



## Town of Waynesville, NC

### Town Council Regular Meeting

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

Date: July 9<sup>th</sup>, 2024 Time: 6:00 p.m.

---

The agenda and all related documentation may be accessed electronically at [www.waynesvillenc.gov](http://www.waynesvillenc.gov).  
Click on "Government/Mayor & Council" to download materials for Town Council meetings.

*Consider the environment ♦ Conserve resources ♦ Print only when necessary*

The Town of Waynesville provides accessible facilities, programs, and services for all people, in compliance with the Americans with Disabilities Act (ADA). Should you need assistance or accommodation for this meeting, please contact the Town Clerk at:  
(828) 452-2491 [cpoolton@waynesvillenc.gov](mailto:cpoolton@waynesvillenc.gov)

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

##### 1. Welcome/Calendar/Announcements

#### **B. PUBLIC COMMENT**

#### **C. ADDITIONS OR DELETIONS TO THE AGENDA**

#### **D. CONSENT AGENDA**

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

2.
  - a. June 25, 2024, Regular Scheduled Meeting Minutes
  - b. Approval of McGill Associates for Administration of CDBG-I 23-I-4153 and 23-I 4154 grants.
  - c. Budget Amendment for the Administration/Human Resources Department.
  - d. Budget Amendment for the Administration/DWC
  - e. Budget Amendment for the Administration/DWC(#2)
  - f. Budget Amendment for the Administration/DWC(#3)
  - g. Budget Amendment for the Administration/DWC(#4)
  - h. Budget Amendment for the Police Department
  - i. Call for a public hearing for August 13, 2024 to consider a Zoning Map Amendment for 225 Church Street, PIN 8615-27-0218, from Main Street Neighborhood Residential (MS-NR) to Main Street Residential Mixed Use Overlay (MS-NRMXO, per section 15.14 of the Land Development Standards.
  - j. CDBG-I Semi Annual Compliance Report
  - k. CDBG-I Equal Housing Opportunity Resolution R-04
  - l. Budget Amendment for the Police Department (#2)

**Motion: To approve the consent agenda as presented.**

**E. PRESENTATION**

3. Presentation and Swearing in of Ian Barrett as the new Director of Finance.
  - Rob Hites, Town Manager

**F. COMMUNICATION FROM STAFF**

4. Manager's Report
  - Town Manager, Rob Hites
5. Town Attorney's Report
  - Town Attorney, Martha Bradley

**G. COMMUNICATIONS FROM THE MAYOR AND COUNCIL**

**H. ADJOURN**



# TOWN OF WAYNESVILLE

PO Box 100  
 16 South Main Street  
 Waynesville, NC 28786  
 Phone (828) 452-2491 • Fax (828) 456-2000  
[www.waynesvillenc.gov](http://www.waynesvillenc.gov)

## CALENDAR

July 2024

ALL COUNCIL MEETINGS TO START AT 6:00 PM IN THE BOARD ROOM LOCATED AT 9 SOUTH MAIN STREET UNLESS OTHERWISE NOTED

2024	
Fri. July 12 <sup>th</sup>	Mountain Street Dance 4-6pm
Tues. July 23	Town Council Meeting – CANCELLED
Fri. August 9 <sup>th</sup>	Mountain Street Dance 4-6pm
Tues. August 13	Town Council Meeting – Regular Session
Tues, August 27	Town Council Meeting – CANCELLED
Mon Sept. 2	Town Offices Closed-Labor Day
Tues, September 10	Town Council Meeting – Regular Session
Tues. September 24	Town Council Meeting – Regular Session
Tues. October 8	Town Council Meeting – Regular Session
Sat. October 12	Church Street Art and Craft Show 10am-5pm
Tues. October 22	Town Council Meeting – Regular Session
Thurs. October 31 <sup>st</sup>	Treats on the Street 5-7pm
Mon November 11	Town Offices Closed-Veteran's Day
Tues. November 12	Town Council Meeting – Regular Session
Thurs. & Fri. November 28 & 29	Town Offices Closed-Thanksgiving
Sat. November 30 <sup>th</sup>	Christmas Tree Lighting 6-7pm
Mon. December 2 <sup>nd</sup>	Waynesville Christmas Parade 4-6pm
Tues. December 10	Town Council Meeting – Regular Session
Sat. December 14	A Smoky Mountain Christmas 6-9pm
Tues, Wed, Thurs December 24, 25, and 26	Town Offices Closed-Christmas

## Board and Commission Meetings – July 2024

ABC Board	ABC Office – 52 Dayco Drive	<b>July 16th</b> 3 <sup>rd</sup> Tuesday 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	<b>July 2nd</b> 1 <sup>st</sup> Tuesday 5:30 PM
Cemetery Commission	Public Services Building	<b>January, March, July, and October</b> 3 <sup>rd</sup> Tuesday 2:00 PM
Downtown Waynesville Commission	Municipal Building – 16 South Main Street	<b>July 16th</b> 3 <sup>rd</sup> Tuesday 8:30 AM
Environmental Sustainability Board	Municipal Building-16 South Main Street	<b>July 18</b> 1 <sup>st</sup> and 3 <sup>rd</sup> Thursdays 4:30pm
Firefighters Relief Fund Board	Fire Station 1 – 1022 N. Main Street	<b>Meets as needed;</b> <i>No meeting currently scheduled</i>
Historic Preservation Commission	Town Hall – 9 S. Main Street	<b>July 3rd</b> 1 <sup>st</sup> Wednesday 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	<b>July 21st</b> 3 <sup>rd</sup> Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	<b>July 11th</b> 2 <sup>nd</sup> Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	<b>July 21st</b> 3 <sup>rd</sup> Monday 5:30 PM
Waynesville Housing Authority	Main Office-48 Chestnut Park Drive	<b>July 24</b> 3 <sup>rd</sup> Wednesday 9:00 AM

**MINUTES OF THE TOWN OF WAYNESVILLE TOWN COUNCIL**  
**Regular Meeting**  
**June 25, 2024**

**THE WAYNESVILLE TOWN COUNCIL** held a regular meeting on Tuesday, June 11, 2024, at 6:00pm in the Town Hall Board Room located at 9 South Main Street Waynesville, NC.

**A. CALL TO ORDER**

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

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

The following staff members were present:

Rob Hites, Town Manager  
Jesse Fowler, Assistant Town Manager  
Candace Poolton, Town Clerk  
Town Attorney Martha Bradley  
Elizabeth Teague, Director of Development  
Olga Grooman, Assistant Director of Development  
Jeff Stines, Public Services Director  
Taylor Garland, Assistant Finance Director  
Page McCurry, H.R. Director  
Police Chief David Adams  
Assistant Chief of Police, Brandon Gilmore  
Chris Mehaffey, Assistant Fire Chief  
DWC Director, Beth Gilmore

Members of the Media:

Becky Johnson and Paul Nielson, The Mountaineer

1. Welcome/Calendar/Announcements

Mayor Gary Caldwell welcomed everyone and announced that the next Town Council meeting will be held on July 9<sup>th</sup>. He reminded everyone a Public Art fundraiser is on the 27<sup>th</sup> at Folkmoot, July 4<sup>th</sup> Town Offices are closed, and there's a 4<sup>th</sup> of July Kids Parade on Main Street.

**B. PUBLIC COMMENT**

No public comment.

**C. ADDITIONS OR DELETIONS TO THE AGENDA**

***A motion was made by Councilmember Sutton, seconded by Councilmember Dickson, to approve the agenda as presented. The motion passed unanimously.***

**D. CONSENT AGENDA**

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

2.
  - a. Approval of June 11, 2024 Regular Scheduled Meeting Minutes
  - b. Motion to change Joyce Massie's status from "Merchant" to "Owner/Resident", and appoint Kirk Noonan to the Downtown Waynesville Commission.
  - c. Motion to approve the end of year budget amendment as presented and motion to approve the resolution amending the Internal Service Funds Financial Operating Plan for 2023-2024.
  - d. Approve the reclassification of a Maintenance Technician from a grade 54 to a grade 56.
  - e. Motion to cancel Town Council Meetings on July 23<sup>rd</sup> and August 27<sup>th</sup>.
  - f. Motion to approve the resolution so that WPD can move to the next round of the funding process for the NC Governor's Highway Safety Program grant.
  - g. Motion to call for a Public Hearing for August 13, 2024 to consider an amendment to the Conditional District Application for four (4) properties off Allison Acres Drive (PINs 8615-88-1632, 8615-88-4442, 8615-88-1854, and 8615-88-3857).

***A motion was made by Councilmember Dickson, seconded by Councilmember Feichter, to approve the consent agenda as presented. The motion passed unanimously.***

**E. PROCLAMATION**

3. Pride Month 2024
  - Mayor Gary Caldwell

Mayor Gary Caldwell invited Councilmember Sutton to read the proclamation on his behalf. Councilmember Sutton made a statement before reading the proclamation proclaiming June 2024 Pride Month in Waynesville: "I am before you today not just as a council member, but as a proud member of the LGBTQ+ community. I understand firsthand the importance of visibility and representation, and the courage it takes to live authentically.

Today, we gather here to celebrate a milestone in our town's history. As the first out elected official in Haywood County, I am honored to read our first Pride Proclamation. This proclamation is more than just a document. It is a testament to our commitment to inclusivity and equality, and a reflection of our shared values.

Being visible, being out, and being proud is not just about personal freedom. It is about showing others that they are not alone, that they are seen, and that they are valued. It is about fostering a sense of community and belonging.

In Waynesville, we believe in building a community that embraces diversity and fosters understanding. A community where everyone, regardless of who they love or how they identify, feels safe, respected, and accepted.

So, let us continue to strive for a Waynesville that is a beacon of acceptance and love for all."

## F. PUBLIC HEARINGS

4. Conduct a public hearing to consider the Railroad Overlay Map Amendment (RR-O), per section 15.14 of the Land Development Standards (LDS).
  - Olga Grooman, Assistant Development Services Director

***A motion was made by Councilmember Sutton, seconded by Councilmember Dickson, to open the public hearing at 6:09 pm. The motion passed unanimously.***

Assistant Development Services Director Olga Grooman reported that on September 12, 2023, the Waynesville Town Council adopted the "Railroad Overlay District," to create an option for more flexible mixed uses and development standards within the Town's zoning. She said the Railroad Overlay District is now proposed as a zoning map amendment for the two areas (Frog Level and Hazelwood areas), and is not taking any uses away, but maintains standards of underlying districts. Ms. Grooman said this proposed district promotes more uses and zoning flexibility and encourages redevelopment of underutilized areas. She said the zoning would include 38 acres of lots/110 properties that are within 400 feet of the railroad. She said that's roughly 1.3% of all parcels in Waynesville.

Councilmember Sutton asked what additional services would be allowed that are not currently allowed. Ms. Grooman said that uses allowed depend on the district, but it would include event space, which would still require a special use permit. She said the intention is to promote affordable housing and industrial activity.

