennsylvania State University

Registrations

Professional Engineer, NC

PROJECT EXPERIENCE DETAIL
PAVEMENT DESIGN**U-5548 BROWN AVENUE REALIGNMENT**

WAYNESVILLE, NORTH CAROLINA

Project: The project consisted of realigning Brown Avenue from Boyd Avenue to West of Waynesville Middle School. As part of the realignment a roundabout will be constructed at the Balsam Drive intersection. Since detailed traffic forecasts were not available ECS utilized the NCDOT Traffic Volume Maps to estimate the Average Daily Traffic volume for various local roads in the project vicinity. Laboratory testing of bulk samples provided ECS with a design California Bearing Ratio value to use for design of the full depth asphalt pavement section. Additionally, seven asphalt cores were obtained along various alignments within the project limits to evaluate the condition of the existing pavement. Kessler DCP testing was performed at the core locations to evaluate the underlying subgrade soils and to develop parameters to use for the overlay pavement design.

Vaughn & Melton provided surveying and SUE.

Services Provided: Subsurface exploration, pavement coring, design services

Dates: 2018/Ongoing

Client: Vaughn & Melton, Joel Setzer, PE. Sylva, NC.

R-5863 PAVEMENT EVALUATION US 64 BUSINESS

HAYESVILLE, NORTH CAROLINA

Project: This repaving project is located along US 64 Business and begins at the intersection of US 64/US 64 Business and continues approximately 5,500 feet northeast to Hiawasse Street. Hiawasse Street will be repaved a distance of approximately 725 feet to the project termination limit at Main Street. The entire project will be designed to incorporate a new curb and gutter section. The project corridor is located in rural terrain with residential and light commercial properties. A new full depth asphalt pavement section was designed. As part of the exploration, six asphalt cores were obtained to evaluate the condition of the existing pavement section and to develop parameters to be used for the overlay design.

Services Provided: Subsurface exploration, pavement coring, design services

Dates: 2018/Ongoing

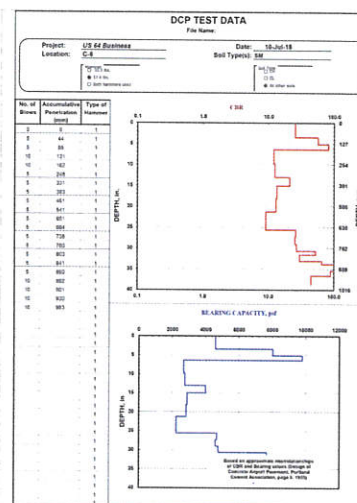
Client: Vaughn & Melton, Joel Setzer, PE. Sylva, NC.



C-6 General surficial conditions



C-6 Core Sample



SECTION 3: SUPPORTIVE INFORMATION

TEAM MEMBERS - NAMES, CLASSIFICATIONS, AND LOCATION

PERSONNEL/DEPTH OF RESOURCES ASSIGNED TO CONTRACT										
Key Available Personnel	Role in Contract	Location	Years' Experience	Years - V&M	Project Management	QA/QC	Survey/SUE	Resource Evaluations	Preliminary Design/ Water System Modeling	Final Design
Dewayne Brown, PE, PLS	Principal In Charge	Asheville, NC	28	28	X					
Joel Setzer, PE	Project Manager Point of Contact NCDOT Coordination Traffic Management Design	Sylva, NC	30	2	X				X	X
Michael Calhoun, PE	QA/QC	Asheville, NC	34	33		X				
Reece Schuler, PE, PLS	Roadway/Sidewalk Design Lead Utility Coordination Lead	Charlotte, NC	22	20					X	X
Marios Georgiou, PE	Water Systems Lead	Asheville, NC	23	21					X	X
Dean Helstrom, PE	Waster System Modeling Lead	Gray, TN	36						X	X
Sharon Deane, PE	Water System Modeling Design Engineer Stormwater Design Engineer	Knoxville, TN	8	1					X	X
Bradley Ridnour, PE	Hydraulics Analysis Lead Stormwater	Middlesboro, KY	24	11					X	
Mark Parris, PLS	Survey/SUE Lead	Asheville, NC	20	7			X		X	
Mark Davis	Natural Environmental Evaluations	Asheville, NC	37	2				X	X	
John Lansford, PE	Roadway/Sidewalk Design Engineer	Raleigh, NC	32	4					X	X
Frank Gioscio, PE	NCDOT Coordination	Boone, NC		7				X	X	
Lynn Mann, PG	Utility Coordination	Asheville, NC	27	20					X	
Hillary Cole, RLA	Historic Architectural Evaluations	Asheville, NC	15	6				X	X	
Karsten Sluder, PLS	Survey Crew Leader	Asheville, NC	15	15			X			
Ross Whittington	Survey Crew Leader	Sylva, NC		1			X			
Timothy Buckner	SUE Crew Leader	Asheville, NC	17	17			X			
Wesley Peterson	SUE Crew Leader	Asheville, NC		4			X			
Cassy Goldston, EIT	Soil Erosion/Sediment Control Plans	Knoxville, TN	3	3					X	
Chris Gonzales-Martell	Soil Erosion/Sediment Control Plans	Asheville, NC	3	2					X	
CES										
Vic Okes	Stormwater Drainage Investigations Lead	Baton Rouge, LA	19				X			
Josh Hardy, PE	Field Monitoring/Coordination	Baton Rouge, LA	20				X			
Jason Carrell	Data Management	Baton Rouge, LA	11				X			
ECS										
Matthew Fogelman, PE	Pavement Design Lead	Asheville, NC	20						X	X
Michael Walko, PE	Pavement Design Engineer	Charlotte, NC	24						X	X



Planning and Design Services for Pigeon Street Rehabilitation Town of Waynesville, North Carolina



McGill Associates, P.A. | 55 Broad Street | Asheville, North Carolina 28601
828.252.0575 | mcgillengineers.com



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Prepared For

Preston Gregg, PE, PMP, Town Engineer
Town of Waynesville
129 Legion Drive
Waynesville, North Carolina 28786

Prepared By

McGill Associates, P.A.
55 Broad Street
Ashville, North Carolina 28601
828.252.0575

September 4, 2018

Preston Gregg, PE, PMP, Town Engineer
Town of Waynesville
129 Legion Drive
Waynesville, North Carolina 28786

*RE: Planning and Design Services for Pigeon Street Rehabilitation
Town of Waynesville, North Carolina*

Dear Mr. Gregg,

In response to your Request for Letter of Interest (RFLOI), McGill Associates, P.A., (McGill) is pleased to submit our enclosed Letter of Interest (LOI) to provide engineering services for the City's Pigeon Street Rehabilitation Project between Main Street and South Hill Street. We recognize this project is an extension of your downtown community and is a primary thoroughfare into Waynesville. Therefore, this area needs to be improved to provide for a thriving central business district by connecting the commercial, residential, and public areas to Downtown.

Please consider the following relevant points within our LOI regarding this project:

- **LOCAL PRESENCE AND COMMITMENT TO THE PROJECT:** Our Asheville office is within close proximity to the Town of Waynesville, giving us efficient access to the project, which ensures a quick level of responsiveness to project needs. We are excited to submit this LOI, and should you elect to award this work to our team, we are ready to prioritize this project. We have the necessary resources and capacity to complete the project in a timely manner and will shape our project design to help meet the expectations of the Town and stakeholders involved. Our proposed project team recognizes the importance of clear lines of communication and the project stakeholders' experience in shaping a successful design solution.
- **NCDOT EXPERIENCE & PREQUALIFICATIONS:** We realize this is not a NCDOT funded project but NCDOT work code prequalifications are specified. McGill engineering staff has provided surveying, design, and environmental permitting services for several rehabilitation, sidewalk extension and connection projects, and utility relocation projects throughout North Carolina. Our staff includes team members who understand NCDOT's specific requirements, policies, and procedures. Our firm is pre-qualified with NCDOT to provide all the work codes, with the exception of 247, Traffic Management Plans, outlined in the RFLOI. We have partnered with Traffic Planning and Design to provide the traffic management planning component to this project. They are qualified in this area in numerous states and are currently in process of obtaining NCDOT approval outlined in the RFLOI.
- **REGISTRATION:** We are properly registered with the Office of the Secretary of State and with the North Carolina Board of Registration for Professional Engineers and Land Surveyors. The date of McGill's most recent private engineering firm qualification was issued June 8, 2018, to be valid until June 30, 2019.
- **CONFLICT OF INTEREST STATEMENT:** McGill acknowledges the importance of recognizing and avoiding any real or perceived conflict of interest related to relationships or work assignments with our clients or potential clients. It is the firm's policy to remove its employees or officers from any situation that might be interpreted as presenting a conflict of interest.

We have provided a cover letter, specific project experience, project approach for the Pigeon Street project, description of employees proposed for the project, subconsultant information, organizational chart, resource availability information, and pertinent employee resumes within this comprehensive LOI document. McGill sincerely appreciates the opportunity to be considered to provide professional services to the Town of Waynesville for this project. Should you wish to discuss the project details or our qualifications, please do not hesitate to contact us at (828) 252-0575, or via email at keith.webb@mcgillengineers.com or mark.cathey@mcgillengineers.com. We thank you for your time and consideration.

Sincerely,

McGILL ASSOCIATES, P.A.



KEITH WEBB, PE

Principal / Vice President



MARK CATHEY, PE

Principal / Asheville Office Manager

55 Broad Street Asheville, North Carolina 28801
828.252.0575 | mcgillengineers.com

Contact

Keith Webb, PE, Principal / Vice President
keith.webb@mcgillengineers.com

Mark Cathey, PE, Principal
Asheville Office Manager
mark.cathey@mcgillengineers.com

Firm History

Founded in 1984, McGill Associates is a leading professional engineering firm serving both public and private clients throughout the Southeast. With nine regional office locations, including Asheville, Cary, Hickory, Pinehurst, Shallotte, Smithfield, and Boone, North Carolina; Knoxville, Tennessee; and Newport News, Virginia, our firm conveniently serves a diverse clientele.

With more than 160 professional and support personnel, we have provided civil and electrical engineering; landscape architecture; environmental consulting; planning; and public finance services for 34 years. Our breadth of services is extensive and continuously evolving.

McGill Associates is firmly committed to providing our clients with real-world solutions that drive innovation, sustainability, and value. Our team is equipped with the necessary resources and expertise to ensure successful results that are on time and within budget, regardless of the project's location, size, and complexity.

Our Firm in Numbers

9 Offices

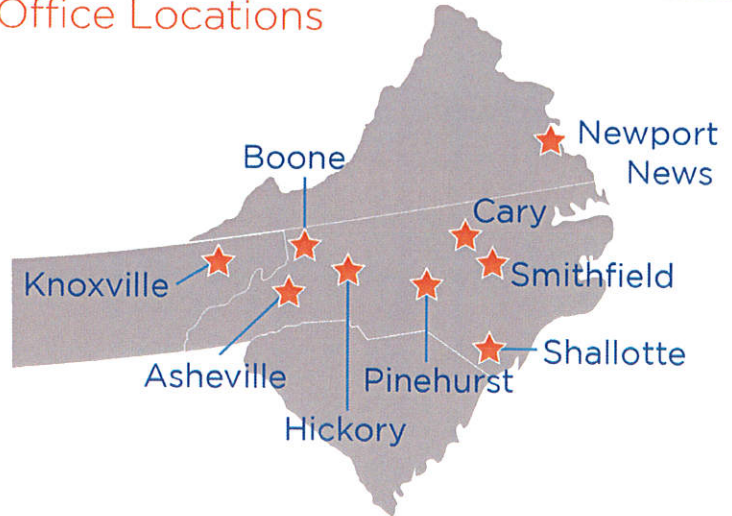
4 States Served

34 Years in Service

160 Employees

1984 First Year in Service

Office Locations



Services

Site Development:

- ▶ Site Master Planning
- ▶ Site Development Design
- ▶ On-Site Infrastructure
- ▶ Topographic / Slope Analysis
- ▶ Grading Design
- ▶ Roadway and Street Design
- ▶ Streets and Sidewalks
- ▶ Conceptual Land Planning
- ▶ Economic Analysis
- ▶ Site Simulation
- ▶ Site Selection
- ▶ Erosion / Sediment Control Design
- ▶ Zoning / Regulatory Compliance
- ▶ Location Analysis
- ▶ Parking Facility Design

Sidewalk Planning / Design:

- ▶ Access and Parking Studies Design
- ▶ Street Rehabilitation
- ▶ Traffic Control
- ▶ Roundabout Design
- ▶ Pedestrian and Vehicular Flow Analysis

Economic Development:

- ▶ Industrial Park Planning / Design
- ▶ Commercial Center Planning / Design
- ▶ Professional Park Planning / Design
- ▶ Institutional and Public Facility Planning / Design
- ▶ Industrial Pre-Treatment Design
- ▶ Process Water Supply
- ▶ On-Site Utilities Infrastructure
- ▶ Industrial Site Certification

Why Choose McGill Associates

1

Passionate and Committed to Our Clients

The foundation of McGill Associates' success has been the firm's commitment to developing long-term relationships, allowing us to work for multiple repeat clients. This philosophy is evident in our continuing relationships with clients over the past 34 years. We build client relationships on mutual trust, a thorough understanding of our clients' needs, and confidence in our integrity and competence.

2

Deliver Innovative Solutions

McGill Associates has been recognized locally, regionally, and nationally for our cutting-edge solutions. Our team is knowledgeable about the latest trends in the profession and has the expertise needed for various project sizes and complexities.

3

Provide Comprehensive Services

Our staff of 160 dedicated and innovative individuals serve clients across nine offices, and in four states. The range and depth of McGill Associates' expertise spans the total spectrum from engineering, to land planning and recreation, and includes management consulting. We are committed to providing clients with comprehensive services to accomplish their project goals.

4

Guide Your Community

The McGill Associates team will provide your community with expert guidance, helping you identify your challenges, understand viable solutions, and manage successful completion of your projects. Whether it is researching funding opportunities, conducting master or financial plans, or engaging and educating your citizens for engineering and land planning needs, McGill Associates will be your trusted partner.

Subconsultants



ECS Southeast, LLP

1900 Henderdersonville Road, Suite 10
Asheville, NC 28803
828.665.2307
Contact: Matt Fogleman, PE

ECS Southeast, LLP (ECS) is a premier provider of geotechnical engineering, construction materials testing, environmental consulting, and facilities engineering services across the Carolinas, Tennessee, Georgia, and Alabama. With more than 430 employees and over 25 years of experience, ECS is equipped to help projects from conception through conservation for both the private and public sectors.

ECS is one of six operating entities of the ECS Group of Companies. ECS currently operates in 50 locations throughout Eastern, Southeastern, and Mid-western states. Utilizing the strengths, experience and expertise of more than 1,350 staff across the company, ECS is able to save our clients time and money.

ECS embodies its philosophy, "Helping you build while helping you save", by using technology and experience to assist clients in the development of cost-effective and practical solutions.



Traffic Planning and Design Inc.

1293 Henderdersonville Road,
Building A
Asheville, NC 28803
828.575.0133
Contact: Christy Staudt, PE

Traffic Planning and Design, Inc. (TPD) was founded in 1989. TPD is a transportation engineering firm that serves the eastern United States. TPD is a client-focused, team-oriented firm that prides itself on providing sustainable engineering solutions for our clients, teaming partners, and ultimately, the traveling public. Working seamlessly as "One Company with Multiple Locations," TPD is able to leverage our local knowledge, continuous investment in technology, and emphasis on individual accountability to provide a high level of responsiveness and solutions appropriate for each individual project on a case-by-case basis.