Shannon Roberts- Mr. Roberts requested to add his other property, 70 Killian Street, to the Railroad Overlay. He said he owns 52 Killian Street and that's already included in the proposed ordinance.

Tera McIntosh- Ms. McIntosh said she lives outside of town limits and asked what percentage of housing will be affordable. Ms. Grooman said that all types of housing are allowed depending on the district. Ms. McIntosh requested that the town consider allocating a percentage of housing to be affordable housing.

Tim Goverage said he is with the VFW. He said he the VFW has property right up against the railroad tracks and he wanted to know how it will affect them. Town Attorney Martha Bradley said that as long as the VFW owns that property, it will stay however they want the property to be.

***A motion was made by Councilmember Dickson, seconded by Councilmember Sutton, to close the public hearing at 6:25pm. The motion passed unanimously.***

***A motion was made by Councilmember Sutton, seconded by Councilmember Freeman, to find that the Ordinance is consistent with the 2035 Comprehensive Plan and that it is reasonable and in the public interest in that it continues to promote smart growth principles in land use planning and zoning by encouraging in-fill, mixed use, and context-sensitive development and implementing a railroad overlay district to encourage redevelopment along the railroad corridor, especially reinforcing the unique character of Waynesville, and that it creates opportunities for a sustainable economy by promoting the growth of existing local businesses and promoting Waynesville’s downtown districts, inns, restaurants, and reputation as the “Gateway to the Smokies. The motion passed unanimously.***

***A motion was made by Councilmember Sutton, seconded by Councilmember Dickson, to adopt the Ordinance as amended to include 70 Killian Street (PIN #8615-07-6180). The motion passed unanimously.***

## **G. NEW BUSINESS**

### **5. Appropriation of funds for East Street Park Improvements**

- Luke Kinsland, Recreation Director

Recreation Director Luke Kinsland reported that last year the Kiwanis Club of Waynesville applied for the Medford Grant with support from the Town for East Street Park improvements. He said that Kiwanis was awarded the grant and can use \$16,000 of it towards a new basketball court. He said Dan Grady, the same company who paced the greenway, submitted a quote for \$26,635 to demolish and reconstruct a new basketball court, and Kiwanis will pay \$16,000 of it. Mr. Kinsland said that Dan Grady has decreased the quote by \$3000 because they will not need to charge for mobilization (they are already on town property from paving the greenway). He added that the quote does not include fencing.

***A motion was made by Councilmember Freeman, seconded by Councilmember Dickson, to approve the appropriation funds in the amount of \$12,000 to Dan Grady Co LLC in addition to Kiwanis of Waynesville funding the additional amount of \$16,000 for a new paved basketball court in East Street Park. The motion passed unanimously.***

***A motion was made by Councilmember Sutton, seconded by Councilmember Dickson, to approve the budget amendment in the amount of \$12,000 to Dan Grady Co. LLC for a new basketball court at East Street Park. The motion passed unanimously.***

6. Access Road Sewer

- Jeff Stines, Director of Public Services

Public Services Director Jeff Stines reported that there is a small section of pressure sewer line on Access Road that has failed and needs an emergency repair. He said the line was never entirely located when the town implemented the system to GIS. He said NCDEQ is aware of the Sewer Service Overflows occurring along this line. He said that 400 feet needs to be replaced, then they will camera up and downstream to see what is in the line. Mr. Stines said that \$173,030 was the lowest bid, but staff is requesting \$200,000 in case there is a change order. Councilmember Feichter asked what the time frame would be. Mr. Stines said after Council approves the pipeline replacement, he will text Hyatt Pipeline immediately and he can let Council know them tomorrow what the timeline will be. Councilmember Feichter asked how the meeting with NCDEQ went. Mr. Stines said that Daniel Boss said he wanted to know what the plan was and what the long-term solution is. He said that as long as they are moving forward with the project, that works for NCDEQ.

***A motion was made by Councilmember Dickson, seconded by Councilmember Feichter, to approve Hyatt Pipeline for replacement of the Access Road sewer line and to approve a budget amendment in the amount of \$200,000 for replacement of the Access Road sewer line. The motion passed unanimously.***

Mayor Caldwell thanked the water and sewer team for their work on Russ Ave.

7. Select an engineering firm to provide design, bid, construction observation and reporting for the Town's Phase II CDBG Infrastructure grant.

- Rob Hites, Town Manager

Town Manager Rob Hites reported that the Town has been awarded a second and third CDBG Infrastructure grant to replace aging water lines along Sawyer and Explorer Street and existing sewer lines along Hendrix, Franklin, Muse and Sawyer Streets, which is in a Census Tract shown to contain considerable low-income housing and residents. He said that Phase II will include the water line replacement grant in the amount of \$613,500 and the sewer line grant is set at \$1,376,957 for Hendrix, Muse, and Sawyers Street. Mr. Hites said following the NC General Statutes for selecting architectural and engineering services, the Town issued an RFQ to provide design, bidding and construction administration services and two firms responded to the RFQ. After reviewing the RFQs, staff recommended that Council award the contract to McGill Associates. Mr. Hites said that once staff has a completed draft engineering contract, they will submit the draft contract to Council during the July meeting.

***A motion was made by Councilmember Sutton, seconded by Councilmember Freeman, to approve McGill Associates as the engineering firm to carry out design, bidding, construction administration and engineering reporting for the CDBG-I Phase II grants for project 23-I-4153 and project 23-I-4154 project and authorize the staff to negotiate a contract for the service. The motion passed unanimously.***

## H. COMMUNICATION FROM STAFF

8. Manager's Report
- Town Manager, Rob Hites

Town Manager Rob Hites said they have selected a new Finance Director, Ian Barrett. He said that he has experience migrating computer programs from one system to another and they hope that he can help the town begin to accept credit cards for bill payments. He thanked Taylor Garland for her work with the town.

9. Town Attorney Report
- Town Attorney, Martha Bradley

Nothing to report.

**I. COMMUNICATIONS FROM THE MAYOR AND COUNCIL**

Mayor Caldwell reminded Council that the Obama King bathroom ribbon cutting is tomorrow at 5:30pm and the PCMDC mural ribbon cutting is Friday at 4:30pm, and the Council of Government meeting is Thursday at 5:30pm. Councilmember Dickson said the tour with Congressman Edwards went well and that he spoke with several business owners on Main Street. He said that he spoke about Congressman Edwards about funding for the fire department. He added that it's important that Council participates in the Pride Parade on Saturday. Councilmember Sutton said Council was invited to the Haywood Chamber of Commerce for the farewell to CeCe Higgs. They thanked her for her service to the County.

**J. ADJOURN**

***A motion was made by Councilmember Dickson, seconded by Councilmember Freeman, to adjourn at 6:53pm. The motion passed unanimously.***

ATTEST:

\_\_\_\_\_  
Gary Caldwell, Mayor

\_\_\_\_\_  
Robert W. Hites, Jr. Town Manager

\_\_\_\_\_  
Candace Poolton, Town Clerk

**TOWN OF WAYNESVILLE TOWN COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date 7/9/2024**

**SUBJECT** Approval of McGill Associates for Administration of CDBG-I 23-I-4153 and 23-I 4154 grants.

**AGENDA INFORMATION:**

**Agenda Location:** Consent  
**Item Number:**  
**Department:** Water, Sewer  
**Contact:** Rob Hites  
**Presenter:** Rob Hites

**BRIEF SUMMARY :** The Town has been awarded two CDBG-I grants for replacing undersized water and failing sewer lines in the Sawyer, Hendricks, Explorer Street residential areas. These are areas that have been identified as locations of low to moderate income residents. The sewer grant amounts to \$1,376,957 and the water grant \$613,500. Since these grants will be constructed simultaneously, DEQ has permitted the Town to combine them for both engineering and administrative purposes. The Town advertised for bidders in both engineering and administration in April. We received two bidders for engineering services and one for administrative services. CDBG guidelines require that we advertise administrative services in a newspaper of larger circulation. We readvertised in the Asheville Citizen Times as well as 56 individual firms including several historically underutilized businesses (HUB). After readvertising, we did not receive additional bids. We submitted our results to the CDBG office of the Department of Environmental Quality. They sent us a letter approving McGill Associates as a “sole source” vendor for the projects. CDBG mandates the fees that administrative vendors may charge so the sole source vendor will charge the same fee as all other vendors.

**MOTION FOR CONSIDERATION:** Approve McGill Associates as “sole source vendor” for CDBG-I grants 23-I-4153 and 23-I-4154.

**FUNDING SOURCE/IMPACT:** Water, Sewer Funds

**ATTACHMENTS:** Letter from DEQ granting McGill Associates a “Sole Source Vendor”.

**MANAGER’S COMMENTS:** See Above



NORTH CAROLINA  
Environmental Quality

ROY COOPER

Governor

ELIZABETH S. BISER

Secretary

SHADI ESKAF

Director

July 1, 2024

Rob Hites, Town Manager  
Town of Waynesville  
16 S. Main Street  
Waynesville, North Carolina 28786  
Email: [rhites@waynesvillenc.gov](mailto:rhites@waynesvillenc.gov)

Subject: Non-competitive Bid/Sole Source – Approval  
Procurement (Grant Administrator)  
CDBG-I Numbers: **23-I-4154 and 23-I-4153**

Dear Mr. Hites:

Thank you for your letter received on June 21, 2024, and a revised letter on June 27, 2024, detailing the town's efforts to procure grant administration services for the referenced CDBG-I grants. From your letter we understand that an RFP for grant administration services was advertised on 03/13/2024 in the "Mountaineer" newspaper. Direct solicitation was sent via email to 56 firms. The request for RFP's was posted on Waynesville's website and the RFP was posted on JPS and HUB websites. McGill Associates was the only responder for grant administration services.

A second RFP was posted in the "Asheville Citizen Times" newspaper 04/30/2024. Direct solicitation was sent to via email to 56 firms; and the request for RFP's was posted on Waynesville's website and on JPS and HUB websites. After two rounds of advertising McGill Associates was the sole responder for grant administration services.

The Town of Waynesville has requested to award a contract to McGill Associates for grant administration services on the funded CDBG-I projects. **The town may enter into a grant administration contract with McGill Associates.**

**Please retain records and documentation of the town's procurement efforts in your project files. Any further procurement for engineering services (RFQ's) and procurement for grant administration services (RFP's) must be noticed/solicited separately.**



North Carolina Department of Environmental Quality | Division of Water Infrastructure  
512 N. Salisbury Street | 1633 Mail Service Center | Raleigh, North Carolina 27699-1633  
919.707.9160

An Equal Opportunity / Affirmative Action Employer  
Equal Housing Opportunity



Mr. Rob Hites, Town Manager  
Waynesville, NC  
July 1, 2024  
Page 2 of 2

If you have any questions, please contact Nikita Moye, Grant Representative at 919-707-9058 or [nikita.moye@deq.nc.gov](mailto:nikita.moye@deq.nc.gov).

Sincerely,

DocuSigned by:  
  
FBD59BFF12BA490...  
Colleen M. Simmons, AICP, CPM  
Program Manager  
CDBG-Infrastructure Unit  
Division of Water Infrastructure

cc: Charam Miller, Town of Waynesville (email)  
Nikita Moye, CDBG-I (email)  
CDBG-I Infrastructure/Laserfiche File (Procurement Documentation)

**TOWN OF WAYNESVILLE COUNCIL MEETING  
REQUEST FOR BOARD ACTION  
Meeting Date: July 9, 2024**

**SUBJECT:** Budget Amendment for the Administration / Human Resources Department

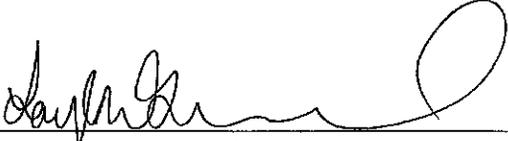
**AGENDA INFORMATION:**

**Agenda Location:** Consent Agenda  
**Item Number:**  
**Department:** Admin/Human Resources  
**Contact:** Page McCurry  
**Presenter:** Page McCurry

**BRIEF SUMMARY:** The Human Resources department applied for and received a grant of \$6,366 to provide staff training. The Train-Up grant will allow the HR department to bring in an off-site trainer to provide Crucial Conversation training to 12 staff members. These staff members were picked explicitly by their department directors.

**MOTION FOR CONSIDERATION:** Approve the budget amendment as presented.

**FUNDING SOURCE/IMPACT:** General Fund

  
Taylor Garland, Assistant Finance Director 07.02.24  
Date

**ATTACHMENTS:**

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

Ordinance No. O-35-24

Amendment No. 1 to the 2024-2025 Budget Ordinance

WHEREAS, the Town Council of the Town of Waynesville wishes to amend the 2024-2025 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Waynesville that the 2024-2025 Budget Ordinance be amended as follows:

General Fund:

Increase the following revenues:

Miscellaneous Income	\$6,366
----------------------	---------

Increase the following appropriations:

Admin/HR (Train up grant)	\$6,366
---------------------------	---------

Adopted this 9<sup>th</sup> day of July 2024.

Town of Waynesville

---

Gary Caldwell  
Mayor

Attest:

---

Candace Poolton  
Town Clerk

Approved As To Form:

---

Martha Sharpe Bradley  
Town Attorney

**TOWN OF WAYNESVILLE COUNCIL MEETING  
REQUEST FOR BOARD ACTION  
Meeting Date: July 9, 2024**

**SUBJECT:** Budget Amendment for the Administration/DWC

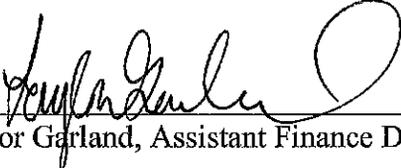
**AGENDA INFORMATION:**

**Agenda Location:** Consent Agenda  
**Item Number:**  
**Department:** Administration/DWC  
**Contact:** Beth Gilmore  
**Presenter:** **Beth Gilmore**

**BRIEF SUMMARY:** DWC applied for and received a \$30,000 grant to help with tourism and promotion for the 2025 Appalachian Heritage Weekend event.

**MOTION FOR CONSIDERATION:** Approve the budget amendment as presented.

**FUNDING SOURCE/IMPACT:** General Fund

  
\_\_\_\_\_  
Taylor Garland, Assistant Finance Director

07.02.24  
\_\_\_\_\_  
Date

**ATTACHMENTS:**

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

Ordinance No. O-36-24

Amendment No. 2 to the 2024-2025 Budget Ordinance

WHEREAS, the Town Council of the Town of Waynesville wishes to amend the 2024-2025 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Waynesville that the 2024-2025 Budget Ordinance be amended as follows:

General Fund:

Increase the following revenues:

Miscellaneous Income	\$30,000
----------------------	----------

Increase the following appropriations:

Administration/DWC	\$30,000
--------------------	----------

Adopted this 9<sup>th</sup> day of July 2024.

Town of Waynesville

---

Gary Caldwell  
Mayor

Attest:

---

Candace Poolton  
Town Clerk

Approved As To Form:

---

Martha Sharpe Bradley  
Town Attorney

**TOWN OF WAYNESVILLE COUNCIL MEETING  
REQUEST FOR BOARD ACTION  
Meeting Date: July 9, 2024**

**SUBJECT:** Budget Amendment for the Administration/DWC

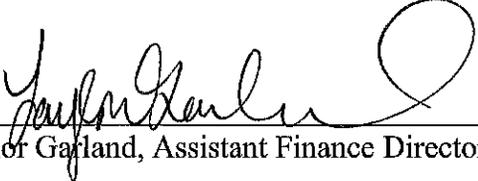
**AGENDA INFORMATION:**

**Agenda Location:** Consent agenda  
**Item Number:**  
**Department:** Administration/DWC  
**Contact:** Best Gilmore  
**Presenter:** **Beth Gilmore**

**BRIEF SUMMARY:** DWC applied for and received a \$4,500 grant to help with the Appalachian True Christmas event in 2024.

**MOTION FOR CONSIDERATION:** Approve the budget amendment as presented.

**FUNDING SOURCE/IMPACT:** General Fund

  
Taylor Garland, Assistant Finance Director

07.02.24  
Date

**ATTACHMENTS:**

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

Ordinance No. O-37-24

Amendment No. 3 to the 2024-2025 Budget Ordinance

WHEREAS, the Town Council of the Town of Waynesville wishes to amend the 2024-2025 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Waynesville that the 2024-2025 Budget Ordinance be amended as follows:

General Fund:

Increase the following revenues:

Miscellaneous Income	\$4,500
----------------------	---------

Increase the following appropriations:

Administration/DWC	\$4,500
--------------------	---------

Adopted this 9<sup>th</sup> day of July 2024.

Town of Waynesville

---

Gary Caldwell  
Mayor

Attest:

---

Candace Poolton  
Town Clerk

Approved As To Form:

---

Martha Sharpe Bradley  
Town Attorney

**TOWN OF WAYNESVILLE COUNCIL MEETING  
REQUEST FOR BOARD ACTION  
Meeting Date: July 9, 2024**

**SUBJECT:** Budget Amendment for the Administration/DWC

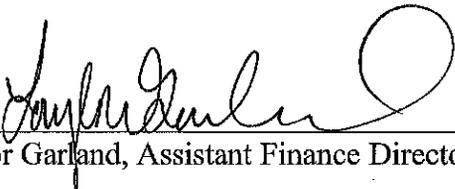
**AGENDA INFORMATION:**

**Agenda Location:** Consent agenda  
**Item Number:**  
**Department:** Administration/DWC  
**Contact:** Beth Gilmore  
**Presenter:** **Beth Gilmore**

**BRIEF SUMMARY:** DWC applied for and received \$5,000 in funding to help cover expenses for the Waynesville 2<sup>nd</sup> Annual Ice Stroll.

**MOTION FOR CONSIDERATION:** Approve the budget amendment as presented.

**FUNDING SOURCE/IMPACT:** General Fund

  
\_\_\_\_\_  
Taylor Garland, Assistant Finance Director                      07.02.24  
Date

**ATTACHMENTS:**

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

Ordinance No. O-38-24

Amendment No. 4 to the 2024-2025 Budget Ordinance

WHEREAS, the Town Council of the Town of Waynesville wishes to amend the 2024-2025 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Waynesville that the 2024-2025 Budget Ordinance be amended as follows:

General Fund:

Increase the following revenues:

Miscellaneous Income	\$5,000
----------------------	---------

Increase the following appropriations:

Administration/DWC	\$5,000
--------------------	---------

Adopted this 9th day of July 2024.

Town of Waynesville

---

Gary Caldwell  
Mayor

Attest:

---

Candace Poolton  
Town Clerk

Approved As To Form:

---

Martha Sharpe Bradley  
Town Attorney

**TOWN OF WAYNESVILLE COUNCIL MEETING  
REQUEST FOR BOARD ACTION  
Meeting Date: July 9, 2024**

**SUBJECT:** Budget Amendment for the Administration/DWC

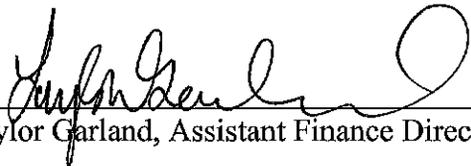
**AGENDA INFORMATION:**

**Agenda Location:** Consent Agenda  
**Item Number:**  
**Department:** Administration/DWC  
**Contact:** Beth Gilmore  
**Presenter:** **Beth Gilmore**

**BRIEF SUMMARY:** DWC applied for and received \$28,500 in funding for an extensive marketing campaign, including video production, website and print marketing.

**MOTION FOR CONSIDERATION:** Approve the budget amendment as presented.

**FUNDING SOURCE/IMPACT:** General Fund

  
Taylor Garland, Assistant Finance Director                      07.02.24  
Date

**ATTACHMENTS:**

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

Ordinance No. O-39-24

Amendment No. 5 to the 2024-2025 Budget Ordinance

WHEREAS, the Town Council of the Town of Waynesville wishes to amend the 2024-2025 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Waynesville that the 2024-2025 Budget Ordinance be amended as follows:

General Fund:

Increase the following revenues:

Miscellaneous Income	\$28,500
----------------------	----------

Increase the following appropriations:

Administration/DWC	\$28,500
--------------------	----------

Adopted this 9<sup>th</sup> day of July 2024.

Town of Waynesville

---

Gary Caldwell  
Mayor

Attest:

---

Candace Poolton  
Town Clerk

Approved As To Form:

---

Martha Sharpe Bradley  
Town Attorney

**TOWN OF WAYNESVILLE COUNCIL MEETING  
REQUEST FOR BOARD ACTION  
Meeting Date: July 9, 2024**

**SUBJECT:** Budget Amendment for the Police Department

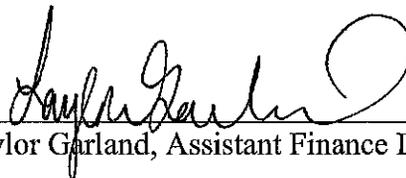
**AGENDA INFORMATION:**

**Agenda Location:** Consent Agenda  
**Item Number:**  
**Department:** Police  
**Contact:** Chief David Adams  
**Presenter:** Chief David Adams

**BRIEF SUMMARY:** WPD applied for and received funding for a second year in the amount of \$10,000 through the Governor's Highway Safety Program grant.