We take pride in our work, as well as the "road, bridge, or trail" we've taken to get there. TPD has been recognized at both the regional and national levels for not only our engineering accomplishments, but our corporate practices and dedication to professional development. TPD is currently ranked the #28 Best Civil Engineering Firm to Work for in the Nation by the Zweig Group. Additionally, we have been recognized for our efforts in sustainability, as well as for our support of the National Guard and Military Reserve by the U.S. Government.

We also take our corporate citizenship seriously with numerous employees serving on several volunteer boards, and ranked as the #1 engineering firm in the Tri-State area by the Philadelphia Business Journal in terms of Corporate Philanthropy.





Experience

Highway 25 Corridor Improvements

Town of Fletcher

Date Complete: Study 2014, Under Construction

The US Highway 25 Corridor is a busy thoroughfare for vehicular traffic and poses a challenging environment for pedestrians and local citizens. As part of a proactive community, the Town has sought to enhance and improve this corridor's sense of place and to create a recognizable identity for Fletcher. McGill's project team members met with the Project Oversight Group (POG), NCDOT staff, pertinent stakeholders, and affected property owners in a series of group and individual meetings. The corridor study reviewed previous efforts and planning documents prior to performing an analysis of the existing conditions. Alternative scenarios for traffic calming were created and reviewed by the Town and NCDOT. These alternatives included narrowing lanes, removing lanes, and adding a landscape median in lieu of the existing center turn lane. This traffic calming technique provides extra space between pedestrians on the existing sidewalk and vehicles in the travel lane. This effect is magnified with the implementation of slower posted speed limits.

Additional recommended elements include:

- ▶ Widen the sidewalks
- ▶ Replace the existing grass strip with decorative pavers
- ▶ Decorative paver bands on the sidewalk
- ▶ Add more trees along the street and other aesthetic enhancements

The use of repetitive vertical elements, such as decorative street lamps, signage, and trees, and the development of gateway nodes with pavement material / color changes has historically been used to both slow traffic speeds and create a different environment for drivers. Those efforts led to the options presented, which bring the various elements together to enhance the distinctive character and provide a clear identity for Fletcher.

Downtown Streetscape

City of Sanford

Date Complete: 2016

Awards: Chatham Street Parking Lot, Best Public Private Partnership and Best Outdoor Space – NC Main Street Award

McGill, as the lead engineering / landscape architectural firm, completed design work on streetscape improvements for the City of Sanford. Our scope included a traffic study to determine the feasibility of removing an existing traffic signal at the intersection of Wicker and Steele Streets, in addition to improvements to five (5) downtown intersections, street improvements to Steele Street and Horner Boulevard, and alley improvements to Charlie Watson Lane. McGill provided topographic surveying, site layouts for sidewalk and curbing, welcome signage, and utility relocation – including underground power and underground utilities coordination – as well as grading improvements. All work was performed in accordance with NCDOT standards, and close coordination with NCDOT was performed during the design phase.

Parking Lot Improvements: McGill created new design standards for development to reinforce Sanford's historic character to preserve its sense of place and build a positive and lasting impression of Sanford for residents and visitors. As part of this plan, McGill completed design work to expand an existing parking lot along Chatham Street.



Downtown Sanford Streetscape

Cleveland County Water System Interconnection

Town of Fallston

Date Complete: 2018

McGill assisted the Town of Fallston and Cleveland County Water in water system infrastructure improvements. The project involved the replacement of 30,000 LF of waterline along major NCDOT road corridors, over 5,000 LF of which was designed under existing sidewalk where natural gas, fiber optic, sanitary and storm sewer lines are in close proximity to the new waterline. McGill's experience in working on similar projects in the past was fundamental in designing the project to fit the constraints of the existing conditions while remaining in compliance with state regulations.

Morris Street Storm Drainage Improvements

City of Asheville

Date Complete: 2016

The project consisted of installing new storm drainage along Morris Street to alleviate flooding issues having adverse effects on the neighborhood surrounding Morris Street. Engineering design for the system included HDPE storm pipe, curb inlets, junction boxes, and other appurtenances. In order to prepare the project area for the improvements, a portion of Morris Street was milled, reshaped, and repaved to improve the drainage patterns and direct stormwater into the newly installed structures. McGill designed the storm drainage system for the 25-year storm and all stormwater was discharged to points following the existing drainage paths to maintain the dynamics of the existing watershed.

Main Street Water and Sewer Replacement

Town of Bryson City

Date Complete: Ongoing, Permitting

McGill assisted the Town of Bryson City in the replacement of water and sewer lines along an approximately 800-ft long corridor of Main Street / US-19 in Bryson City, NC. Utilities beneath the road and sidewalk include 6-inch water, gravity sewer, and gas mains, service lines for all of those utilities, traffic signal loop detectors, and storm sewers including a 48-inch box culvert. McGill designers were required to maintain appropriate separation between utilities and coordinate the design with the Town, gas company, and NCDOT to minimize conflicts and surface repair requirements.

ECS Experience

U-5836: Widening of NC 181 (Green Street) Evaluation and Testing

Burke County

Date Complete: 2017

This project consisted of widening NC 181 (N. Green Street) a distance of approximately 1.1 miles from SR 1221 (Clay Street) to SR 1414 (St. Mary's Church Road) in Morganton, North Carolina. Preliminary plans indicated that a majority of the widening will be symmetric about Green Street. Due to site limitations and utility conflicts, the subsurface investigation required hand auger exploration methods. Much of the existing pavement sections will remain in-place; however, wedging and an asphalt overlay will be used to match new grades. For the widened areas, a full depth asphalt section was designed for the various alignments.

TPD Experience

SR 0202, Section S01 Corridor Improvements

Buckingham Township, Doylestown Township & Doylestown Borough, Bucks County, PA

Date Complete: 2017

The project improvements involved the elimination of the existing partial diamond interchange to allow for Route 202 to be the major approach and East State Street to be a minor approach. Route 202 was also reconstructed and widened from two lanes to four lanes to provide for additional capacity through the intersection at Route 313. Turning lanes were provided at the intersections of Route 202 / East State Street, Route 202 / Route 313 and Route 202 / Mechanicsville Road to accommodate turning movements. The project also involved the addition of a trailhead parking area, multiuse trails, stormwater management facilities, and upgraded traffic signals / signal communication equipment. The signal system including the design of adaptive traffic signal control, ITS devices, and an Ethernet based communications system that communicates with the PennDOT District 6-0 Traffic Management Center (TMC). TPD worked with three local municipalities and PennDOT. This process involved reducing the overall footprint of the project, including the elimination of a left turn lane, two right turn lanes and a center left turn lane, as well as the refinements to the trailhead configuration.

Project Approach

McGill has a proven track record of award-winning master planning, design, and construction projects in downtown redevelopment settings. Our project team, which will be based out of our Asheville office, is comprised of members with extensive technical expertise for this project.

McGill has visited the project site and participated in discussions with Town staff and recognizes the importance of the elements outlined in the RFLOI and the flexibility that will likely be required in applying them to the proposed project corridor.

It is our understanding that this effort will focus on developing construction documents for the rehabilitation of approximately 1,500 feet of Pigeon Street (Hwy. 276) from South Main Street to South Hill Street, including street resurfacing, sidewalks, and a comprehensive replacement of all utilities of appropriate size for future capacity needs. This will of course require close coordination with all dry utility providers and evaluation of any potential improvements with those services to capture future service efficiencies and minimize unsightly obstacles present in Pigeon Street, while managing project budget and appropriate approvals.

Furthermore, we understand the value of the downtown area, parking / traffic concerns, the need for multi-modal transportation considerations, and we understand the importance that community connectivity, aesthetics, and functionality will play in the overall success of the project. Our design documents will account for such and reflect our thorough review and understanding of the existing conditions within the project area.

The construction documents will provide civil engineering layout drawings, with clearly represented details that are described within the scope of work. General elements will include:

- ▶ Road facilities: paving, surface drainage collection, signage, and consideration of traffic calming devices and aesthetics.
- ▶ Pedestrian facilities: (ADA compliant sidewalks, curb ramps, crosswalks, and grade separations such as near driveways or street intersections).
- ▶ Underground water, sewer, and storm upgrades and coordination and identification of opportunities for simultaneous improvements with dry utility providers.

- ▶ Landscaping considerations such as street trees, planter boxes, tree wells, etc.
- ▶ Consideration of decorative paving and at-grade streetscape elements.
- ▶ Consideration of pedestrian furnishings such as benches, landscaping, public art, and lighting.
- ▶ Re-establishing / improving way-finding signage.

The technical elements of the design development and final design documents must be well-thought-out to ensure the plan can be implemented efficiently. As part of this process, frequent consultation with Town staff and administrators, as well as other stakeholders designated by the Town, will be utilized to guide our efforts. This group of individuals will be vital to the success of this project. McGill has a proven track record working with stakeholder groups like this to identify the technical requirements for the design, while also achieving the vision of the project. We'll also work with this group to identify the budget limitations and desired schedule necessary to meet the project's goals.

Utility Systems

When completing a street rehabilitation project, one must consider the condition and need for replacement of any aged water, sewer, storm, and / or dry utilities within the project area. McGill has completed designs for many miles of water, sewer, storm and coordinated dry utility replacements. Consequently, we understand the challenges associated with such projects, including avoiding service interruptions, minimizing construction impacts, and preparing beginning and ending points for future planned replacements. We understand that there is evidence of leaking transmission and collection lines, inadequate pavement section, and a desire to increase the capacity of the existing water lines along Pigeon Street as part of this project. A complete evaluation of the storm collection and conveyance system is also critical for this project, so that all improvements necessary for future stormwater management can be incorporated.

Comprehensive Project Approach

McGill's approach to this project is comprehensive and incorporates the following elements of the planning and design process: Surveying, Design Development Phase, Construction Document Phase, Bidding and Award Phase, and Construction Phase Services.

Design Development Phase

- ▶ Prepare appropriate project schedules.
- ▶ Review any existing project studies, previous cost estimates, and design parameters with the Town and appropriate stakeholders.
- ▶ Conduct an initial field investigation of the project site with the Town staff and other appropriate parties.
- ▶ Identify relevant site design parameters and project objectives.
- ▶ Inventory key features and any natural resources on the site that may influence future use of the project.
- ▶ Conduct necessary surveying tasks required for site planning / design activities. We anticipate providing a complete ground survey of the project corridor based on the level of detail needed for all utility infrastructure and proper driveway and street intersection transition.
- ▶ Coordinate alternatives discussion regarding items like pedestrian facilities, landscaping, confirm materials and finishes, discuss impact on parking, multi-modal transportation considerations, traffic calming considerations, consideration of streetscape amenities, and consideration of lighting.
- ▶ Prepare preliminary design plans.
- ▶ Update preliminary cost estimate.
- ▶ Assist with identifying and applying for outside funding sources.
- ▶ Meet with Town staff to review preliminary plans and cost estimates for discussion / comment / identification of opportunities for improvement.

Once the Design Development is completed and plan adopted by the Town, the final technical site design for the proposed improvements will be initiated. This effort will provide the necessary requirements in order to construct the project. McGill is prepared to present the Town of Waynesville with a unified, comprehensive design plan for the redevelopment area. This effort will include an evaluation of applicable NCDOT and Town of Waynesville design guidelines and development standards, recommendations for proposed improvements to the infrastructure, any potential traffic enhancements, and a comprehensive Traffic Management Plan for implementation during construction.

Construction Document (Final Design) Phase

- ▶ Complete final design of street, sidewalk, sewer, water, and stormwater system replacements and upgrades, including any desired streetscape elements or dry utility modifications.

- ▶ Coordinate design and construction activities with local utilities, regulatory agencies, and others as appropriate.
- ▶ Submit and secure required local, state, and other regulatory approvals pertaining to the project.
- ▶ Submit the project plans and specifications to the Town for review.
- ▶ Prepare an updated cost estimate based on the proposed elements itemized according to task.
- ▶ Meet with the Town as necessary to resolve any problems or questions related to the plans and specifications.
- ▶ Finalize the project drawings and specifications, addressing all comments and modifications received from the Town and regulatory agencies.
- ▶ Produce drawings and contract documents and deliver to the Town in an expeditious manner.

The final construction plans will be used by the Town of Waynesville to solicit bids for construction and ultimately to construct the desired improvements. McGill's construction documents will be delivered in civil plan format, complete with details of all critical road construction, drainage, utilities, desired streetscape elements, and any other necessary elements. Cross-sections and specific detail drawings will supplement when necessary or desired.

Project Phasing

McGill has extensive experience working in congested areas, which requires an emphasis on project sequencing and phasing. We understand that Pigeon Street is a main thoroughfare for the Town of Waynesville to areas south of town. The phasing of this project must consider the severity and duration of impacts to residents and businesses that utilize this corridor, including consideration of road / lane closures and utility interruptions. Our team will carefully evaluate the need for local detours for standard vehicles and the need for a more broadly applied and planned detour for truck traffic.

For this project, it is anticipated that construction will be completed as staged construction using smaller construction segments. Upon collection of existing data for the corridor, TPD will evaluate the best work zone traffic control options for providing community connectivity during construction. We will consider the use of detour plans where traffic will be reduced to one travel lane using short term traffic control patterns combined with flaggers for directing traffic.

When possible, during non-work hours, both directions of traffic will be operational. For longer construction activities, it is anticipated that the local roadway network will be utilized to detour one lane of traffic. TPD will work closely with McGill and Town staff to identify an appropriate detour that meets the needs of the surrounding neighborhoods and roadway users.

All of these scenarios will ultimately lead to a phased development plan applied perpendicularly (block by block) or parallel (single-lane closure), or a combination of both depending on the specific work element being completed. This will require close coordination with the Town to minimize disturbance during implementation.

Part of the challenge in any community is determining where to begin, where to end, and how to phase the in-between so that the function and aesthetic of the final product is not compromised in any way. Based on experience from previous projects, McGill has found that underground utility improvements often influence the construction sequencing on street rehabilitation and are a key driver in the phasing decision.

Bidding and Award

McGill will manage the competitive bidding process for the Town by distributing bid packages, responding to inquiries during bidding, issuing addenda as necessary, attending any pre-bid meeting(s), and attending the bid opening. We will review the bids and prepare a certified tabulation of all bids, confirm references of the apparent low bidder, and provide a letter of recommendation to the Town concerning the bid process and award of a construction contract to the successful bidder. Once the project is awarded, we will assist in preparing complete contract documents and route for signatures. Signed contracts will be reviewed, along with bonds and insurance certificates. As the Town is aware from past projects, a considerable effort for funding agency approval is often required to advance from the bid phase to the construction contract execution phase; this task is another area in which McGill excels. We are very familiar with the process between receipt of bids and issuance of a formal notice of award.

Construction Phase Services

McGill will also provide construction administration and observation services as necessary to ensure that the work is performed in compliance with the approved Contract Documents. Often during the construction phase of a project, engineering decisions must be made expeditiously in the field to adjust the design and address changes that result from the discovery of unknown existing conditions. Our team has decades of experience providing construction phase services for similar projects, and our proximity to the project site gives us the ability to address construction issues in a timely manner.

Our project team will coordinate with the Town's designated representative from contract award through project close out. The process is generally as follows:

- ▶ Conduct a detailed constructability review of the final plans and specifications for early conflict avoidance ahead of critical times during construction.
- ▶ Assist the Town with scheduling and conducting a pre-construction conference with the Contractor, Town staff, McGill, and any other project stakeholders.
- ▶ Attend regular progress meetings and issue a summary of work completed during review of the monthly payment requests and any change orders.
- ▶ Provide regular observation of the project construction activities as necessary to ensure conformance with all requirements and contract documents.
- ▶ Interpret the general intent of the project plans, specifications or contract documents to ensure that the Town is protected against defects and deficiencies in construction.
- ▶ Monitor any required testing services for quality assurance and compliance with the project specifications.
- ▶ Review all requests for change orders for validity and costs, issue change order recommendations, coordinate approvals, and process any updated contract documents required.
- ▶ Inspect the project at substantial completion and issue approval once all punchlist items are satisfied.
- ▶ Review and provide a certification of completion and satisfaction of final project requirements and issue a recommendation of final acceptance to the Town.
- ▶ Complete and submit all final engineering certifications and close-out documents to the appropriate regulatory agencies.

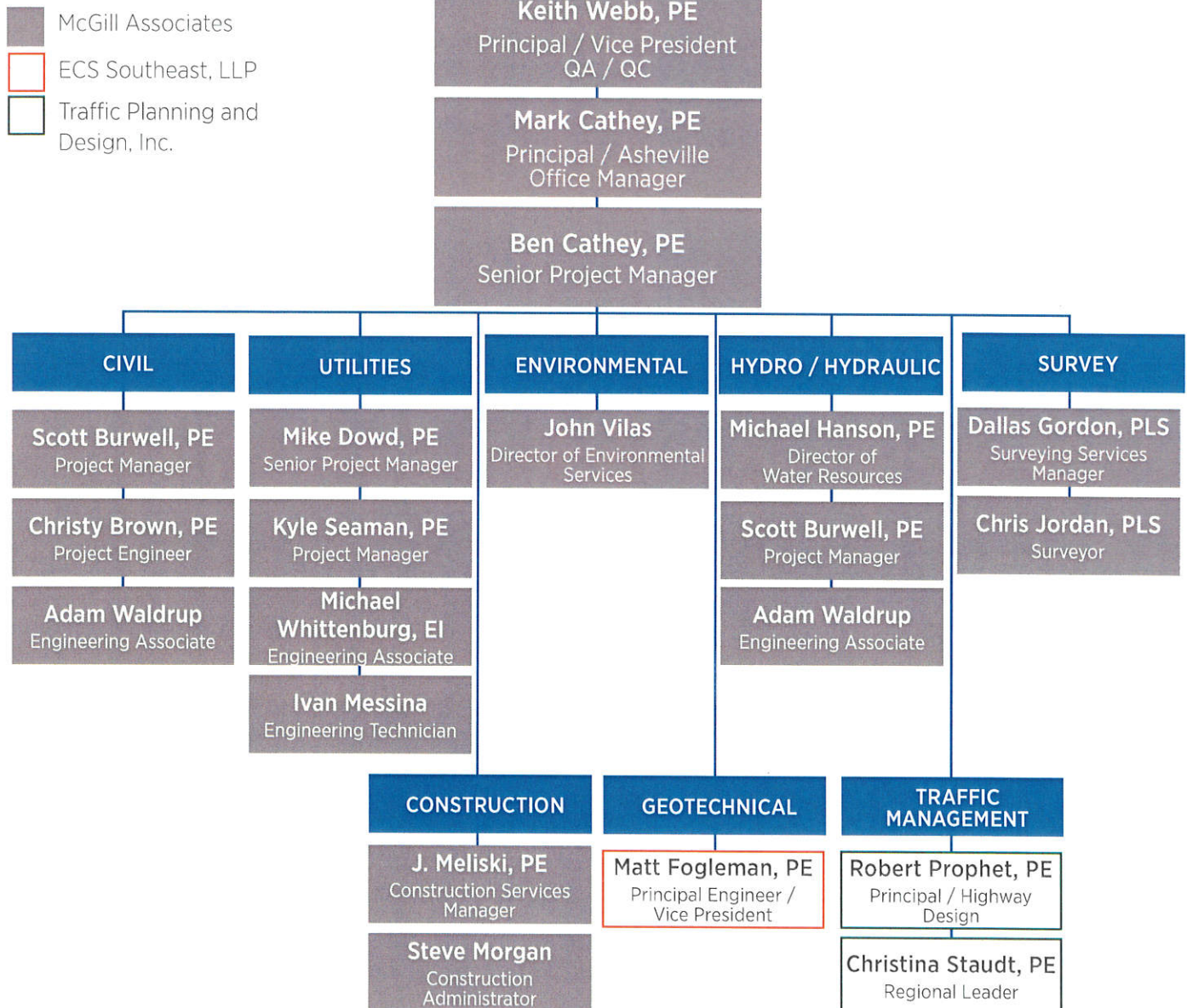


Supportive Information

Team Overview

Our goal in assembling the proposed team outlined below is matching the individual and team qualifications with the expertise and experience appropriate for this project. McGill's experienced professional staff were selected for this team based on the individual's qualifications and training. Our comprehensive project team approach is particularly appropriate for projects where coordination, scheduling, and efficiency are important considerations.

Organization Chart





Keith Webb, PE
Principal / Vice President
Office Location: Asheville

Keith Webb has 38 years of design and management experience with a strong background in civil and environmental engineering. He has managed a substantial number of water projects from concept to completion. His skills in integrated project management are definitive assets to our clients. Keith has a proven track record in the management of engineering projects and personnel, and he is dedicated to successful project performance. He functions effectively in our team approach and will ensure that the client's goals and values are achieved functioning as the company's chief QA / QC officer. Keith is adept at providing technical support and developing new processes through successful evaluation and improvement of project details and specifications.

Keith has a B.S. in Civil Engineering from Clemson University. He is a Licensed Professional Engineer in North Carolina (#012809), Tennessee (#3107507), and South Carolina (#10359).



Mark Cathey, PE
Principal / Asheville Office Manager
Office Location: Asheville

Mark Cathey has more than 22 years of design and management experience with a strong background in civil and environmental engineering. He has managed a substantial number of engineering projects from concept to completion – including roadways, sidewalks, storm drainage, utilities, solid waste, trails and greenways, parks and recreation, and GIS-related projects. Mark has developed a noteworthy reputation for his ability to adhere to the client's needs and complete projects in a timely, yet efficient manner. He also has considerable experience with projects that involve extensive permitting.

Mark has a B.S. in Civil Engineering from Clemson University and is a Licensed Professional Engineer in North Carolina (#024993), South Carolina (#28749), Virginia (#0402054639) and Tennessee (#114634).



Ben Cathey, PE
Senior Project Manager
Office Location: Asheville

Ben Cathey is a valued member of McGill Associates' professional staff with nearly 20 years of experience directly related to engineering design and construction projects. He has managed many significant engineering projects from concept to completion. His experience has enabled him to fully understand the many construction issues related to infrastructure projects in our region. His background enhances his ability to understand the topographic limitations of project sites, the importance of promoting efficient connectivity and avoiding liability, and the value of effective communication with local officials and communities for the projects he serves.

Ben has an M.S. in Civil Engineering from Clemson University, and a B.S. in Civil Engineering from Clemson University. He is a Licensed Professional Engineer in North Carolina (#034476).



Scott Burwell, PE
Project Manager
Office Location: Asheville

Scott Burwell possesses experience providing engineering design and construction administration services for a wide range of projects, including roadways, utilities, subdivisions, storm water development, best management practices, and techniques. He excels in developing creative storm water solutions, performing flood studies and culvert analyses, and designing storm drainage conveyance, treatment, and detention systems.

Scott has a B.S. in Construction Engineering and Management from North Carolina State University and is a Licensed Professional Engineer in North Carolina (#039177).



Christy Brown, PE
Project Engineer
Office Location: Asheville

Christy Brown has completed the design and permitting of site grading, storm water, habitat restoration, sediment remediation, erosion and sediment control, wastewater system upgrades, and scientific research projects for local and federal clients. Her experience includes extensive use of computer software to evaluate designs including HydroCAD, AutoDesk Civil 3D, RIVERMorph, and Microsoft Project. Christy also regularly participates in obtaining permit approval, field assessments, preparing bidding and contract documents, as well as construction administration and inspections associated with the designs produced.

Christy has an M.S. in Environmental Engineering from Johns Hopkins University and a B.S. in Biosystems Engineering (Minor in Environmental Engineering) from Clemson University and is a Licensed Professional Engineer in North Carolina (#045227). She has completed the Rosgen III Advanced Stream Restoration Course and the Rosgen III Habitat Design Course.



Adam Waldroup
Engineering Associate
Office Location: Asheville

Adam Waldroup has a strong skillset in civil / site design and permitting, and has extensive experience with No-Rise Certifications, LOMR, and CLOMR applications, and all manner of storm water system hydraulic design and analysis. His direct project experience includes numerous projects using HECRAS and GeoHECRAS for the analysis of flood plain development and its impact to river systems. In addition, he also has significant experience using storm water computer modeling and design software such as HydroCAD, FlowMaster, and AutoDesk Civil3D. Adam is an effective communicator, exhibits a high degree of professionalism, and has a strong work ethic which allows him to successfully complete the most difficult projects.

Adam has a B.S. in Civil Engineering Technology and Construction Management from University of North Carolina at Charlotte – Williams States Lee College of Engineering.



Mike Dowd, PE
Senior Project Manager
Office Location: Asheville

Mike Dowd is a valued member of McGill's engineering design staff and has completed many wastewater and water system assessment and improvement projects throughout North Carolina. His professional experience is concentrated in areas of wastewater and water system design for public utilities, treatment collection, and distribution facilities. Mike has significant experience in preparing engineering studies, environmental assessments, surface water re-classification submittals, and other technical documents required in the planning and permitting of municipal wastewater and water system projects.

Mike has an M.S. in Environmental Sciences and Engineering from University of North Carolina at Chapel Hill, and a B.S. in Civil Engineering from Virginia Polytechnic Institute and State University. He is a Licensed Professional Engineer in North Carolina (#024487).



Kyle Seaman, PE
Project Manager
Office Location: Asheville

Kyle Seaman has considerable experience with a variety of site development projects, water treatment and distribution projects, wastewater treatment and collection system projects, including planning, surveying, and design. He has been responsible for the design of a variety of residential, commercial, municipal and industrial projects from the conceptual stages through the final inspections. His project experience includes roadway improvements, residential subdivision planning and design, commercial design, and school campus planning, sewage collection system design and permitting, water distribution system design and permitting, construction administration, and wastewater treatment design and permitting. Kyle specializes in residential, commercial, municipal, and industrial site development; utility improvements; treatment system design; and stormwater collection and detention design.

Kyle has a B.S. in Environmental Engineering from State University at New York. He is a Licensed Professional Engineer in North Carolina (#042470).



Michael Whittenburg, EI
Engineering Associate
Office Location: Asheville

Michael Whittenburg has completed projects in water and wastewater design including computational hydraulics, hydrology, water resources engineering, and water and wastewater treatment. He is familiar with AutoCAD, Microstation, StormCAD, WaterGEMS / WaterCAD, and HEC-RAS, as well as water, wastewater, environmental, and air quality permitting. He has experience with engineering and environmental documentation for projects funded by CDBG-I, USDA-RD, CWSRF, DWSRF, Golden LEAF, and EDA.

Michael has a B.S. in Civil Engineering from Tennessee Technological University, and a B.S. in Biology from University of Memphis.



Ivan Messina
Engineering Technician
Office Location: Asheville

Ivan Messina is an Engineering Technician with McGill who has experience in the design and construction of water and wastewater systems utilizing the latest design software. Ivan has been involved with a variety of water and wastewater system projects for municipal clients, including wastewater collection systems and water distribution systems, as well as water and wastewater treatment plant design and construction. He is very familiar with state regulations and the permitting process associated with water and sewer projects and has experience in the preparation of construction documents for water distribution systems, water treatment plants, wastewater collection systems, and wastewater treatment plants.

Ivan is currently pursuing a B.S. in Civil Technology at Asheville-Buncombe Technical Community College.



John Vilas
Director of Environmental Services
Office Location: Boone

John Vilas has 27 years of environmental and water quality experience in state government, local government, and the private sector. During this time, he has completed and managed hundreds of projects involving wetland delineations, Section 404/401 permitting, wetland mitigation, T&E species issues, Phase I Environmental Site Assessments, numerous other related environmental issues, and stream restoration and stabilization. John has reviewed hundreds of grading, drainage, erosion control, and stormwater management plans; managed several large-scale watershed planning projects; and has been a key member of municipal planning efforts for Chesapeake Bay Act implementation and compliance and Phase I NPDES-MSW compliance.

John has an M.E.M. in Water Resources Management from Duke University, and a B.A. in Biology from Appalachian State University.



Michael Hanson, PE, LEED AP
Director of Water Resources
Office Location: Cary

Michael Hanson has more than 25 years of civil / water resources engineering experience, managing, and designing a variety of projects. His experience includes watershed assessments, stormwater master planning, wetland creation, stream restoration, regional flood control, and water quality improvement basins. He has supported NCDOT and NC municipalities with NPDES, Jordan Rules, Tar-Pam, and Neuse rule implementation and compliance. Michael's experience also includes knowledge about the use of hydrologic and hydraulic models for flood mapping and design of stormwater best management practices (BMP) for water quality improvements through pollutant load reduction and ecosystem enhancement.

Michael has a B.S. in Civil Engineering from the University of Florida, and an A.A. in Pre-Engineering from Polk Community College. He is a Professional Engineer in North Carolina (#030624), South Carolina (#24268), Virginia (#051418), and Maryland (#50099).



Dallas Gordon, PLS
Surveying Services Manager
Office Location: Asheville

Dallas Gordon manages McGill's Survey Division and has over 25 years of surveying and mapping experience. As Surveying

Services Manager, he oversees the daily administrative and technical activities associated with the Survey Division. He has extensive experience with boundary retracement surveys, ALTA / ACSM surveys, FEMA flood studies, route surveying, topographic surveys, construction staking, and geodetic survey control, including custom mapping projections and coordinate systems. He has developed and implemented various workflows for photogrammetric scanning, point cloud / mesh model production, and 3D data extraction from point cloud datasets for his surveying projects. Dallas has detailed experience calculating field placement, establishing high-order survey control, and providing precise layout for new bridge construction.

Dallas has a B.S. in Building Construction from Auburn University. He is a Licensed Professional Land Surveyor in North Carolina (#4626), Tennessee (#1985), and Alabama (#024018).



Chris Jordan, PLS
Surveyor
Office Location: Asheville

Chris Jordan is a valued member of McGill's Survey Team with more than 14 years of experience with surveying. His experience

in surveying and geographical systems allows him to understand the requirements of collecting field data and converting that data into usable GIS layers for stormwater and sewer projects. Chris currently oversees the field operations for McGill's un-manned aerial systems and conducts all commercial flights. His duties consist of drafting, surveying, GIS mapping, planning and research, and preparing cost estimates. He has extensive experience using AutoCAD design software, as well as Terramodel and ArcMap applications. Chris's attention to detail in the data collection phase of a project helps eliminate costly recollection work.

Chris has an A.A.S. in CAD Systems Management, and Surveying Technology from Asheville-Buncombe Technical Community College and is a Licensed Professional Land Surveyor in North Carolina (#L-4956).



J. Meliski, PE
Construction Services Manager
Office Location: Asheville

J. Meliski provides over 12 years of in-depth experience with municipal infrastructure design and construction projects. With a

primary focus on water and wastewater distribution / collection systems, J. is intimately familiar with all project aspects, including funding acquisition, alternatives and cost analysis, environmental permitting, project design, and construction administration.