**MOTION FOR CONSIDERATION:** Approve the budget amendment as presented.

**FUNDING SOURCE/IMPACT:** General Fund

	07.02.24
_____ Taylor Garland, Assistant Finance Director	_____ Date

**ATTACHMENTS:**

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

Ordinance No. O-40-24

Amendment No. 6 to the 2024-2025 Budget Ordinance

WHEREAS, the Town Council of the Town of Waynesville wishes to amend the 2024-2025 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Waynesville that the 2024-2025 Budget Ordinance be amended as follows:

General Fund:

Increase the following revenues:

Miscellaneous Income	\$10,000
----------------------	----------

Increase the following appropriations:

Police Department	\$10,000
-------------------	----------

Adopted this 9th day of July 2024.

Town of Waynesville

---

Gary Caldwell  
Mayor

Attest:

---

Candace Poolton  
Town Clerk

Approved As To Form:

---

Martha Sharpe Bradley  
Town Attorney

**TOWN OF WAYNESVILLE COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date: July 9, 2024**

**SUBJECT:** Call for a public hearing for August 13, 2024 to consider a Zoning Map Amendment for 225 Church Street, PIN 8615-27-0218, from Main Street Neighborhood Residential (MS-NR) to Main Street Residential Mixed Use Overlay (MS-NRMXO, per section 15.14 of the Land Development Standards.

**AGENDA INFORMATION:**

**Agenda Location:** Consent Agenda  
**Item Number:**  
**Department:** Development Services  
**Contact:** Elizabeth Teague  
**Presenter:** Elizabeth Teague

**BRIEF SUMMARY:**

The Planning Board will hold a public hearing to consider this rezoning application on July 22, 2024. Because the Council will not meet on July 23 or August 27, the applicant requests that Council consider calling for the public hearing for August 13, so that their application can come before Council as soon as possible pursuant to the Planning Board meeting.

This request to impose a mixed-use overlay on this property, formerly a day care facility, which would allow the building to be re-used as a studio-art space, professional offices, and a space for disabled adults / Adult Day Care. Additionally, they would like to introduce a coffee shop and retail space into the programming of the building.

**MOTIONS FOR CONSIDERATION:**

1. Motion to call for a public hearing for August 13, 2024 to consider a Zoning Map Amendment for an overlay district at 225 Church Street.

**FUNDING SOURCE/IMPACT:**

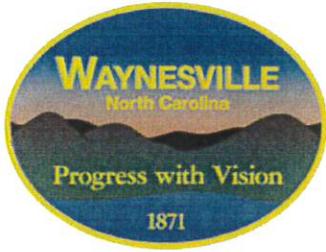
N/A

**ATTACHMENTS:**

- Application with maps

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

This is a call for public hearing only in order to schedule the hearing which would take place after the Planning Board has an opportunity to form a recommendation.



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

**Application for Land Development Standards Map Amendment**

Application is hereby made on June 28, 2024 to the Town of Waynesville for the following map amendment:

Property owner of record: CHURCH STREET STUDIOS LLC  
Address/location of property: 225 CHURCH STREET  
Parcel identification number(s): 8615-27-0218  
Deed/Plat Book/Page, (attach legal description): \_\_\_\_\_  
The property contains 1.143 acres.  
Current district: MAIN ST NEIGHBORHOOD RESIDENTIAL  
Requested district: MAIN ST MIXED USE OVERLAY

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

SEE ATTACHED

**Applicant Contact Information**

Applicant Name (Printed): HARMONY HAUS LLC  
Mailing Address: PO BOX 1164, WAYNESVILLE, NC 28786  
Phone(s): 828-365-8850  
Email: heyharmonyhaus@gmail.com

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

Shereen Malek

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

## **Map Amendment Request for Church Street Studios: A Vibrant Community Hub**

### **Project Summary:**

Church Street Studios is designed to be a vibrant community hub that brings together local artists, professionals, small businesses, and individuals with diverse needs under one roof. Our vision is to create a dynamic space where creativity, inclusion, and community engagement thrive. By transforming this 1.1-acre campus, formerly St. John's daycare, we aim to offer a variety of uses, including artist studios, professional offices, a coffee shop, retail spaces, and services for disabled adults.

**Our Request:** While the core concept is permitted outright, we seek a **Mixed-Use Overlay District** to introduce two key elements:

- **Restaurant with Light Cooking:** This allows for a coffee shop or tearoom offering light fare like sandwiches and scones. We emphasize a focus on simple, low-intensity food preparation, avoiding the need for a full kitchen with extensive ventilation systems or structural modifications.
- **General Commercial:** This permits retail establishments, fostering a collaborative environment for local businesses to thrive.

### **Our Mission Aligns with the History**

Our proposed uses for Church Street Studios extend the building's historical purpose as a cornerstone for education, growth, and community support. Originally built as a school and later serving as a daycare, this space has always fostered development and inclusion. By transforming this 1.1-acre campus into a vibrant community hub with artist studios, professional offices, a coffee shop, retail spaces, and services for disabled adults, we honor its legacy. The Mixed-Use Overlay District acts as a key, unlocking the building's full potential and allowing us to integrate these uses while preserving its core functionalities.

### **Unique Project Characteristics:**

- **Corner Location:** Situated directly across from St. John's Church and midway between Main Street and Frog Level Business Districts, the large corner lot (1.1 acres) offers a unique opportunity for revitalization.
- **Reuse Project:** We prioritize the repurposing of the existing building and its spacious outdoor area, minimizing construction impact.

- **Minimal Change in Impact:** We believe the proposed changes will not significantly alter the existing neighborhood character. The project aligns with the historical use of the building and complements the presence of St. John's Church across the street.

#### **Community Benefits:**

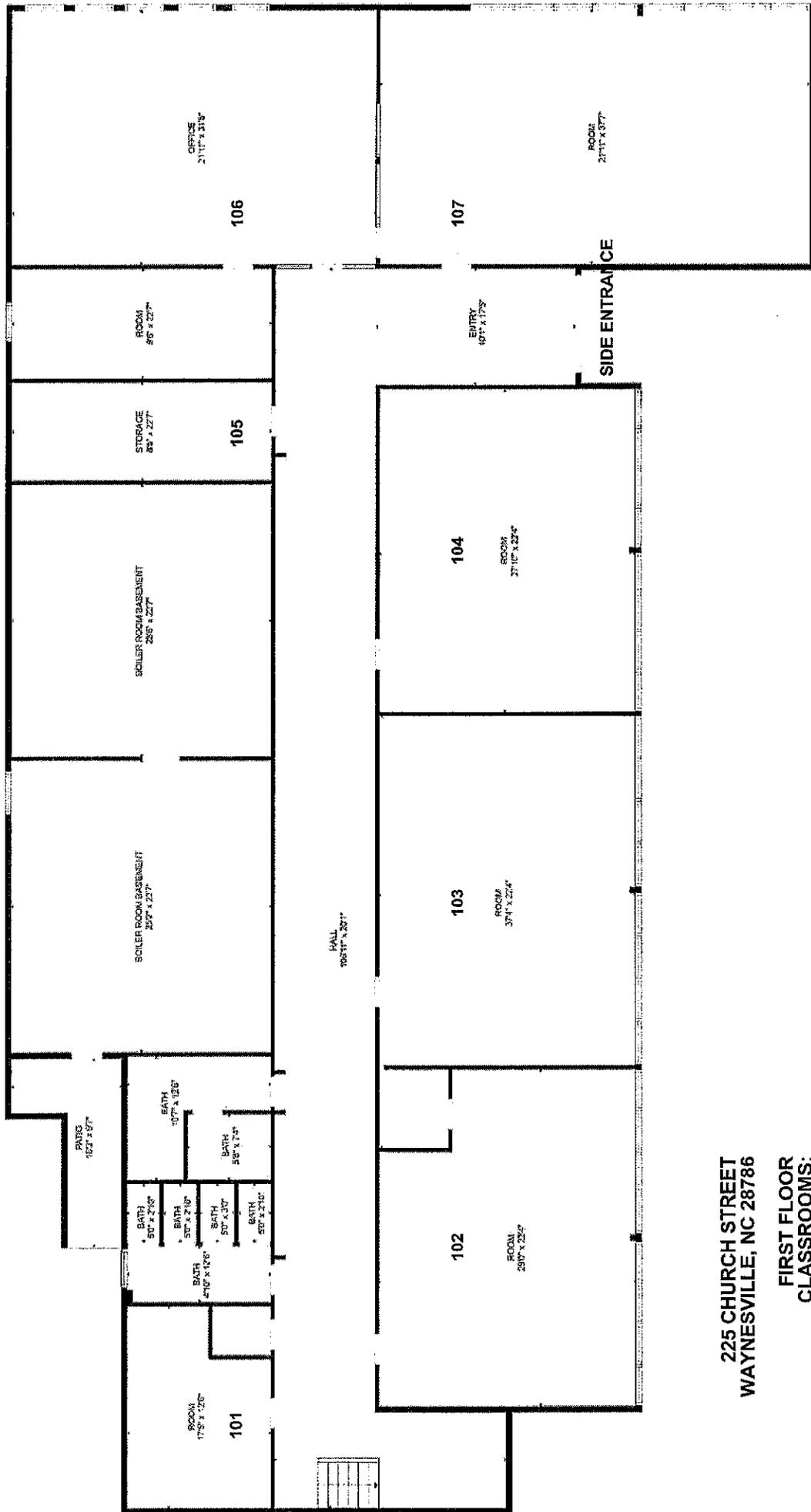
- **Preservation and Revitalization:** We aim to preserve the historical significance of the building while revitalizing it for contemporary needs.
- **Economic Growth and Cultural Connections:** Church Street Studios will foster collaboration, economic growth, and cultural enrichment for Waynesville and Haywood County.
- **Supporting Local Businesses:** The project addresses the need for inspiring spaces for small businesses, while the coffee shop and retail space will serve the community.
- **Strengthened Neighborhood:** We are confident this project will offer valuable services to the surrounding residents without disrupting the neighborhood's peaceful nature.

#### **Community Support:**

We have garnered support from The Haywood County Arts Council, Waynesville Public Art Commission, The ARC of Haywood County, The HCC Small Business Center, Champion Credit Union, and Mountain BizWorks. This collaboration highlights our commitment to community connections and growth.

#### **Conclusion:**

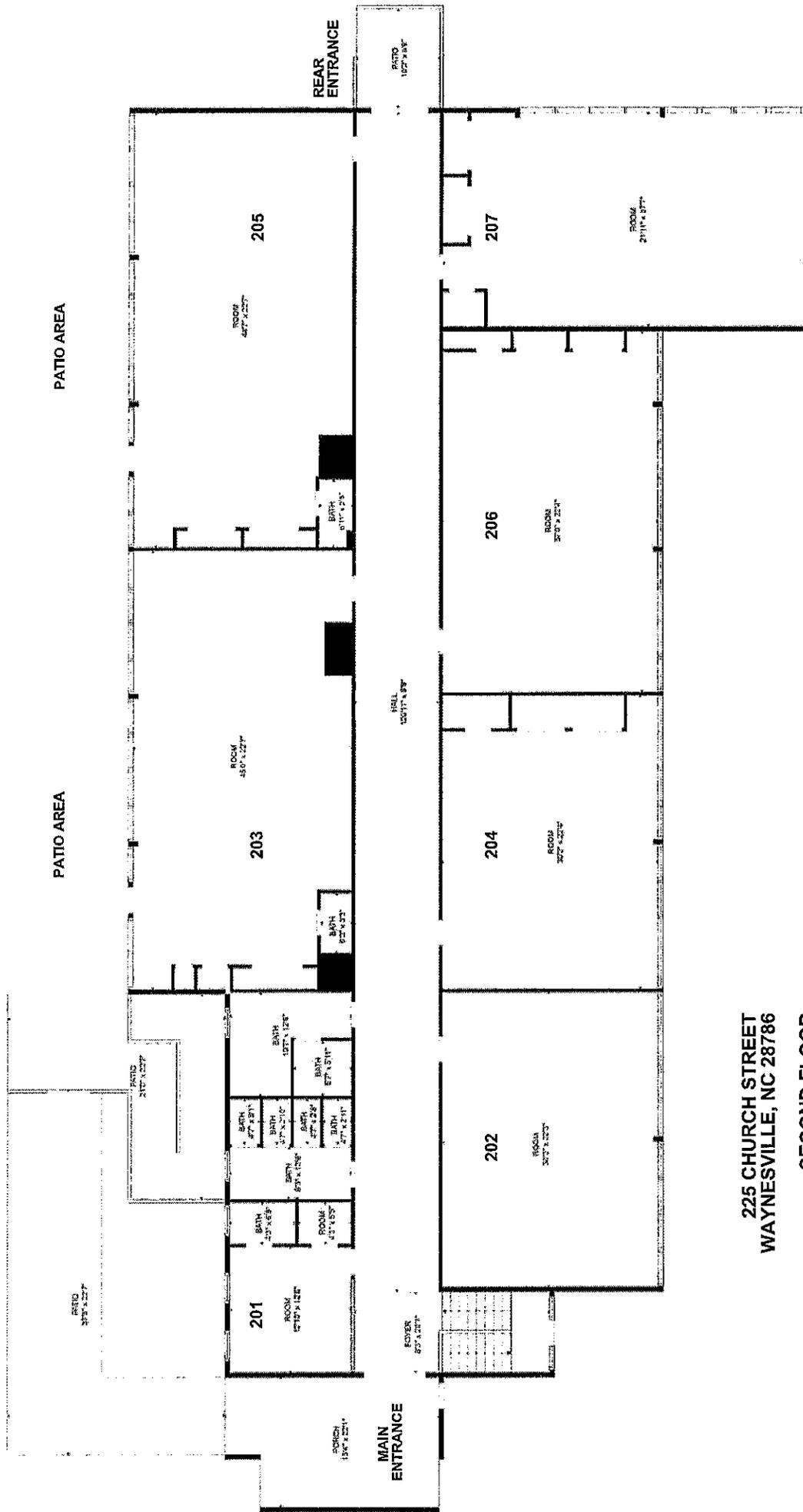
Church Street Studios presents a unique opportunity to revitalize a historic building, foster a vibrant community hub, and support local businesses. The requested Mixed-Use Overlay District enables the addition of a coffee shop and retail space, seamlessly integrating with the existing permitted uses. We believe this project will enhance Waynesville's cultural landscape while ensuring a positive impact on the surrounding neighborhood.

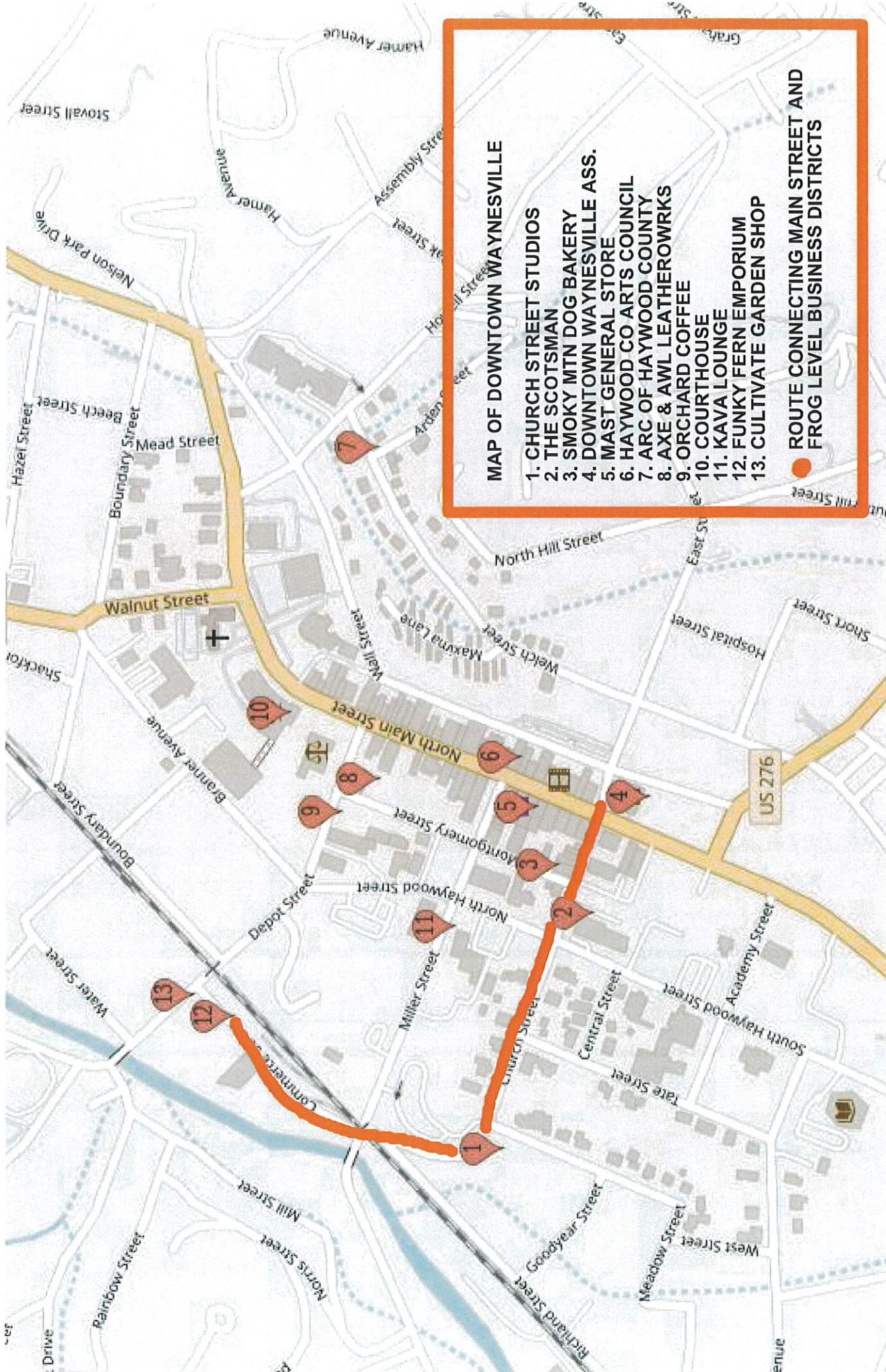


225 CHURCH STREET  
WAYNESVILLE, NC 28786

FIRST FLOOR  
CLASSROOMS:

- 101
- 102
- 103
- 104
- 105
- 106
- 107





### MAP OF DOWNTOWN WAYNESVILLE

1. CHURCH STREET STUDIOS
2. THE SCOTSMAN
3. SMOKY MTN DOG BAKERY
4. DOWNTOWN WAYNESVILLE ASS.
5. MAST GENERAL STORE
6. HAYWOOD CO ARTS COUNCIL
7. ARC OF HAYWOOD COUNTY
8. AXE & AWL LEATHEROWRKS
9. ORCHARD COFFEE
10. COURTHOUSE
11. KAVA LOUNGE
12. FUNKY FERN EMPORIUM
13. CULTIVATE GARDEN SHOP

● ROUTE CONNECTING MAIN STREET AND FROG LEVEL BUSINESS DISTRICTS

# Report For

CHURCH STREET STUDIOS LLC A NC LLC  
PO BOX 1164  
WAYNESVILLE, NC 28786-1164

## Account Information

PIN: 8615-27-0218  
Deed: 1109/2152  
418/758

## Site Information

DAYCARE CENTER  
Commercial Use  
225 CHURCH ST  
Heated Area: 7024  
Year Built: 1930  
Total Acreage: Acres  
Township: Town of Waynesville

## Site Value Information

Land Value: \$64,100  
Building Value: \$527,600  
Market Value: \$591,700  
Deferred Value: \$0  
Assessed Value: \$591,700  
Sale Price: \$700,000  
Sale Date: 06/23/2024  
Tax Bill 1:  
Tax Bill 2:



1 inch = 50 feet  
July 1, 2024

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 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

CHURCH STREET STUDIOS LLC A NC LLC  
PO BOX 1164  
WAYNESVILLE, NC 28786-1164

## Account Information

**PIN:** 8615-27-0218  
**Deed:** 1109/2152  
418/758

## Site Information

DAYCARE CENTER  
Commercial Use  
225 CHURCH ST  
**Heated Area:** 7024  
**Year Built:** 1930  
**Total Acreage:** Acres  
**Township:** Town of Waynesville