J has a B.S. in Civil and Environmental Engineering from Georgia Institute of Technology and is a Licensed Professional Engineer in North Carolina (#029887).



Steve Morgan
Construction Administrator
Office Location: Asheville

Steve Morgan helps to evaluate projects and ensure compliance to all budgets for contract services. He also monitors

an effective construction quality control program and ensure compliance to all construction regulations. Steve performs meetings for all projects and develop and issue various construction documents, while assist contractors to evaluate all contract documents and prepare reports for any deficiencies in projects and ensure adherence to all design and construction regulations.

Steve is currently pursuing a Business Degree at Asheville-Buncombe Technical Community College.



Matt Fogleman, PE
Principal Engineer / Vice President
at ECS Southeast, LLP
Office Location: Asheville

Matt Fogleman has over 20 years of broad experience in forensic engineering, geotechnical engineering, and building materials testing, and is currently the Branch Manager of the Asheville, NC office of ECS. He is a graduate of AC Reynolds High School and a product of the 2+2 Engineering program at UNCA. Matt is responsible for the financial management, training, and quality of a full-service office providing facilities consulting, construction materials testing and inspections, geotechnical engineering, and environmental services. He has extensive experience in planning, supervising, and executing engineering evaluations of buildings and properties, subsurface explorations, complex laboratory testing programs, and in providing engineering evaluations and recommendations for construction and repair of municipal, commercial, industrial, and institutional facilities.

Matt has a B.S. in Civil Engineering from North Carolina State University and is a Licensed Professional Engineer in North Carolina (#031049).



Robert Prophet, PE
Principal / Highway Designer
at Traffic Planning and Design, Inc.
Office Location: Asheville

Robert Prophet is responsible for the management, oversight and quality control for all highway design related tasks. His experience includes projects involving interchange modifications, corridor widening, intersection improvements, traffic signal installation and bridge replacements / rehabilitations. These projects have involved the preparation of Construction Plans, Roadway Profiles, Traffic Signal Plans, Maintenance and Protection of Traffic Plans, Drainage Plans / Reports, Pavement Marking and Signing Plans, Cross Sections, Erosion and Sedimentation Control Plans / Documents, Utility Relocation Plans and Right-of-Way Plans / Documents. Other tasks include the review of pre- and final construction cost estimates, specifications, construction item quantities, utility coordination / relocation documentation, and roadway pavement designs.

Robert has an M.S.C.E. in Civil Engineering from Villanova University and a B.S.C.E. in Civil Engineering from Drexel University.



Christina Staudt, PE
Regional Leader at Traffic Planning
and Design, Inc.
Office Location: Asheville

Christina Staudt has 19 years of experience in the field of transportation planning and engineering, with experience in both public and private transportation planning and design. She has a unique blend of client experience, including municipal, county, state, non-profit, private sector, and community advocacy organizations.

Matt has a B.S. in Civil Engineering from North Carolina State University and is a Licensed Professional Engineer in North Carolina (#045387).



Availability

McGill works within strict schedules to meet project deadlines and objectives. We want to work on this important project and are prepared to adjust our work program to meet your project's scheduling needs. We understand how important it is to stay on schedule and on budget. This proposal is intended to demonstrate that:

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

Team Member & Classification	Office Location	% Available
Keith Webb, PE, <i>Principal / Vice President, QA / QC</i>	Asheville	30%
Mark Cathey, PE, <i>Principal / Asheville Office Manager</i>	Asheville	20%
Ben Cathey, PE, <i>Senior Project Manager</i>	Asheville	18%
Scott Burwell PE, <i>Project Manager</i>	Asheville	15%
Christy Brown, PE, <i>Project Engineer</i>	Asheville	23%
Adam Waldrup, <i>Engineering Associate</i>	Asheville	26%
Mike Dowd, PE, <i>Senior Project Manager</i>	Asheville	15%
Kyle Seaman, PE, <i>Project Manager</i>	Asheville	20%
Michael Whittenburg, EI, <i>Engineering Associate</i>	Asheville	21%
Ivan Messina, <i>Engineering Technician</i>	Asheville	23%
John Vilas, <i>Director of Environmental Services</i>	Boone	30%
Michael Hanson, PE, <i>Director of Water Resources</i>	Cary	30%
Dallas Gordon, PLS, <i>Surveying Services Manager</i>	Asheville	20%
Chris Jordon, PLS, <i>Surveyor</i>	Asheville	18%
J. Meliski, PE, <i>Construction Services Manager</i>	Asheville	17%
Steve Morgan, <i>Construction Administrator</i>	Asheville	22%
Matt Fogleman, PE, <i>Principal Engineer / Vice President-ECS Southeast,LLP</i>	Asheville	20%
Robert Prophet, PE, <i>Principal, Highway Design-Traffic Planning & Design, Inc.</i>	Asheville	20%
Christina Staudt, PE, <i>Regional Leader-Traffic Planning & Design, Inc.</i>	Asheville	20%



Additional Information

Understanding of Responsibility

Safety

McGill takes safety seriously and understands that safe projects do not just happen, they require planning throughout data gathering, planning, design, construction, and finally, use by the public. McGill offers our clients protection through our insurance policy, which includes a minimum of \$3,000,000 errors and omission insurance, and we have a firm financial standing with First Citizens Bank, our principal bank. Furthermore, we have \$1,000,000 general liability coverage, and meet state requirements for workers compensation insurance. Both our general liability and our workers compensation insurance have further coverage under a \$5,000,000 additional liability umbrella.

Contract Administration

McGill is fully capable of providing construction and contract administration services as the project moves from design to bidding to construction. We have the capability to provide full-time or periodic construction observation, as well as administrative functions, such as pay request review, project closeout, and funding agency documentation, as might be needed. Through our partner firms, we have the capability to provide all necessary material testing as well.

Environmental Responsibility

Keeping up with today's ever-changing environmental regulations can sometimes be a challenging endeavor, but our firm maintains an in-house environmental staff led by John Vilas, who continuously monitors the regulatory environment and advises our clients and staff on changes as they occur.

Claims

McGill has a long and positive history of working with Owners and Contractors to help anticipate problems before they result in a claim during the construction phase of the project. Construction Claim avoidance is an important cost control. Baseline job costs change for a variety of factors. This Job Cost Variance (JCV) can often be the result of confusion and lack of clarity in the approved plans and specifications. This can be managed through proper communication and pre-planning construction activities during project development.

Pre-planning often identifies and circumvents problems in lieu of paying for a claim after the fact. Another JCV that is often overlooked is the cost to the Owner in Construction Claims caused by unnecessary delays, changes, and disputes.

Project Delivery

We have significant experience and resources skilled in executing and delivering results for our clients. Our experience has led us to develop and embrace a standardized approach to project management. This proven approach helps to ensure that no corners are cut when planning and executing important client initiatives. We recognize the value in completing projects as urgently as possible, but never at the expense of design compromise or customer satisfaction. All project activities are planned and implemented, according to an exacting and proven project schedule and supported by a structured approach to project management and reporting. Prior to document completion, all projects are subjected to an internal "constructability" and quality review to evaluate the accuracy and completeness of the final plans and specifications to verify that all aspects of the project are of the highest quality.

Innovative Approaches

McGill views each project as unique, even if it is similar in scope to prior projects. At project inception, we would schedule a project team meeting involving the Town, Designers, and appropriate stakeholders to fully discuss the project, and using aerial photographs as working documents, provide an opportunity for all parties to mark up areas of concern, create a wish list of improvements, and look at future area planning. That set of documents would then be referenced throughout the design process to provide focus to project development. As a quality control measure, we would provide the design development plans to a member of the McGill staff who has not been involved in the project for a peer review. This would happen at the appropriate stage, or stages of project development. This "fresh set of eyes" can often find things that someone close to the project has grown accustomed to. They will also be able to provide an interpretation of the documents as seen from an outsider. In this way, we can make every effort to verify that our plans are conveying the full intent of the project.

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: October 23, 2018

SUBJECT: Lighting options for improved Russ Ave. widening project

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: E10
Department: Public Services Department
Contact: Preston Gregg
Presenter: Preston Gregg

BRIEF SUMMARY:

Staff is currently working with NCDOT on the electric relocation plans for the upcoming U-5839 Russ Ave. widening project (see attached plan sheet). A design has been provided back to NCDOT for the relocation of all overhead utilities to underground on the Walnut St. portion of the project. Included in this design is the layout of new proposed street lighting through the “Historic” section which spans from Main St. to the bridge at the intersection of Walnut & Russ. These new proposed lighting fixtures will be brought back before council for approval on style of fixture, color, etc. at a later date.

Presently, staff is working to design the new layout of overhead utilities from the bridge at the intersection of Russ & Walnut back to Howell Mill Rd. Town electric infrastructure is located all through this area with main feeders running along the right side of Russ Ave. (heading towards the bypass). Current lighting through this section of corridor varies between high pressure sodium bulbs and LED lighting. Lighting fixtures through this section of roadway are the plain standard wooden poles with galvanized horizontal arms.

Every piece of electric infrastructure along the corridor must be “touched” in some fashion. Meaning it must be relocated or removed all together. Prior to staff getting “elbow deep” in the new design, we would like direction from council to see if there is interest in making roadway lighting improvements that are more aesthetically appealing and energy efficient on this section of road leading into town. These fixtures are not a “decorative style fixture” like you see downtown...they are much taller in height, serve the purpose of lighting up the roadway and are intended to match the look and style of the new signal mast arms that are part of NCDOT’s project. An example is attached.

Depending on the type fixture selected and the photometric / lumen output from each roadway fixture, I estimate approximately \$2,000 per pole/fixture. The photometric layout with each fixture will dictate the spacing requirement needs but I would estimate around 25 poles needed from Howell Mill Rd. to Boundary St. and would estimate \$10,000 for directional bores required under Russ Ave. Town staff would install these new poles / fixtures. Total costs estimated at \$60,000. Specifics of pole type, fixture type, color, etc. all to be presented back to council at later date.

MOTION FOR CONSIDERATION: To direct Town staff in consideration for lighting improvements as part of the NCDOT Russ Avenue widening project

FUNDING SOURCE/IMPACT:

Electric Department – Capital Projects Budget (would require a Budget Amendment)

ATTACHMENTS:

- Mongoose LED Roadway Light Example
- Russ Ave. Existing OH Utilities Picture
- Russ Ave. Relocation Area
- Completed Walnut St. Power Re-design

MANAGER'S COMMENTS AND RECOMMENDATIONS: Request Board to direct staff as to how to proceed.



MONGOOSE LED

ROADWAY AND AREA LIGHTING LUMINAIRE



Patent Pending

AcuityBrands



MONGOOSE LED

ROADWAY AND AREA LIGHTING LUMINAIRE

THE MONGOOSE LED ROADWAY AND AREA LIGHTING PRODUCT PROVIDES SIGNIFICANT ENERGY AND MAINTENANCE SAVINGS VS. HID LUMINAIRES. IT OFFERS THE ULTIMATE IN APPLICATION FLEXIBILITY WITH A UNIQUELY DESIGNED ADVANCED OPTICAL SYSTEM AND ATTRACTIVE APPEARANCE. THIS COMBINED WITH MULTIPLE LIGHTING DISTRIBUTIONS, MOUNTING OPTIONS, AND THE ABILITY TO TILT THE FIXTURE OFFERS UNEQUALLED PERFORMANCE IN A DIVERSE SET OF APPLICATIONS RANGING FROM INTERSTATES TO PARKING LOTS.

The use of LED's within traditional street and area lighting applications is becoming a wide spread consideration when lighting design and selection is being performed. In order to take advantage of technology performance advancements, it is essential that the lighting system choice come from a reputable supplier where comprehensive engineering and testing has been conducted. Holophane has undergone extensive research and development to ensure reliability of our luminaires utilizing LED technology so as to provide exceptional value to our customers.





FEATURES AND BENEFITS

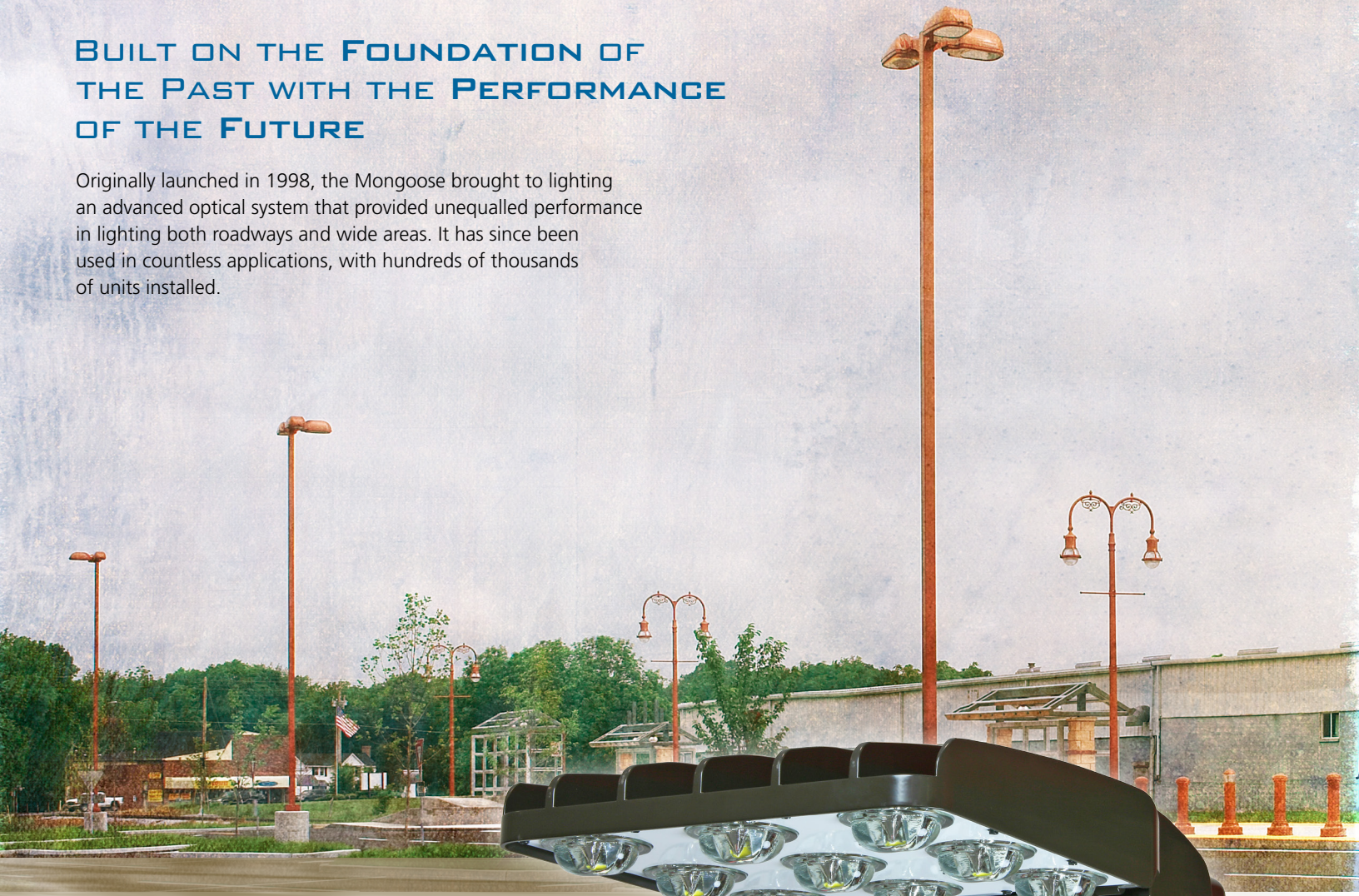
- Multiple lumen packages to replace 150 – 1000 watt HPS and 175 – 1000 watt MH luminaires
- IP66 rated glass optics ensure longevity and minimize dirt depreciation
- Integrated controls reduce energy cost
- Area and roadway lighting distributions
- Multiple mounting configurations for added flexibility
- Fixture tilt from 0 – 45 degrees allows optimal lighting performance
- Extremely long life with low maintenance reduces operating costs

TYPICAL APPLICATIONS

- Interstate Highways and Municipal Streets
- Residential Areas
- Campuses
- Military Bases
- Industrial Parks
- Hotels/Resorts
- Bridges
- Municipal Parks
- Recreation Centers
- Parking Lots

BUILT ON THE FOUNDATION OF THE PAST WITH THE PERFORMANCE OF THE FUTURE

Originally launched in 1998, the Mongoose brought to lighting an advanced optical system that provided unequalled performance in lighting both roadways and wide areas. It has since been used in countless applications, with hundreds of thousands of units installed.