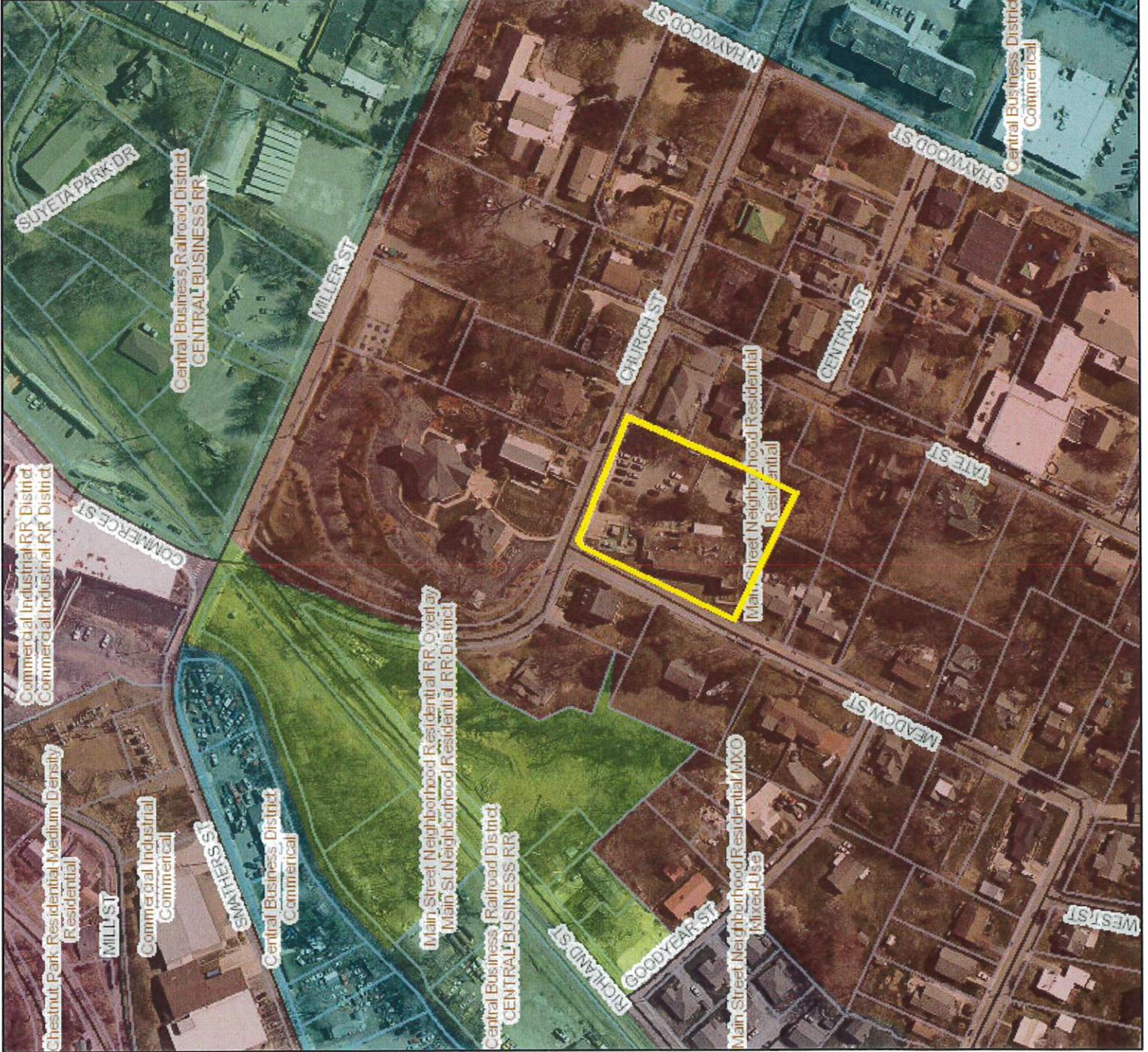
## Site Value Information

**Land Value:** \$64,100  
**Building Value:** \$527,600  
**Market Value:** \$591,700  
**Deferred Value:** \$0  
**Assessed Value:** \$591,700  
**Sale Price:** \$700,000  
**Sale Date:** 6/24/2024  
**Tax Bill 1:**  
**Tax Bill 2:**



1 inch = 200 feet  
July 1, 2024

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.



**TOWN OF WAYNESVILLE TOWN COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date 7/9/2024**

**SUBJECT** CDBG-I Semi Annual Compliance Report

**AGENDA INFORMATION:**

**Agenda Location:** Consent  
**Item Number:**  
**Department:** Administration  
**Contact:** Rob Hites  
**Presenter:** Rob Hites

**BRIEF SUMMARY :** The Town has been granted three CDBG-I grants to replace aging water and sewer infrastructure in the Sawyer and Explorer Street neighborhood. The compliance report states that the Town has not received any Section 3 or Section 504 complaints. It has not received any fair housing complaints as well. As part of the CDBG program the Town agreed to be a point of contact for citizens who believe they have been discriminated against in violation of several Federal Programs. In addition to the above report, the Town has not received any requests to have its CDBG and other compliance documents translated into other languages.

**MOTION FOR CONSIDERATION:** Approve Compliance Report

**FUNDING SOURCE/IMPACT:** Water Fund

**ATTACHMENTS:** Compliance Report

**MANAGER'S COMMENTS:** See Above

**June 30, 2024**

**Re: Phase I and Phase II South Waynesville Sanitary Sewer Extension and Improvements and Water System Extension Projects. Grant #s 22-I-4111, 23-I-4154, and 23-I-2353**

**Mayor Caldwell and Council Members, the following is the CDBG-I Compliance Semi-annual Self-Monitoring Report for the period from January 1, 2024 through June 30, 2024. Please present this report at your next available regular Town Council meeting.**

- Section 3 – The Town of Waynesville has not received any Section 3 compliance complaints in the last six months, nor since the beginning of the project.
- Section 504 – The Town of Waynesville has not received any Section 504 complaints in the last six months, nor since the beginning of the project.
- Fair Housing Complaints – The Town of Waynesville has not received any Fair Housing complaints in the last six months, nor since the beginning of the project.
- Limited English Proficiency - There have been no Limited English Proficiency translation requests in the last 6 months, nor since the beginning of the project.

**Thank you, Karen Kiehna**

**June 30, 2024**

**Re: Phase I and Phase II South Waynesville Sanitary Sewer Extension and Improvements and Water System Extension Projects. Grant #s 22-I-4111, 23-I-4154, and 23-I-2353**

**Mayor Caldwell and Council Members, the following is the CDBG-I Compliance Semi-annual Self-Monitoring Report for the period from January 1, 2024 through June 30, 2024. Please present this report at your next available regular Town Council meeting.**

- Section 3 – The Town of Waynesville has not received any Section 3 compliance complaints in the last six months, nor since the beginning of the project.
- Section 504 – The Town of Waynesville has not received any Section 504 complaints in the last six months, nor since the beginning of the project.
- Fair Housing Complaints – The Town of Waynesville has not received any Fair Housing complaints in the last six months, nor since the beginning of the project.
- Limited English Proficiency - There have been no Limited English Proficiency translation requests in the last 6 months, nor since the beginning of the project.

**Thank you, Karen Kiehna**

**TOWN OF WAYNESVILLE TOWN COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date: 7/9/24**

**SUBJECT** CDBG-I Equal Housing Opportunity Resolution R-04

**AGENDA INFORMATION:**

**Agenda Location:** Consent  
**Item Number:**  
**Department:** Water, Sewer  
**Contact:** Rob Hites  
**Presenter:** **Rob Hites**

**BRIEF SUMMARY :** Our CDBG-I grants require that the Town be a clearinghouse for several Federal programs. One of the programs involves the Town provide a location where people may file a grievance regarding fair housing. The Town is also responsible for recognizing impediments to fair housing. The attached form provides a plan and analysis of impediments to Fair Housing Choice.

**MOTION FOR CONSIDERATION:**

Approve report

**FUNDING SOURCE/IMPACT:** Water, Sewer

**ATTACHMENTS:** Report

**MANAGER'S COMMENTS:** See Above

**EQUAL HOUSING OPPORTUNITY RESOLUTION R-04-24**

WHEREAS, the Town of Waynesville, as the recipient of federal funding through the Community Development Block Grant (CDBG) Grant program;

WHEREAS, the Civil Rights Act of 1964 prohibits all racial discrimination in the sale or rental of property;

WHEREAS, The Fair Housing Act (Act) declares a national policy of fair housing throughout the United States, making illegal any discrimination in the sale, rental and financing of housing, or making dwellings, and in other housing-related transactions, because of race, color, religion, sex, familial status, national origin or disability;

WHEREAS, Executive Order 12892, Equal Opportunity in Housing, as amended (*Leadership and Coordination of Fair Housing in Federal Programs: Affirmatively Furthering Fair Housing*), provides that programs and activities relating to housing and urban development (including any Federal agency having regulatory or supervisory authority over financial institutions) shall be administered in a manner affirmatively to further the purposes of the Act and shall cooperate with the Secretary of Housing and Urban Development, who shall be responsible for exercising leadership in furthering the design and delivery of Federal programs and activities; and

WHEREAS, North Carolina State Fair Housing Act, prohibits unlawful discriminatory housing practices for any person in real estate transactions, because of race, color, religion, sex, national origin, handicapping condition, or familial status; unlawful discriminatory housing practice to discriminate in land-use decisions or in the permitting of development based on race, color, religion, sex, national origin, handicapping condition, familial status, or, except as otherwise provided by law, the fact that a development or proposed development contains affordable housing units for families or individuals with incomes below eighty percent (80%) of area median income.

NOW THEREFORE, BE IT RESOLVED:

The Town hereby endorses a Affirmatively Furthering Fair Housing Plan that ensures equal opportunity and fair housing for all persons to rent, purchase, obtain financing and enjoy all other housing attributes, that is affordable, safe, decent, free of unlawful discrimination and accessible as required on a non-discriminatory basis as provided by state and federal statutes and regulations.

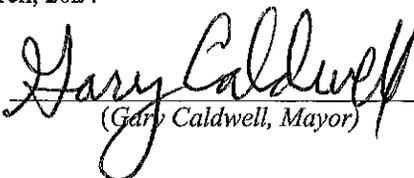
In addition, the Town will take meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially or ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with the civil rights and fair housing laws.

PASSED BY THE TOWN COUNCIL, TOWN OF WAYNESVILLE, NORTH CAROLINA.

Adopted this 12 day of March, 2024

ATTEST:

  
(Candace Poolton, Clerk)

  
(Gary Caldwell, Mayor)



## FAIR HOUSING COMPLAINT PROCEDURE

Housing discrimination is prohibited by Title VIII of the Civil Rights Act of 1968 (Fair Housing Act) and the North Carolina Fair Housing Act. In an effort to promote fair housing and that the rights of housing discrimination victims are protected, Town of Waynesville has adopted the following procedures for receiving housing discrimination complaints:

1. Any person or persons wishing to file a complaint of housing discrimination in the Town may do so by informing the town/city/county administrator of the facts and circumstance of the alleged discriminatory acts or practice.
2. Upon receiving a housing discrimination complaint, the Town Manager shall acknowledge the complaint within fifteen (15) working days in writing and inform the Division of Water Infrastructure and the North Carolina Human Relations Commission about the complaint.
3. The Town Manager shall offer assistance to the Commission in the investigation and reconciliation of all housing discrimination complaints which are based on events occurring in the Town.
4. The Town shall publicize in the local newspaper, with the TDD#, who is the local agency to contact with housing discrimination complaints.

It is the policy of the Town of Waynesville to implement the CDBG program to ensure equal opportunity in housing for all persons regardless of religion, race, color, national origin, sex, familial status, or disability.

If you have any questions about the complaint procedure or would like to register a complaint of fair housing discrimination, please contact the Town Development Services Director, 828-456-8647, 9 South Main Street, Waynesville, NC 28786, [eteague@waynesvillenc.gov](mailto:eteague@waynesvillenc.gov), or for the hearing impaired, TDD assistance is available at (711 or 800-735-2962 and providing the facts and circumstances of alleged discriminatory act or practice.

This information is available in Spanish or any other language upon request. Please contact Elizabeth Teague, Development Services Director, at 828-456-8647 or at 9 South Main Street, Waynesville, NC 28786 for accommodations for this request.9

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Elizabeth Teague al 828-456-8647 o en 9 South Main Street, Waynesville, NC 28786 de alojamiento para esta solicitud.



Adopted this 12 day of March, 2024.

Gary Caldwell (Gary Caldwell, Mayor)

ATTEST: Candace Poolton (Candace Poolton, Clerk)

**AFFIRMATIVELY FURTHERING FAIR HOUSING (AFFH) PLAN**

Grantee Name:	<b>Town of Waynesville</b>
Time Period for this Plan:	<b>October 2023 through December 2028</b>
Grantee’s Mailing Address:	<b>P.O. Box 100, Waynesville, NC 28786</b>
Grantee Physical Address (if different than mailing):	<b>10 South Main Street, Waynesville, Nc 28786</b>
Contact Person and Title (Fair Housing Officer):	<b>Elizabeth Teague, Development Services Director</b>
Contact Email:	<b>eteague@waynesvillenc.gov</b>
Contact Phone Number:	<b>828-456-8647</b>
TDD and/or TYY Number:	<b>711 or 800-735-2962 or 888-825-6570 (Spanish)</b>

This information is available in Spanish or any other language upon request. Please contact **(Insert name)** at **(Insert phone number)** or at **(Insert physical location)** for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con **(Insert name)** al **(Insert phone number)** o en **(Insert physical location)** de alojamiento para esta solicitud.

**I. Indicate if the Recipient will be affirmatively furthering fair housing for the first time or has implemented specific activities in the past.**

First Time  Past Activities

**II. Identify and analyze obstacles to affirmatively furthering fair housing in Recipient’s community. (Use additional pages as necessary)**

<b>Town of Waynesville Economic and Community Data</b>			
<b>Data Title</b>	<b>Waynesville 2022</b>	<b>Haywood County 2022</b>	<b>North Carolina 2022</b>
<b>Population</b>	10,620	62,152	10,439,388
<b>Median Household Income</b>	\$44,920	\$52,063	\$67,481
<b>Race and Ethnicity</b>			
<b>Caucasian</b>	91.50%	91.00%	69.90%

<b>Black</b>	1.70%	1.00%	22.20%
<b>American Indian or Alaskan Native</b>	3.00%	0.00%	1.60%
<b>Asian</b>	4.00%	2.00%	3.60%
<b>Two or more Races</b>	5.50%	2.00%	2.60%
<b>Hispanic</b>	4.40%	5.00%	10.50%
<b>Median Age of Population</b>	47.3	47.7	39
<b>Percent of People in Poverty</b>	18.10%	12.10%	13.30%
<b>Persons with a Disability</b>	14.70%	11.60%	13.70%
<b>Language spoken at home (English)</b>	96.07%	94.30%	87.30%
<b>Language spoken at home (Spanish)</b>	2.65%	3.90%	7.90%
<b>Housing - Owner</b>	58.10%	74.80%	66.20%
<b>Housing - Renter</b>	41.90%	25.00%	33.80%
<b>Occupied Housing</b>	84.00%	75.00%	86.60%
<b>Vacant Housing</b>	16.00%	24.00%	11.60%
<b>Median owner Cost with Morg</b>	\$1,279.00	\$1,337.00	\$1,496.00
<b>Median renter cost</b>	\$1,019.00	\$954.00	\$1,131.00
<b>Average household size</b>	2.72	2.33	3.00
<b>Median Home Value</b>	\$221,000.00	\$227,500.00	\$234,900.00
<b>Percent Households with Broadband Access</b>	78.80%	79.90%	80.75%
<b>Population by minimum level of education - Some College</b>	86.90%	90.40%	89.40%
<b>Number of Households</b>	4,803	35,051	4,708,710
<b>Travel Commute Time Average</b>	18.70	23.1	25
<b>Employment Rate</b>	56.20%	55.40%	59.20%
<b>Most Common Occupations - 2020</b>			
<b>Management Occupations</b>	6.71	10.1	N/A at same level
<b>Arts, Education, and Recreation</b>	2.05	0.88	
<b>Healthcare Support occupations</b>	4.1	4.52	N/A at same level
<b>Building &amp; Grounds Cleaning &amp; Maintenance Occupations</b>	3.29	4.27	N/A at same level
<b>Education Instruction and Library Occupations</b>	12.4	8,01	N/A at same level
<b>Food Preparation and Serving Related Occupations</b>	9.41	7.96	N/A at same level

<b>Health Diagnosing and Treating PR actioners and Other Technical Occupations</b>	3.85	4.68	N/A at same level
<b>Transportation Occupations</b>	1.69	3.86	
<b>Personal Care and Service Occupations</b>	2.95	2.47	N/A at same level
<b>Office and Administrative Support Occupations</b>	10	9.63	N/A at same level
<b>Sales and Related Occupations</b>	13.5	9,93	N/A at same level
<b>Most Common Industries - 2020</b>			
<b>Health Care and Social Assistance</b>	16.6	16.5	N/A at same level
<b>Educational Services</b>	11.5	9.65	N/A at same level
<b>Arts, Education, and Recreation</b>	3.91	2.61	N/A at same level
<b>Manufacturing</b>	8.19	11.3	N/A at same level
<b>Retail Trade</b>	13.5	11.6	N/A at same level
<b>Other Service, except Public Administration</b>	3.85	4.98	N/A at same level
<b>Construction</b>	4.9	6.39	6.29
<b>Professional, Scientific and Technical Services</b>	7.57	5.7	N/A at same level
<b>Administrative and Support and Waste Management Series</b>	2.01	3.29	N/A at same level
<b>Public Administration</b>	5.17	5.61	N/A at same level
<b>Accommodation and Food Services</b>	12.4	9.8	9.09
<b>Agriculture, Forestry, Fishing and Hunting</b>	0.5	0.51	N/A at same level
<b>Real Estate and Rental Leasing</b>	5.54	2-Jan	N/A at same level
<b>Transportation and Warehousing</b>	0.876	3.47	N/A at same level
<b>Information</b>	0.727	0.963	N/A at same level

**III. Will the above obstacles apply to the total municipality or county?**

Yes  No

If no, provide an explanation: *(Use additional pages as necessary)*

**IV. Quarterly Activities.**

Briefly describe the quarterly activities that the Recipient will undertake over the active period (to grant expiration date on front of grant contact/agreement) of the grant to affirmatively further fair housing in their community. A time schedule and estimated cost for implementation of these activities must be included. Activities must be scheduled for implementation at least on a quarterly basis.

<b>Grantee Name: Quarterly Fair Housing Actions Steps / Activities</b>				
<i>Fill in this table with identified quarterly action steps/activities. These activities must be tied to the identified local fair housing needs/interests and attributes based on local means. May delete this row for final plan. Additional rows can be added to the table.</i>				
<b>Quarterly Fair Housing Action Step / Activity</b>	<b>Months</b>	<b>Year</b>	<b>Estimated Cost</b>	<b>Actual Cost</b>
Distribute FH brochures as needed in Town buildings.	Oct. to Dec.	2023	\$0	
Work with local Affordable Housing Agencies and Developers to promote increasing affordable rental housing units	Jan. to March	2024	\$0	
Work with Town’s and Region’s Workforce Development staff to coordinate a Job Fair in Waynesville	April to June	2024	\$0	
Establishing and publishing the grantee’s fair housing complaint procedure and TDD number in the local newspaper	July to Sept.	2024	\$300	
Distribute FH brochures as needed in Town buildings.	Oct. to Dec.	2024	\$0	
Work with local Affordable Housing Agencies and Developers to promote increasing affordable rental housing units	Jan. to March	2025	\$0	
Work with Town’s and Region’s Workforce Development staff to coordinate a Job Fair in Waynesville	April to June	2025	\$0	
Publishing the grantee’s fair housing complaint procedure and TDD number in the local newspaper	July to Sept.	2025	\$300	
Replenish FH brochures as needed in Town buildings.	Oct. to Dec.	2025	\$0	
Distribute FH brochures as needed in Town buildings.	Jan. to March	2026	\$0	

Work with local Affordable Housing Agencies and Developers to promote increasing affordable rental housing units	April to June	2026	\$0	
Work with Town's and Region's Workforce Development staff to coordinate a Job Fair in Waynesville	July to Sept.	2026	\$0	
Publishing the grantee's fair housing complaint procedure and TDD number in the local newspaper	Oct. to Dec.	2026	\$300	
Distribute FH brochures as needed in Town buildings.	Jan. to March	2027	\$0	
Work with local Affordable Housing Agencies and Developers to promote increasing affordable rental housing units	April to June	2027	\$0	
Work with Town's and Region's Workforce Development staff to coordinate a Job Fair in Waynesville	July to Sept.	2027	\$0	
Publishing the grantee's fair housing complaint procedure and TDD number in the local newspaper	Oct. to Dec.	2027	\$300	
Distribute FH brochures as needed in Town buildings.	Jan. to March	2028	\$0	
Work with local Affordable Housing Agencies and Developers to promote increasing affordable rental housing units	April to June	2028	\$0	
Work with Town's and Region's Workforce Development staff to coordinate a Job Fair in Waynesville	July to Sept.	2028	\$0	
Publishing the grantee's fair housing complaint procedure and TDD number in the local newspaper	Oct. to Dec.	2028	\$300	

**Additional Required Action Steps / Activities**

1. The Town shall adopt and publicize in the local newspaper, with the TDD# and/or TYY#, the local jurisdiction's fair housing complaint procedures and Fair Housing Officer contact information for housing discrimination complaints.
2. The Town shall include the Equal Housing Opportunity logo and/or the phrase affirming Equal Opportunity in Housing on all the CDBG documents intended to be shared with the public.
3. The Town shall post/display Fair Housing and Equal Housing Opportunity posters, with local Fair Housing Officer name, title, and contact information, and other additional information in prominent locations.

## V. Fair Housing Complaints

Describe Recipient's method of receiving and resolving housing discrimination complaints. This may be either a procedure currently being implemented or one to be implemented under this CDBG grant. Include a description of how the recipient informs the public about the complaint procedures. *(Use additional space/pages as necessary)*

- 1) Any person or persons wishing to file a complaint of housing discrimination in Allegheny Town may do so by **informing the Town Program Administrator** of the facts and circumstance of the alleged discriminatory acts or practice.
- 2) Upon receiving a housing discrimination complaint, the Town Program Administrator shall acknowledge the complaint within **10 days in writing** and inform the NC Department of Commerce and the North Carolina Human Relations Commission about the complaint.
- 3)
- 4) The Town Program Administrator shall **offer assistance** to the Commission in the investigation and reconciliation of all housing discrimination complaints which are based on events occurring in the Town.
- 5) The Town Program Administrator shall **publicize** in the local newspaper, with the TDD#711, who is the local agency to contact with housing discrimination complaints.