MONGOOSE LED

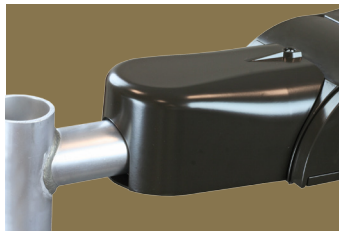
- ❑ **REDUCING ENERGY** cost up to 60%
- ❑ **REDUCING MAINTENANCE** cost by a minimum of 50%
- ❑ Significantly **IMPROVES VISIBILITY** with white light



Multiple lighting distributions & mounting options combined with the ability to tilt the fixture offer unequalled performance and flexibility in a diverse set of applications ranging from interstates to parking lots.



VERTICAL TENON MOUNT
Attaches to 2" Vertical Tenon



HORIZONTAL ARM MOUNT
Attaches to 2" Horizontal Arm



ARCHITECTURAL MOUNT
Attaches to Square Pole

MONGOOSE LED OPTICS

Forward
Throw
Type 4Area
Type 5

Narrow



Medium



Wide

IP65 Rated Electrical Enclosure

High Tilt Mounting 27° - 45°

Prismatic Glass Optics
IP66 Rated Light Engines

Stainless Hinge Pins with Security Cable

REMOVABLE POWER DOOR

100K hr.
Rated
Driver Life
@25°C

ANSI Cat. C (10kV/5kA) Surge Rated

INDUSTRY LEADING DESIGN

From durable, high performance glass optics and highly engineered thermal management, to tilt options, tool-less entry and multiple mounting configurations, the new Mongoose LED is a true game-changer for the outdoor lighting industry. One that is ultimately worthy of the name and legacy of the Holophane Mongoose.



ROADWAY

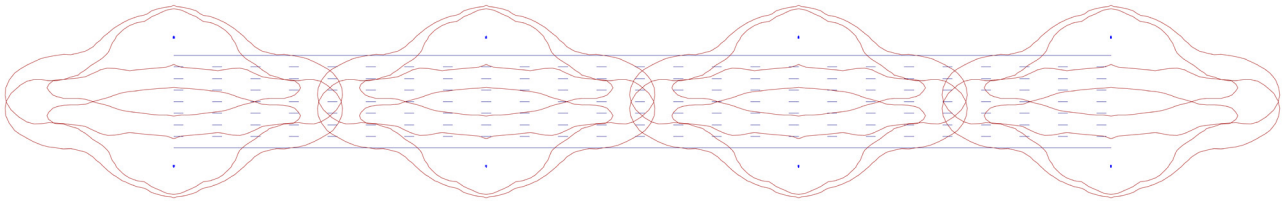
LIGHTING PERFORMANCE

For customers who use offset roadway lighting, the Mongoose LED is the next generation of the well-established Mongoose product. In addition to the wider pole spacing, reduced install costs for pipe and wire, and the reduced pole cost that are hallmarks of traditional offset lighting, the LED Mongoose will provide at least 30% reduction in energy cost, coupled with a minimum of 50% reduction in maintenance cost while extending fixture life to 100K hrs.

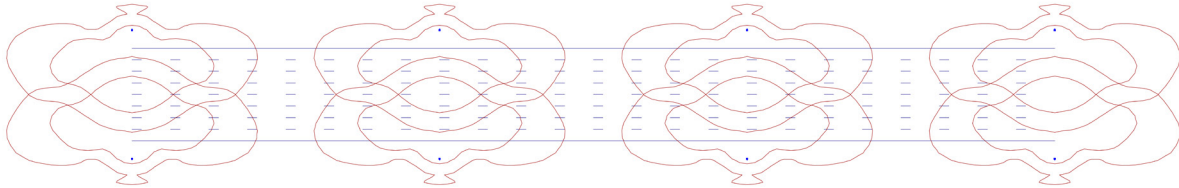
VISUALIZATION OF APPLIED LUMENS

.8 FC Maintained, ave:min=3:1, max:min 6:1, 8 Lanes, Opposite, 20' Setback, 45' Mounting height

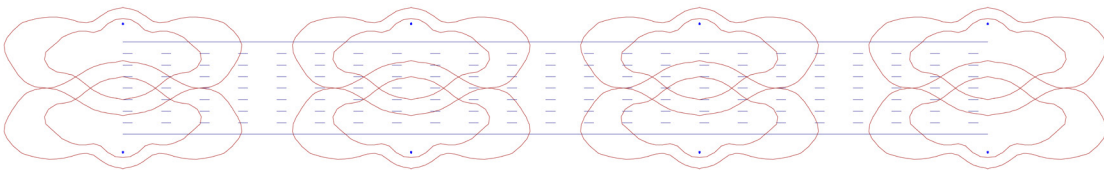
HID Mongoose



MGLED – 7 COB



MGLED LED – 6 COB



SYSTEM COMPARISON:

Luminaire Performance	400W HPS Mongoose	MGLED 7 COB	MGLED 6 COB
Pole Spacing	325	320	300
Input Power	465	288	249
Energy Reduction	Baseline	38%	46%

Up to **46% Energy Savings**

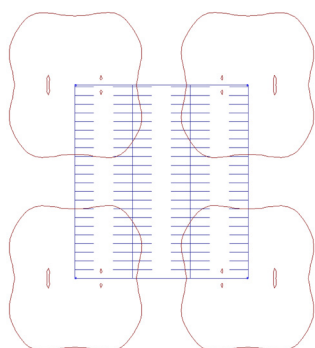
Long life – **20 year** service life

AREA LIGHTING PERFORMANCE

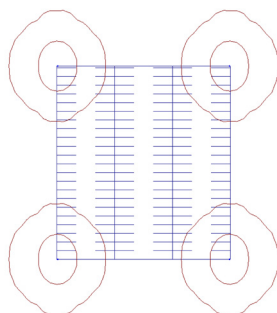
For commercial area lighting, the Mongoose LED provides a very attractive and flexible alternative to traditional shoebox and cobrahead luminaires, while achieving a 30% reduction in energy cost, coupled with a minimum of 50% reduction in maintenance cost while extending fixture life to 100K hrs.

VISUALIZATION OF APPLIED LUMENS

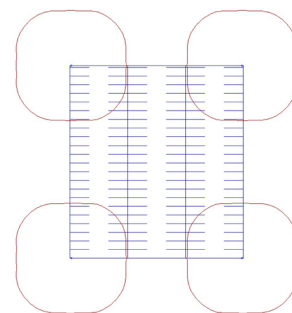
MGLED 6 COB



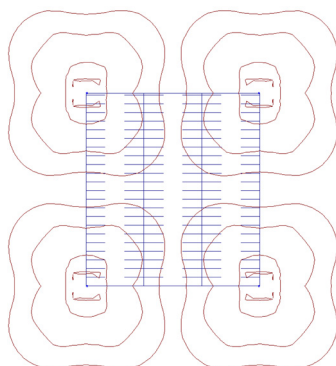
400 Watt Probe Start Metal-Halide



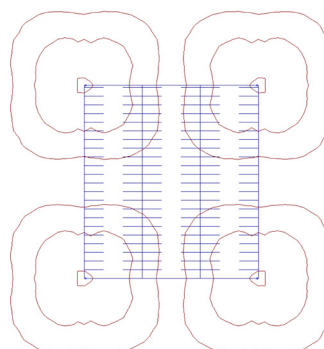
400 Watt Pulse Start Metal-Halide



MGLED 9 COB



775 Watt Pulse Start Metal-Halide



SYSTEM COMPARISONS:

Description	MGLED 6 COB	400 Watt Probe Start Metal-Halide	400 Watt Pulse Start Metal-Halide
Average	0.56 fc	0.51 fc	0.52 fc
Max/Min.	6.1:1	3.9:1	6.3:1
Avg./Min.	3.5:1	2.2:1	2.2:1
Input Power	249	465	465
Energy Reduction	46%	Baseline	Baseline

Description	MGLED 9 COB	775 Watt Pulse Start Metal-Halide
Average	0.84 fc	0.83 fc
Max/Min.	6.1:1	3.6:1
Avg./Min.	3.5:1	2.2:1
Input Power	363	845
Energy Reduction	57%	Baseline

Up to **57% Energy Savings**

Reduce Maintenance **50%**

CONTROL SOLUTIONS

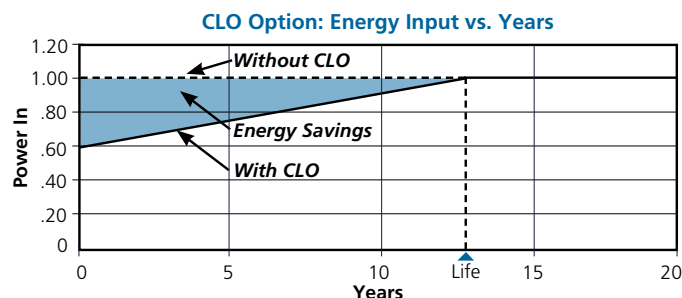
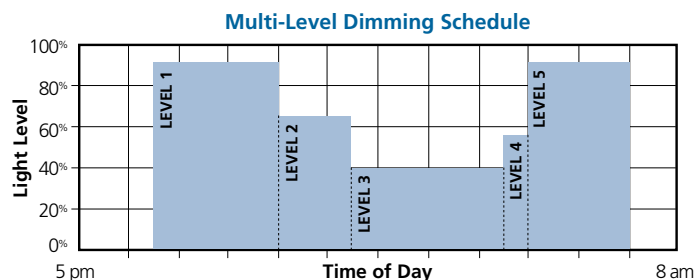
A lighting strategy that incorporates modern energy efficient lighting with advanced controls allows customers to realize significant advantages over lighting-only installations.

- Applying lighting controls saves 25% - 40% in annual energy costs
- Controls allow the fixture to produce only the necessary amount of light, and only when it is needed
- The right control strategy also has a positive impact on maintenance costs.
- Running the fixtures at less than 100% light output, lowers operating temps, slowing depreciation rates on electronic components
- Turning fixtures off when they are not needed reduces burn hours and extends installed fixture life



	FEATURE	EXPLANATION	FIXTURE OPTION
REDUCE ENERGY, EXTEND AND PROTECT	NEMA 3 Pin Photocontrol Receptacle	ANSI standard locking style receptacle that accepts 3 pin controls for On/Off operation	P3
	NEMA 5 Pin Photocontrol Receptacle	ANSI standard locking style receptacle that accepts 3 pin controls, as well as 5 pin controls. The 5 pin controls provide fixture dimming.	P5
	Dimmable Driver	Fixture is supplied with a 0-10 volt dimming driver. Control device is provide by others	DM
	Premium Solid State Photocontrol	Premium Dark to Light®, solid state approved locking style photocontrol with 10 year rated life and 5 year warranty	PCSS
	Extreme Long Life Solid State Photocontrol	Premium Dark to Light®, solid state approved locking style photocontrol with 20 year rated life and 10 year warranty	PCL1, PCL3, PCL4
	Remote Wireless Monitoring & Control (On/Off/Dim)	Fixture is supplied with a ROAM dimming control module and 0-10 volt dimming driver installed. The ROAM smart photocontrol and additional hardware and services must be purchased separately.	DE, VE
	Factory Preset Multi-Level Dimming	On board 0-10 volt device that is preprogrammed to provide up to 5 dimming levels and five time periods scheduled as requested by the customer. (See ML chart below)	ML *
	Constant Lumen Output	On board programming that initially dims the fixture and then gradually increases the input power to compensate for LED lumen depreciation over time. (See CLO chart below)	CLO*

* These options are available upon request, additional customer information is required. Please contact Infrastructure TSG.

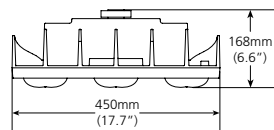


APPLICATIONS

The Mongoose LED is the most technologically advanced luminaire available for roadway and area lighting applications. The Mongoose LED provides an energy-saving and sustainable solution for applications that typically used 150-400 watt HPS luminaires and 175-1000 watt MH luminaires.



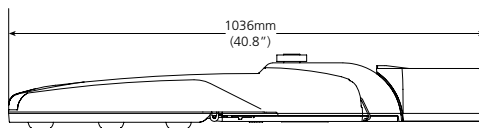
DIMENSIONAL DETAILS



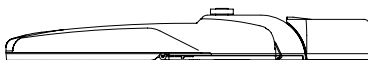
Mongoose LED

Maximum Weight: 120-277V = 50lbs.; 347, 400V = 60lbs.

Maximum E.P.A.: 2.05 sq. ft.



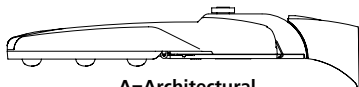
MOUNTING OPTIONS



V=Vertical Tenon
Attaches to 2" Vertical Tenon

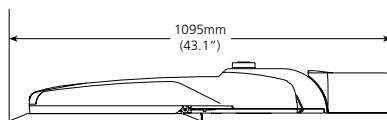
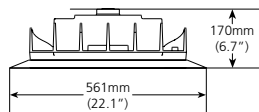


H=Horizontal Arm
Attaches to 2" Horizontal Arm

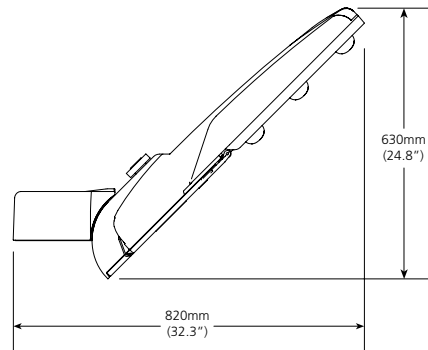


A=Architectural
Attaches to Square Pole

UPLIGHT SKIRT OPTION



TILT OPTION



High Tilt

PERFORMANCE SPECIFICATIONS

Optical

Performance is comparable to 150-1000 watt HID. IP66 rated borosilicate glass optics ensure longevity and minimize dirt depreciation. 4,000K CCT, 70 CRI Min. or optional 5,000K CCT, 70 CRI Min. Available with Narrow Roadway, Medium Roadway, Wide Roadway, Forward Throw, and Area Type lighting distributions. Optional Uplight Skirt ensures no light above 90°.

Electrical

LED light engines are rated > 100,000 at 25°C, L70. Electronic driver has an expected life of 100,000 hours at 25°C. Robust ANSI/IEEE C62.4 Category C (1 OkV/5kA) fixture protection is provided by a specially designed Acuity surge protection device.

Mechanical

Rugged low copper diecast aluminum coupled with a rigorous 5-stage pretreatment, epoxy basecoat and polyester topcoat yield a finish that achieves a scribe creepage rating of 8 after 5,000 hours of salt spray. Removable "power door" facilitates product installation and maintenance. Corrosion resistant stainless steel latches ensure secure closure over the long fixture life. Multiple mounting configurations allow for attachment to horizontal mast arms, pole top tenons, and direct mounting to square poles. All Mountings are 3G vibration rated per ANSI C136 Adjustable fixture tilt from 0-45 degrees provides flexibility to optimize lighting performance

Controls

Premium solid state locking-style photocontrol - PCSS (10 year rated life). Extreme long life solid state locking-style photocontrol - PCLL (20 year rated life). Multi-level dimming.

DE and VE options allow the fixture to be dimmed using the ROAM control system

Warranty & Standards

5 Year limited warranty. Full warranty terms located at:

http://www.acuitybrands.com/customerresources/terms_and_conditions.aspx

Rated for -40°C to 40°C ambient

CSA Certified to US and Canadian standards

ORDERING INFORMATION

PREFERRED SELECTIONS:


Most Frequently Ordered Catalog Numbers

MGLED	9	5K	AH	N	H	V	K
1	2	3	4	5	6	7	8
LUMINAIRE	NUMBER OF LED'S	COLOR TEMP	VOLTAGE	OPTICS	TILT RANGE	MOUNTING	COLOR
MGLED	4 5 6 7 8 9	4K 5K	AS AH	N M W F A	H L	V H A	G H K N W Z

CATALOG NUMBERS FOR ENTIRE PRODUCT OFFERING

(Pricing and lead times may be affected)



STEP 1: LUMINAIRE MGLED Mongoose LED	STEP 4: VOLTAGE AS Auto-sensing voltage (120-277V) AH Auto-sensing voltage (347-480V)	STEP 7: MOUNTING V Vertical Tenon H Horizontal Arm A Architectural	STEP 9: STANDARD OPTIONS NL NEMA Label P3 3 PIN NEMA Photocontrol Receptacle P5 5 PIN NEMA Photocontrol Receptacle DM 0V-10V Dimmable Driver DE ROAM Concierge/Enterprise VE ROAMview PCSS DSS 120-277V Photocontrol PCL1 DLL 120V Photocontrol PCL3 DLL 347V Photocontrol PCL4 DLL 480V Photocontrol US Uplight Skirt (DLC Approved) SP Individual Unit/Sample Pack
STEP 2: NUMBER OF LED'S 4 4 COB 5 5 COB 6 6 COB 7 7 COB 8 8 COB 9 9 COB	STEP 5: OPTICS N Narrow Roadway M Medium Roadway W Wide Roadway F Forward Throw (Type 4) A Area (Type 5)	STEP 8: COLOR G Gray W White H Graphite Z Bronze K Black N Green 	
STEP 3: COLOR TEMPERATURE 4K 4,000 Kelvin 5K 5,000 Kelvin	STEP 6: TILT RANGE H High (27°- 45°) L Low (0°- 18°)	*Colors are just a representation. Custom colors are available upon request	
			STEP 10: SPECIAL OPTIONS* ML Multi-Level Dimming CLO Constant Lumen Output *Additional information is required from the customer. Please contact Infrastructure TSG for assistance.

OPERATING CHARACTERISTICS

The Mongoose LED is a direct replacement for installed high intensity discharge (HID) luminaires. The chart below gives general guidance on replacement of the Mongoose LED to HID luminaires.

Replacing	Typical Wattage	MGLED Unit	Absolute Lumens	LED Wattage	LPW	Savings
1000 HPS	1100	MGLED9	38,181	367	104	67%
1000 MH	1070	MGLED8	34,068	328	104	69%
400 HPS	464	MGLED7	30,046	290	104	38%
400 MH	464	MGLED6	25,609	245	105	47%
250 HPS	295	MGLED5	21,514	206	104	30%
250 MH	298	MGLED4	17,357	168	103	43%





HOLOPHANE®
LEADER IN LIGHTING SOLUTIONS

Warranty Five-year limited warranty. Full warranty terms located at www.acuitybrands.com/CustomerResources/Terms_and_conditions.aspx

Product specifications may change without notice. Please contact your sales representative for the latest product information.

Contact your local Holophane factory sales representative for application assistance, and computer-aided design and cost studies.

For information on other Holophane products and systems, call the Inside Sales Service Department at 866-759-1577.

In Canada call 905-886-8967 or fax 905-886-7973.





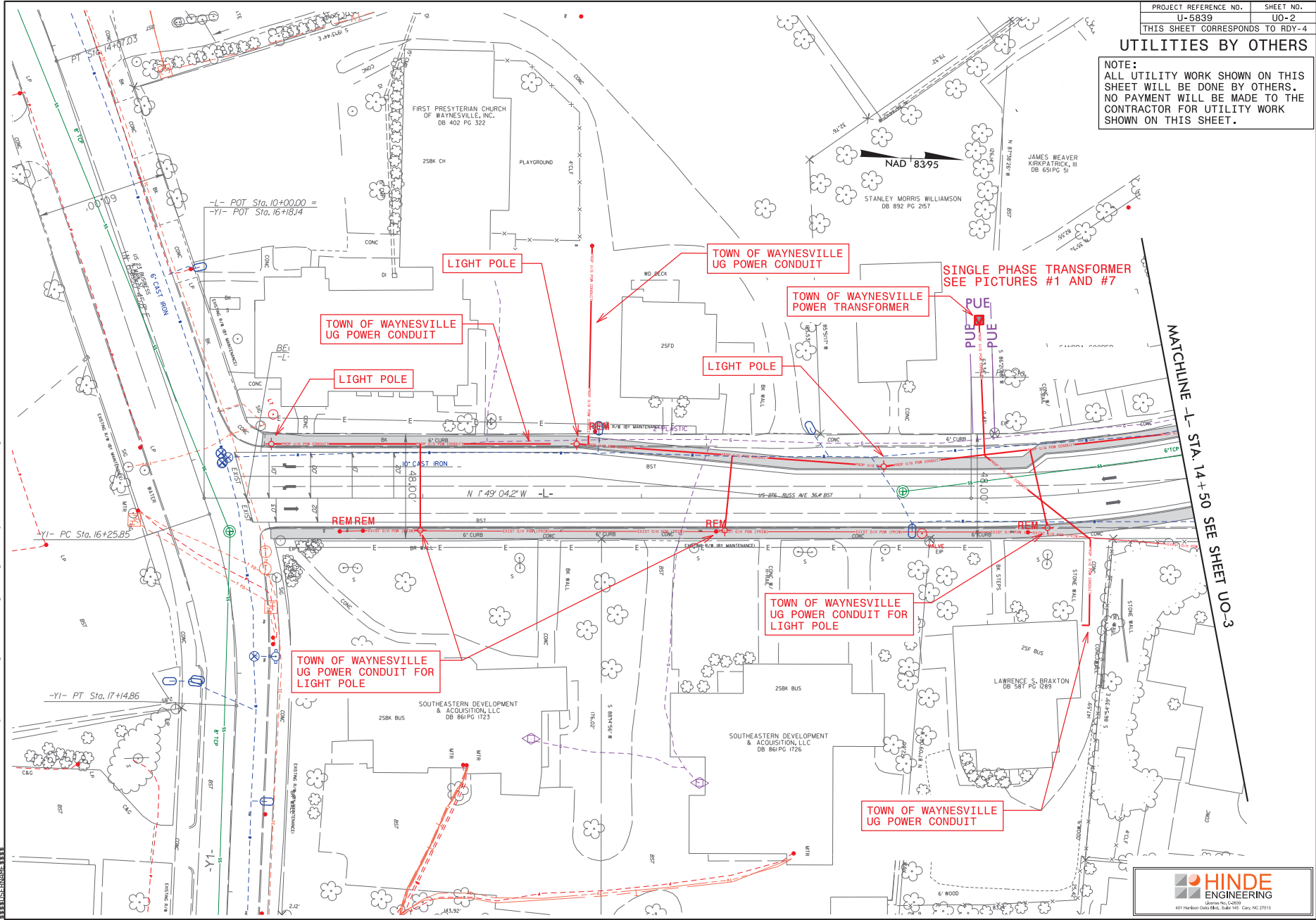
PROJECT REFERENCE NO.	SHEET NO.
U-5839	UO-2
THIS SHEET CORRESPONDS TO RDY-4	

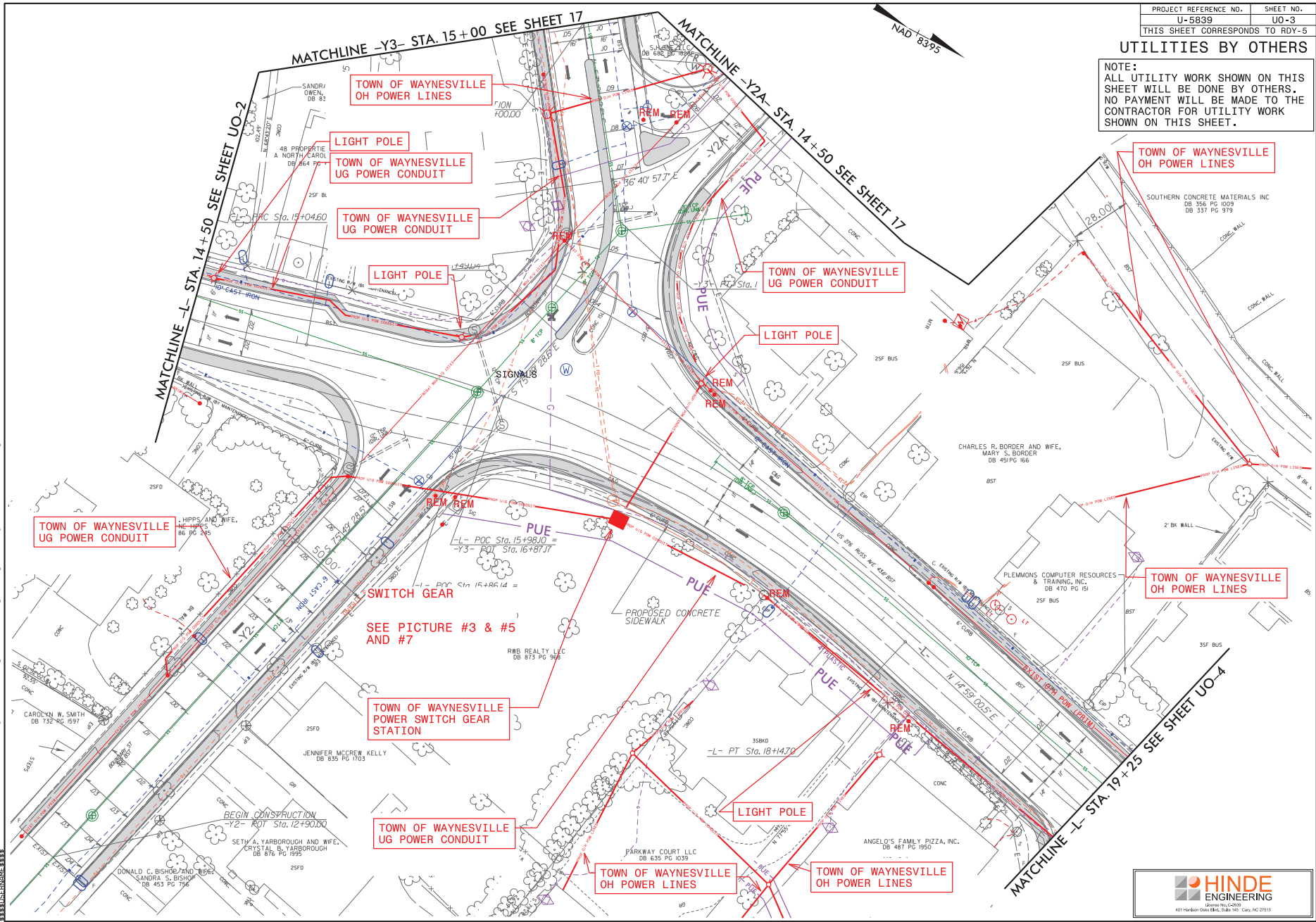
UTILITIES BY OTHERS

NOTE:
ALL UTILITY WORK SHOWN ON THIS SHEET WILL BE DONE BY OTHERS. NO PAYMENT WILL BE MADE TO THE CONTRACTOR FOR UTILITY WORK SHOWN ON THIS SHEET.

8/17/99

8/17/99
PROJECTS\2015\42015903.000 Mulvey - U-5839\Design\Utilities\Engineering\U801\Pro-U5839_RDY_PSH_04.dgn





PROJECT REFERENCE NO.	SHEET NO.
U-5839	UO-3
THIS SHEET CORRESPONDS TO RDY-5	

UTILITIES BY OTHERS

NOTE:
ALL UTILITY WORK SHOWN ON THIS SHEET WILL BE DONE BY OTHERS. NO PAYMENT WILL BE MADE TO THE CONTRACTOR FOR UTILITY WORK SHOWN ON THIS SHEET.

TOWN OF WAYNESVILLE
OH POWER LINES

SOUTHERN CONCRETE MATERIALS INC
DB 356 PG 1009
DB 337 PG 979

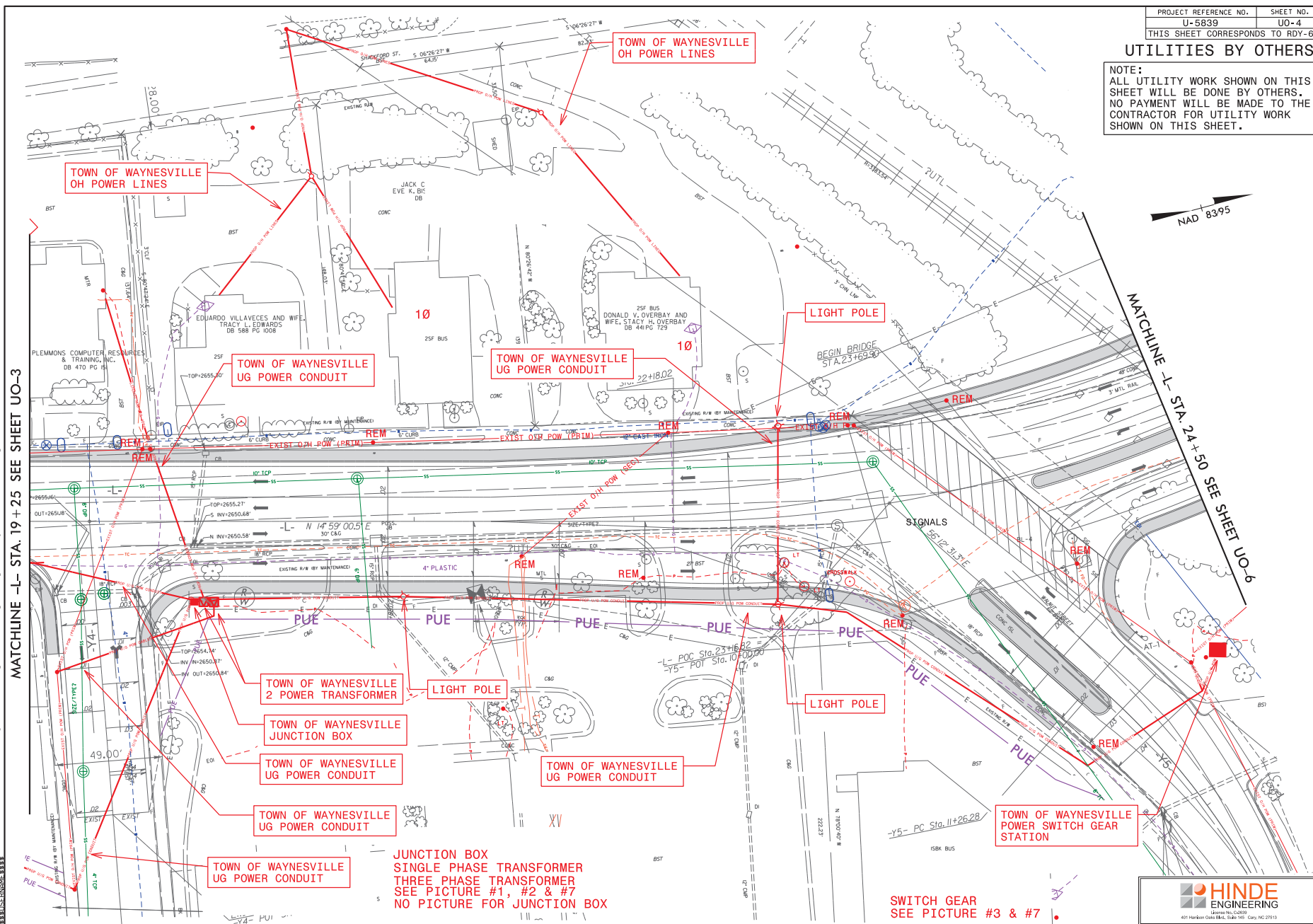
TOWN OF WAYNESVILLE
OH POWER LINES

PLEMMONS COMPUTER RESOURCES
& TRAINING, INC.
DB 470 PG 151



UTILITIES BY OTHERS

NOTE:
ALL UTILITY WORK SHOWN ON THIS
SHEET WILL BE DONE BY OTHERS.
NO PAYMENT WILL BE MADE TO THE
CONTRACTOR FOR UTILITY WORK
SHOWN ON THIS SHEET.



HINDE
ENGINEERING
License No. C-26399
401 Harrison Oaks Blvd., Suite 145 Cary, NC 27513

RESOLUTION NO. _____

**RESOLUTION OF THE BOARD OF ALDERMEN OF THE TOWN OF WAYNESVILLE, NORTH CAROLINA,
ABANDONING THE PURPORTED UTILITY EASEMENT CREATED BY VIRTUE OF A DEDICATION BY
PLAT APPEARING OF RECORD IN PLAT CABINET C, PAGE 1748, HAYWOOD COUNTY REGISTRY,
FOR THE BENEFIT OF THE PROPERTY OWNED BY JAMES T. WELCH AND WIFE, JANE S. WELCH
LOCATED AT 479 DELLWOOD ROAD AND AUTHORIZING EXECUTION OF A DEED OF RELEASE**

WHEREAS, on December 3, 1997 at 12:19 p.m., the survey and plat of J. Randy Herron, R.L.S. entitled "Plat for entitled James T. Welch and wife, Jane S. Welch" was recorded in Plat Cabinet C, Slot 1748, Haywood County Registry ["First Welch Plat", a copy of which First Welch Plat is attached to this Resolution];

WHEREAS, on December 3, 1997 at 2:41 p.m., the survey and plat of J. Randy Herron, R.L.S. entitled "Lots 1 thru 3 James T. & Jane S. Welch" was recorded in Plat Cabinet C, Slot 1749, Haywood County Registry ["Second Welch Plat", a copy of which Second Welch Plat is attached to this Resolution];

WHEREAS, on August 20, 1999 at 10:35 a.m., the survey and plat of J. Randy Herron, R.L.S. entitled "Lot 3 & Revision of Lots 1 & 2 James T. & Jane S. Welch" was recorded in Plat Cabinet C, Slot 2199, Haywood County Registry ["Third Welch Plat", a copy of which Third Welch Plat is attached to this Resolution];

WHEREAS, the First Welch Plat, Second Welch Plat and the Third Welch Plat are collectively referred to herein as "the Plats";

WHEREAS, at all times after the recording of the Plats to the present, the real property shown on the Plats has been owned by James T. Welch and wife, Jane S. Welch;

WHEREAS, on May 27, 1999, James T. Welch and wife, Jane S. Welch were conveyed by Robert H. Breese, Jr., and wife, Gwendolyn Franks Breese, the real property located at 479 Dellwood Road, Waynesville, which real property bears Haywood County PIN 8615-29-3785 ["the Former Breese Property"] and which real property adjoins Lot 2 as shown on the Third Welch Plat;

WHEREAS, at all times since May 27, 1999 to the present, the Former Breese Property has been owned by James T. Welch and wife, Jane S. Welch;

WHEREAS, the First Welch Plat purports to dedicate a twenty-foot utility right of way and easement to the Town of Waynesville ["the Purported Utility Easement"];

WHEREAS, at no time has the Purported Utility Easement been open or used in any way for any utility purposes by the Town of Waynesville or by James T. Welch and wife, Jane S. Welch, as the owners of the underlying fee;

WHEREAS, James T. Welch and wife, Jane S. Welch, have contracted to sell Lot 2, as shown on the Third Welch Plat, and the Former Breese Property [collectively "the Proposed Sale Property"] to Sonora Pass, LLC, a North Carolina limited liability company;

WHEREAS, Sonora Pass, LLC plans to redevelop the Proposed Sale Property consistent with the land use and zoning requirements for the Dellwood Road recently adopted by the Town of Waynesville;

WHEREAS, abandonment of the Purported Utility Easement and release of any interest therein in favor of James T. Welch and wife, Jane S. Welch, is necessary for the redevelopment of the Proposed Sale Property by Sonora Pass, LLC;

WHEREAS, the Town of Waynesville has never needed, does not now need and does not anticipate any future need for the Purported Utility Easement;

WHEREAS, James T. Welch and wife, Jane S. Welch, and Sonora Pass, LLC have requested the Town of Waynesville to abandon the Purported Utility Easement and release any interest therein in favor of James T. Welch and wife, Jane S. Welch, in order to facilitate the sale to Sonora Pass, LLC and subsequent redevelopment of the Proposed Sale Property;

WHEREAS, Board of Aldermen deems the requested abandonment of the Purported Utility Easement and release of any interest therein in favor of James T. Welch and wife, Jane S. Welch, to be reasonable and in the best interest of the Town of Waynesville;

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Waynesville, North Carolina in Regular Session held in the Board Chambers of the Town Hall of the Town of Waynesville, North Carolina on the ____ day of October 2018 as follows:

- 1) That the Board of Aldermen of the Town of Waynesville, North Carolina does hereby abandon in favor of James T. Welch and wife, Jane S. Welch, the Purported Utility Easement as it is shown on that certain plat marked the First Welch Plat and any interest arising therefrom under, over or upon the Proposed Sale Property;
- 2) That the appropriate Town Officials be and are hereby authorized and empowered to make, execute and deliver to James T. Welch and wife, Jane S. Welch, or the then current owner of the Proposed Sale Property an instrument in a form suitable for recording to release whatever interests the Town of Waynesville, North Carolina might have in and to the Purported Utility Easement to be abandoned; and
- 3) This resolution shall become effective upon adoption.

Adopted the ____ day of October 2018.

TOWN OF WAYNESVILLE

Gavin A. Brown, Mayor

ATTEST:

Wanda W. Owens, Town Clerk

Approved as to Form:

William E. Cannon, Jr., Town Attorney

CERTIFICATE OF APPROVAL FOR RECORDING PLAT AND ACCEPTANCE OF DEDICATION
Phillip R. McClure, the Town Clerk of the Town of Waynesville,
 North Carolina, do hereby certify that on the 12 day of March, 1996
 the Board of Aldermen of the Town of Waynesville approved this plat
 for recording and where applicable, accepted the dedication of the streets,
 easements, rights - of - way and public parks, and other sites for public
 purposes as shown hereon, but assume no responsibility to open or maintain
 same until, in the opinion of the Board of Aldermen of the Town of Waynesville
 it is in the public interest to do so.

12-03-97
 Date

Phillip R. McClure
 Town Clerk

CERTIFICATE OF APPROVAL BY THE PLANNING BOARD

I, _____ Chairman of the Planning
 Board, hereby certify that the said Board fully
 approved the final plat on the subdivision entitled
 _____ on
 the _____ day of _____ 19____

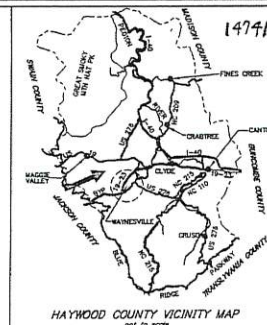
Chairman

CERTIFICATE OF APPROVAL OF THE INSTALLATION AND CONSTRUCTION OF STREETS, UTILITIES AND OTHER REQUIRED IMPROVEMENTS

I hereby certify (1) that streets, utilities, and other required
 improvements have been installed in an acceptable manner and
 according to town specifications and standards in the subdivision
 entitled _____ or (2) that
 a guarantee of the installations of the required improvements in
 an amount satisfactory to the Town of Waynesville has been received.

12/3/97
 Date

C. Deane Ballway
 Town Manager



HAYWOOD COUNTY VICINITY MAP
 NOT TO SCALE

---NOTES---

- 1 - 7.246 Total Acres calculated by Coordinate Computation Method.
- 2 - All property corners not described are iron pipes.
- 3 - Property is subject to all applicable easements and rights of way of record.
- 4 - Error of closure meets or exceeds 1: 9000+.
- 5 - This Survey meets the requirements of a Class B Survey.
- 6 - North is Deed North of Deed Book 366 Page 298.
- 7 - There is no recoverable Horizontal Control within 2000'.
- 8 - Property is not in a flood hazard area.
- 9 - This plat creates a subdivision of land within the Town of Waynesville, which has an ordinance that regulates parcels of land.

State of North Carolina, County of Haywood

I, Peasen Melford, Review Officer of Haywood County,
 certify that the map or plat to which this certification is affixed
 meets all statutory requirements for recording.

Peasen Melford
 Review Officer

State of North Carolina, County of Haywood

The foregoing certificates of DAPHNE G. GEORGE
 A Notary Public of the state and county designated is
 certified to be correct. This 2 day of December, 1997
 At 12:19 o'clock P.M. and recorded in Plat Cabinet C
 Slot 1748

Daphne G. George
 Register of Deeds - Haywood County
 by: Jackie S. Parris, Deputy

PLAT PREPARED FOR
JAMES T. & JANE S. WELCH
 Waynesville Township Haywood County, N.C.

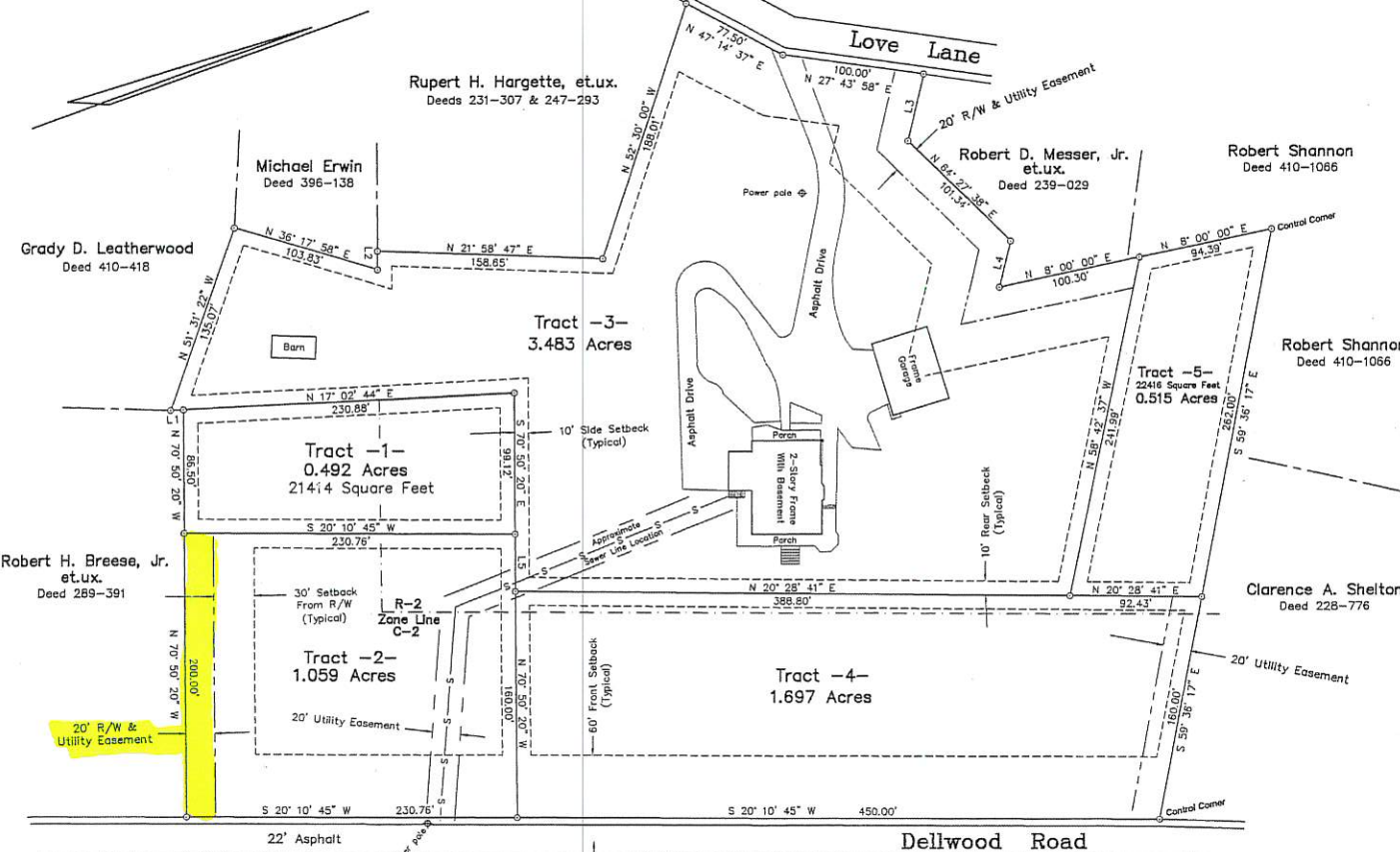
scale: 1" = 60' date: March 5, 1996 drawn by: DGG

survey by: J. RANDY HERRON, R.L.S. reg.no.: L-3202

Herron Land Surveying
 311-A Miller Street Waynesville, NC 28786
 (704) 456 - 5761

references: Deeds 360-241, 366-296, & 354-056 drawing no.: 1884-1219-B

SCALE IN FEET
 60 30 0 60 120 180
 TWIN-LOTS.PSD/DWG 60/20 TW 70



This plat creates a subdivision of land within the Town of
 Waynesville, which has an ordinance that regulates parcels
 of land.

North Carolina, Haywood County

I, a Notary Public of the County and State aforesaid,
 certify that J. RANDY HERRON, a Registered Land Surveyor,
 personally appeared before me this day and acknowledged
 the execution of the foregoing instrument. Witness my
 hand and official stamp or seal, this 5 day of March, 1996.

Daphne G. George
 Notary Public
 My commission expires 4-12-98



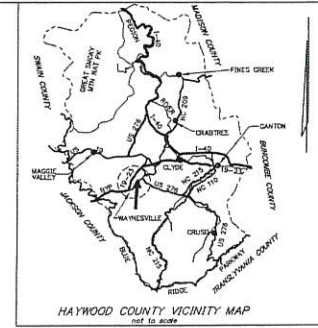
I, J. RANDY HERRON certify that this plat was drawn under my
 supervision from an actual survey made under my supervision;
 that the boundaries not surveyed are clearly indicated as drawn
 from information found in Book 366 Page 296; that the ratio
 of precision as calculated is 1: 9,000+; that this plat was
 prepared in accordance with G.S. 47-39 as amended. Witness my
 hand and seal this 5 day of March, 1996.

J. Randy Herron
 Registered Land Surveyor
 Registration number L-3202

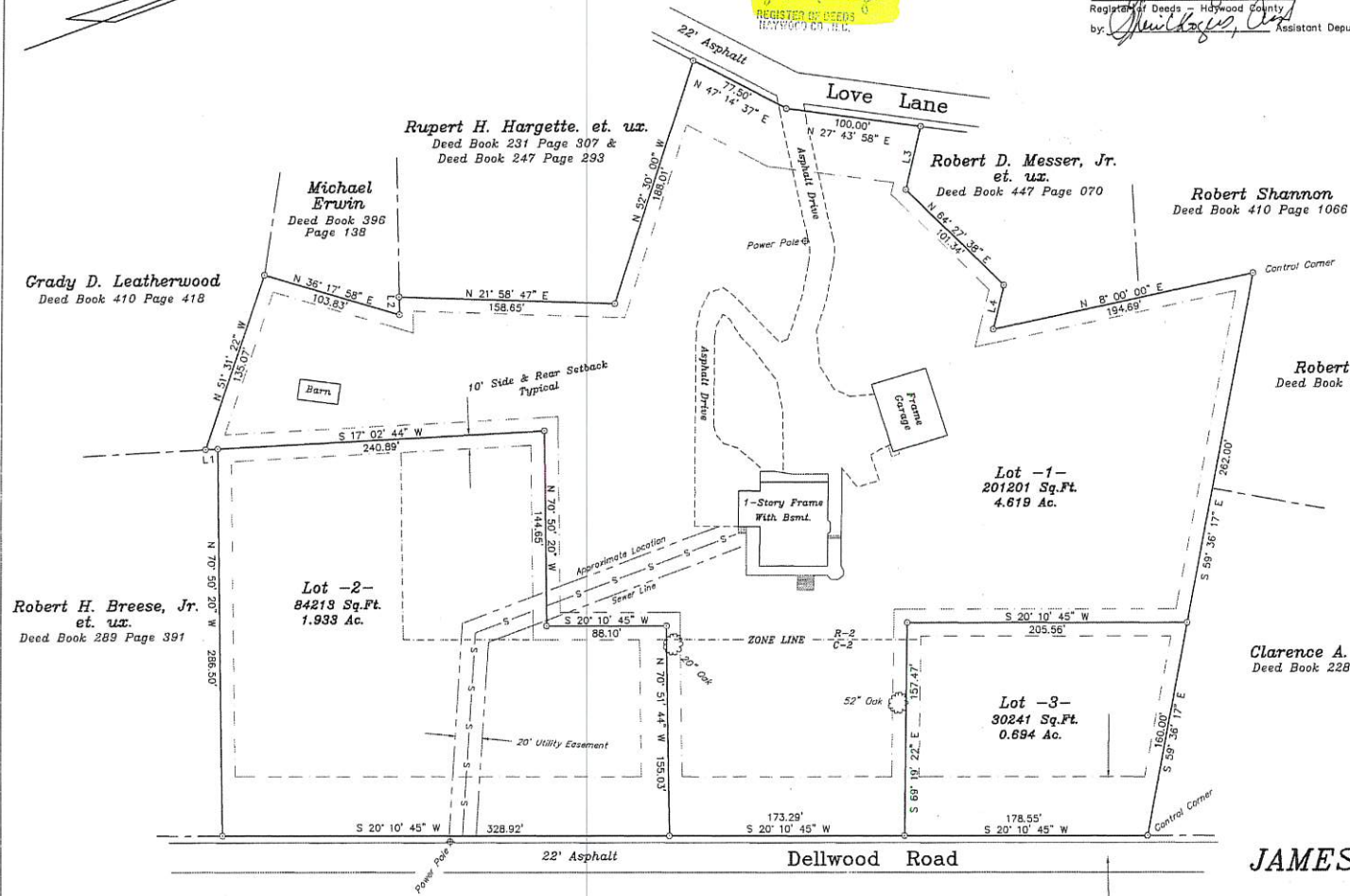


REGISTERED
C PAGE 1749
07 DEC -3 PM 2:41
REGISTERED DEEDS
HAYWOOD CO. N.C.

State of North Carolina, County of Haywood
Filed for registration on the 3 day of December 1997
At 2:41 o'clock P.M. and recorded in Plat Cabinet
Slot 1749
Amgshunary
Register of Deeds - Haywood County
by: [Signature] Assistant Deputy



State of North Carolina, County of
I, [Signature], Review Officer of Haywood County,
certify that the map or plat to which this certification is affixed
meets all statutory requirements for recording.
[Signature] 12/3/97
Review Officer



Line	Bearing	Distance
L1	S 17° 02' 44" W	8.82'
L2	N 71° 13' 58" W	13.00'
L3	S 57° 26' 14" E	48.31'
L4	S 56° 43' 00" E	33.16'

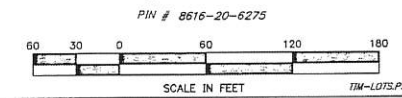
LOTS 1 THRU 3 **JAMES T. & JANE S. WELCH** OWNERS / DEVELOPERS

Waynesville Township Haywood County, N.C.

scale: 1" = 60' date: October 29, 1997 drawn by: DGG

survey by: J. RANDY HERRON, R.L.S. L-3202
Herron Surveying, P.C.
134 Miller Street Waynesville, NC 28786
(704) 456 - 5761

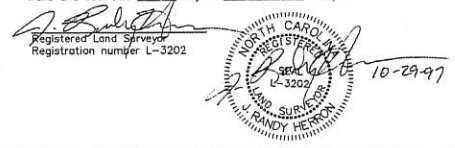
references: Deed Book 360 Page 241
Deed Book 366 Page 296
Deed Book 354 Page 056



- NOTES---
- 7.246 Total Acres calculated by Coordinate Computation Method.
 - All property corners not described are iron pipes.
 - Property is subject to all applicable easements and rights of way of record.
 - Error of closure meets or exceeds 1: 10,000+.
 - This Survey meets the requirements of a Class "A" Survey.
 - North is Deed North of Deed Book 356 Page 296.
 - There is no recoverable Horizontal Control within 2000'.
 - Property is not in a flood hazard area.
 - All roads are publicly maintained.

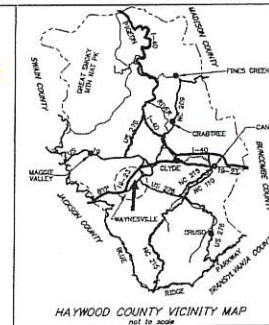
This is a Recombination of existing parcels of land as recorded in Plat Cabinet "C" Slot 1748.

I, J. RANDY HERRON certify that this plat was drawn under my supervision from an actual survey made under my supervision; that the boundaries not surveyed are clearly indicated as drawn from information found in referenced documents; 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. Witness my hand and seal this 22nd day of OCTOBER, 1997.



12000

Slot 217
Amy R. Murray
 Register of Deeds - Haywood County
 by: Sachin T. Pandey Assistant Deputy



I, Peggy Medford Review Officer of Harney County,
certify that the map or plat to which this certification is affixed
meets all statutory requirements for recording.

Peggy Medford
Review Officer
8/20/99

Line	Bearing	Distance
L1	S 17° 02' 44" W	8.82'
L2	N 71° 13' 58" W	13.00'
L3	S 57° 26' 14" E	48.31'
L4	S 56° 43' 00" E	33.16'

Clarence A. Shelton
Deed Book 228 Page 776

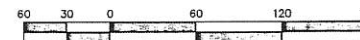
LOT 3 & REVISION OF LOTS 1 & 2
JAMES T. & JANE S. WELCH
 OWNERS / DEVELOPERS
 Waynesville Township Haywood County, N.C.

scale: $1'' = 60'$ date: *July 29, 1999* drawn by: *DGG*

survey by: *J. RANDY HERRON, R.L.S.* reg.no.: *L-3202*
Herron Surveying, P.C.
 134 Miller Street Waynesville, NC 28786
 (828) 456 - 5761

references: drawing no.:
Deed Book 360 Page 241 *1884-1219-B*
Deed Book 366 Page 296
Deed Book 354 Page 056

PIN # 8616-20-6275



SCALE IN FEET

TIM-LOTS.PSD/TIM-LOT4.DWG

0/2199

Grady D. Leatherwood
Deed Book 410 Page 418

Michael
Erwin
Deed Book 396
Page 138

Rupert H. Hargette. et. ux.
Deed Book 231 Page 307 &
Deed Book 247 Page 293

Robert D. Messer, Jr.
et. ux.
Deed Book 447 Page 070

Robert Shannon
Deed Book 410 Page 1066

Robert Shannon
Deed Book 410 Page 1066

Robert H. Breese, Jr.
et. ux.
Deed Book 289 Page 391

Lot -2-
77385 Sq.Ft.
1.777 Ac.
(excludes 0.157 Acre Tract)

Lot -1-
208029 Sq.Ft.
4.776 Ac.
(Acreage includes 0.157 Acres Tract)

Lot -3-
30241 Sq.Ft.
0.694 Ac.

0.157 Acres
(Formerly a portion of Lot -1-
to be added to Lot -2-)


This is a Recombination of existing parcels of land as recorded in Plat Cabinet "C" Slot 1749.

I, J. RANDY HERRON certify that this plat was drawn under my supervision from an actual survey made under my supervision; that the boundaries not surveyed are clearly indicated as drawn from information found in referenced documents; 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. Witness my hand and seal this 24th day of July, 19 99

Registered Land Surveyor
Registration number L-3202

1 --NOTES--
 2 1. 7,246 Total Acres calculated by Coordinate Computation Method.
 3 2. All property corners not described are iron pipes.
 4 3. Property is subject to all applicable easements and rights of
 5 way of record.
 6 4. Error of closure meets or exceeds 1: 10,000+.
 7 5. This Survey meets the requirements of a Class "A" Survey.
 8 6. North is Deed North of Deed Book 366 Page 296.
 9 7. There is no recordable Horizontal Control within 2000'.
 10 8. Property is not in a flood hazard area.
 11 9. All roads are publicly maintained.

hand and seal this 24 day of May, 1997
[Signature]
 Registered Land Surveyor
 Registration number L-3202



Amie Owens

From: David Foster
Sent: Tuesday, October 16, 2018 2:20 PM
To: Amie Owens
Subject: RE: Resolution and map pictures

Amie,

Per our conversation, here's my take on the easement:

It appears that with the second (and presumably corrected) plat being filed almost immediately (just over two hours apart), the easement granted with plat #1 only existed for those two hours. It was subsequently eliminated with the filing of the second plat on Dec. 3, 1997. Since it only existed on paper for those few hours; it's inconceivable that the Town could have acted on or received it the easement in such a short amount of time. Finding no additional needs or reason, I concur with the request to withdraw the easement.

There is a service line that provides primary service to the structure. It crosses the southwestern corner of the property, but that doesn't necessarily require an easement.

David Foster | Public Services Director Town of Waynesville, NC
129 Legion Drive | Waynesville, NC 28786
(o) 828.456.3706 | (f) 828.456.2005
dfoster@waynesvillenc.gov | www.waynesvillenc.gov

Pursuant to North Carolina General Statutes Chapter 132, Public Records, this electronic mail message and any attachments hereto, as well as any electronic mail message(s) sent in response to it, may be considered public record and as such are subject to request and review by anyone at any time.

P.S. Please think green and don't print this message unless necessary. Thanks.

-----Original Message-----

From: Amie Owens
Sent: Tuesday, October 16, 2018 12:22 PM
To: David Foster
Subject: Resolution and map pictures

Here is the one we spoke about.

Thank you!

Amie Owens
Assistant Town Manager
aowens@waynesvillenc.gov

Pursuant to North Carolina General Statutes Chapter 132, Public Records, this electronic mail message and any attachments hereto, as well as any electronic mail message(s) sent in response to it, may be considered public record and as such are subject to request and review by anyone at any time.

-----Original Message-----



MEMORANDUM

TO: Mayor and Town Board of Aldermen
FROM: Robert W. Hites Jr.
DATE: 10/9/2018
SUBJECT: Options for street right of way trimming

The Town staff currently conduct street right of way clearing of any vegetation one foot behind the curb and up to fourteen feet above the ground. The intent is to keep the roadway clear of vegetation that may rub against vehicles, be a sight distance problem or hit the tops of trucks. Keeping the street rights of way clear of vegetation is a routine task for municipalities. How they go about this task is subject to governing board policy. No matter how right of way trimming is done in other NC municipalities the Board should ultimately choose one that fits their community.

Given the discussion during last month's Board meeting let me suggest some policy options for the Board's consideration.

- 1. Continue the current policy of trimming back growth that protrudes into the right of way.**
- 2. Send a printed notice to every property owner in the Town sixty (60) days before the Town staff begins street right of way clearing. The notice would alert the property owners to the upcoming right of way clearance and give them time to clear the right of way with their own contractors.**
- 3. Stop routine clearance of street rights of way except for intersections where noticeable sight distance issues arise. The owner of the property would be notified in writing of the issue and be given thirty (30) days to trim back the growth. After that the staff would trim it back to within a foot of the back of curb. Should a specific complaint be made regarding growth in the right of way the staff will notify the owner and give them thirty (30) days to trim it. After that time the growth would be cleared by the Town staff.**
- 4. Divide the Town into sections and field verify all areas where growth obstructs the curblane. Send a notice to all property owners that their growth extends into the right of way and give them thirty (30) days to remove it. Should the growth not be cut back the Town staff would remove it.**

Regardless of the Board's direction the crews involved with the clearing will be instructed to stop trimming if requested by the owner until the owner can meet with Mr. Hannah. The crew member will also be instructed in the common courtesy that our citizens expect.

Also Town Clerk Eddie Ward was able to provide contact information for a trainer for customer service skills; training will be completed in late November/early December by the NC Rural

Water Association (NCRWA) for all operational departments. NCRWA Customer Service Training was developed with those that communicate with customers on a daily basis and those that manage customer service operations in mind. From front desk staff to meter readers to workers on the routes to management, every professional that speaks to a customer can benefit from this interactive and practical training program.

Topics covered in the NCRWA Customer Service Training program will include the importance of Customer Service at every level, the basics of human interactions, communication skills required for good Customer Service. This training will be conducted onsite at the Public Services training facility.

It is our hope that having specific policy in place and provision of additional training will mitigate situations such as these in the future.

Subject: Proposal For Tree / Shrub Trimming - Town of Waynesville

This proposal is to help insure that there will be more timely and less damaging town maintenance of roadside vegetation.

Approximately 6 months prior to proposed trimming dates would be the best time to survey the roads, this would be in the summer ideally.

Since, according to the NC Extension Center Calendar the best time to trim most landscaping is late fall and winter, this would allow property owners adequate warning to arrange proper, professional pruning.

A two person crew , composed of the driver and a horticulturally instructed observer, would drive the residential areas and take notes of the addresses in need of trimming.

A notice would be delivered to the homes listed, explaining the expected results of trimming, perhaps with sketches, and giving a deadline for this trimming to be completed.

At the planned date, the trimming teams could go into action.
But with the bulk of trimming already accomplished by the owners, the town would save significant man-hours of expense.

This would also improve community GoodWill greatly.