### **Fair Housing Officer**

In accordance with Title VIII, Civil Rights Act of 1968, as amended, the Fair Housing Officer identified on the front page has been designated to handle fair housing complaints and activities. The Fair Housing Officer (FHO) is responsible for the intake and processing of all housing complaints (if UGLG has its own enforcement agency) as well as implementation of the AFFH Plan activities and actions. If the Town does not have their own enforcement body, there should be a clear procedure for referring fair housing complaints to enforcement agencies that serve that municipality.

While not expected to be an "expert" in Fair Housing Laws, at a minimum, the FHO will be familiar with the complaint process and federal and state laws, which address Fair Housing. Records which show the date, time, nature of the complaint and decisions made in the complaint process will be fully documented. A separate file will maintain a record of all housing discrimination complaints and follow-up actions. Referrals should be noted in the fair housing file.

The FHO is in charge of receiving fair housing complaints and tracking them in a fair housing log. They are also responsible for providing referral information in a timely manner. Thus, a specific procedure for receiving fair housing complaints must be developed. The FHO will keep a record of the progress on the number of complaints filed, actions taken, and the status of each complaint.

**Housing Complaint Process**

1. Any person or persons wishing to file a complaint of housing discrimination in the town may do so by informing the town administrator of the facts and circumstance of the alleged discriminatory acts or practice.
2. Upon receiving a housing discrimination complaint, the town administrator shall acknowledge the complaint within fifteen (15) working days in writing and inform the Division of Water Infrastructure and the North Carolina Human Relations Commission about the complaint.
3. The town administrator shall offer assistance to the Commission in the investigation and reconciliation of all housing discrimination complaints which are based on events occurring in the town.
4. The town administrator shall publicize in the local newspaper, with the TDD#, who is the local agency to contact with housing discrimination complaints.

A summary of actions which may constitute housing discrimination, and instructions for completing and filing housing discrimination complaints will be made available to citizens at Town Hall, at 9 South Waynesville, NC 28786.

In addition, individuals can file a housing discrimination using the HUD 903 Form and HUD 903-A Form (Spanish version) at the following locations:

HUD at [https://www.hud.gov/program\\_offices/fair\\_housing\\_equal\\_opp/online-complaint#\\_Information\\_About\\_Filing](https://www.hud.gov/program_offices/fair_housing_equal_opp/online-complaint#_Information_About_Filing)

1. NC Office of Administrative Hearings, Civil Rights Division at <https://www.oah.nc.gov/civil-rights-division/housing-discrimination>
2. US Department of Justice Civil Rights Division at <https://www.justice.gov/crt>

**VI. AMENDMENTS**

The Town shall amend and revise this Plan as required to keep current with state and federal fair housing and equal fairing opportunity statutes and regulations, and local actions and activities to further the purposes of this Plan.

PASSED BY THE **TOWN COUNCIL, WAYNESVILLE,** NORTH CAROLINA.



Adopted this \_\_\_\_\_ day of July 2024

\_\_\_\_\_  
(Gary Caldwell)

ATTEST:

\_\_\_\_\_  
(Candace Poolton, Clerk)

**ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE (AI)**

Grantee Name:	<b>Town of Waynesville</b>
Time Period for this Plan:	<b>October 2023 through December 2028</b>
Grantee’s Mailing Address:	<b>P.O. Box 100, Waynesville, NC 28786</b>
Grantee Physical Address (if different than mailing):	<b>10 South Main Street, Waynesville, Nc 28786</b>
Contact Person and Title (Fair Housing Officer):	<b>Elizabeth Teague, Development Services Director</b>
Contact Email:	<b>eteague@waynesvillenc.gov</b>
Contact Phone Number:	<b>828-456-8647</b>
TDD and/or TYY Number:	<b>711 or 800-735-2962 or 888-825-6570 (Spanish)</b>

<b>Check one:</b>	
Initial AI	X <input type="checkbox"/>
Amended AI	<input type="checkbox"/>
Renewal AI	<input type="checkbox"/>



Adopted this \_\_\_\_\_ day of July 2024 \_\_\_\_\_

\_\_\_\_\_  
*(Gary Caldwell, Mayor)*

ATTEST: \_\_\_\_\_  
*(Candace Poolton, Clerk)*

**GRANT RECIPIENT**  
**ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE (AI)**

**I. INTRODUCTION**

The Department of Housing and Urban Development (HUD) is committed to eliminating racial and ethnic segregation and other discriminatory practices in housing and will use all its programmatic and enforcement tools to achieve this goal. The fundamental goal of HUD's fair housing policy is to make housing choice a reality through fair housing planning. Fair housing planning involves three main steps:

1. Conducting an analysis of impediments to fair housing choice within the jurisdiction.
2. Taking meaningful actions to overcome the effects of any impediments identified through the analysis; and
3. Maintaining records reflecting the analysis and actions taken.

This report is the Analysis of Impediments to Fair Housing Choice (AI). This analysis has been completed for the Grant Recipient CDBG project/program to begin date. This AI and a AFFH Plan will be incorporated into the Grant Recipient's CDBG Policies and Procedures.

The AI is a review of impediments to fair housing choice in the public and private sector. It involves a comprehensive review of the jurisdiction's laws, regulations, policies, procedures, and practices; and an assessment of how those laws, etc. affect the location, availability, and accessibility of housing. In addition, it includes an assessment of conditions, both public and private, affecting fair housing choice for members of the protected groups.

Specifically, impediments to fair housing choice are any actions, omissions, or decisions, which have the effect of restricting housing choices or the availability of housing choices on the basis of race, color, religion, sex, disability, familial status, or national origin.

The AI includes an analysis of demographic data and a housing needs assessment. It then includes an analysis to determine the nature and extent of discrimination against the protected groups within the jurisdiction. The format used to conduct this analysis is a fair housing planning model developed for use by local government CDBG grantees by the North Carolina Department of Environmental Quality.

**II. SOCIO-ECONOMIC BACKGROUND DATA AND ANALYSIS**

**A. Community Profile** (*local government information, etc.*)

Waynesville is the largest Town in Haywood County. With a population of 10,620 based on 2022 census data. The Town is the County seat, with the majority of the County's supportive services, transportation services, arts and entertainment, medical and social services.

**B. Demographic Profile** *(local government, compare with county and state data)*

2022 US Census Data

Population

Waynesville’s 2022	10,620
Haywood County	62,152
North Carolina	10,439,388

Median Household Income

Waynesville	\$44,920
Haywood County	\$52,063
North Carolina	\$67,481

**C. Education and Economic Profile** *(local government, compare with county and state data)*

2023 US Census

High School Graduates School Graduate or Higher

Waynesville	86.9%
Haywood County	90.4%
North Carolina	89.4

Bachelor’s degree or higher present of persons age 25 years +

Waynesville	31.8%
Haywood County	28.7%
North Carolina	33.9%

Civilian Labor Force – Population age 16 years +

Waynesville	56.2%
Haywood County	55.4%
North Carolina	57.4%

**III. ANALYSIS TO DETERMINE DISPROPORTIONATE HOUSING NEED**

**A. Housing Profile** *(local government, compare with county and state data)*

Economic and Education Data – US Census 2022			
	Waynesville	Haywood Co.	North Carolina
<b>Housing - Owner</b>	58.10%	74.80%	66.20%
<b>Housing - Renter</b>	41.90%	25.00%	33.80%
<b>Occupied Housing</b>	84.00%	75.00%	86.60%
<b>Vacant Housing</b>	16.00%	24.00%	11.60%
<b>Median owner Cost with Morg</b>	\$1,279.00	\$1,337.00	\$1,496.00
<b>Median renter cost</b>	\$1,019.00	\$954.00	\$1,131.00
<b>Average household size</b>	2.72	2.33	3.00
<b>Median Home Value</b>	\$221,000.00	\$227,500.00	\$234,900.00
<b>Percent Households with Broadband Access</b>	78.80%	79.90%	80.75%

<b>Housing - Owner</b>	58.10%	74.80%	66.20%
<b>Housing - Renter</b>	41.90%	25.00%	33.80%
<b>Occupied Housing</b>	84.00%	75.00%	86.60%
<b>Vacant Housing</b>	16.00%	24.00%	11.60%
<b>Median owner Cost with Morg</b>	\$1,279.00	\$1,337.00	\$1,496.00
<b>Median renter cost</b>	\$1,019.00	\$954.00	\$1,131.00
<b>Average household size</b>	2.72	2.33	3.00
<b>Median Home Value</b>	\$221,000.00	\$227,500.00	\$234,900.00
<b>Percent Households with Broadband Access</b>	78.80%	79.90%	80.75%

**IV. ANALYSIS TO DETERMINE THE NATURE AND EXTENT OF DISCRIMINATION**

**A. Analysis of the Level of Segregation and Spatial Isolation** *(provide answers to the following and how/where you received the information)*

1. Are there areas of minority concentration within your jurisdiction?

The highest minority concentrations (are in Waynesville, which is where residents have the greatest access to education, supportive services, public health services, medical services, public transportation and recreation parks and community activities.

<b>Town of Waynesville Economic and Community Data</b>			
<b>Waynesville 2022</b>	<b>Haywood County 2022</b>	<b>North Carolina 2022</b>	
<b>Race and Ethnicity</b>			
<b>Caucasian</b>	91.50%	91.00%	69.90%
<b>Black</b>	1.70%	1.00%	22.20%
<b>American Indian or Alaskan Native</b>	3.00%	0.00%	1.60%
<b>Asian</b>	4.00%	2.00%	3.60%
<b>Two or more Races</b>	5.50%	2.00%	2.60%
<b>Hispanic</b>	4.40%	5.00%	10.50%
<b>Median Age of Population</b>	47.3	47.7	39
<b>Percent of People in Poverty</b>	18.10%	12.10%	13.30%
<b>Persons with a Disability</b>	14.70%	11.60%	13.70%
<b>Language spoken at home (English)</b>	96.07%	94.30%	87.30%
<b>Language spoken at home (Spanish)</b>	2.65%	3.90%	7.90%

2. What is the county tier your community is located in?  
Haywood County is a Tier 2 County

**B. Historical Incidences that Contribute to Current Housing Patterns** (*provide answers to the following and how/where you received the information*)

1. History of public policy decision on segregation within the community.

One of Waynesville’s largest historically African American neighborhoods was the Pigeon Street community, with an all-black elementary school (k-7<sup>th</sup> grade) and that was built in 1950 and closed in the mid-1960s.

The Pigeon Center Multicultural Development Center is a local non-profit. Their mission statement reads in part “The mission of PCMDC is to promote and facilitate harmony among the residents of our county and our communities, by helping to reestablish the long-standing tradition of community as family.” They are located at 450 Pigeon Street, Waynesville, NC.

**Residential Segregation (Black/White) for North Carolina by County**  
**Haywood County Ranks 65 of 100**

2. Number of farms that utilize migrant workers and its effects on housing patterns.

Based on USDA Farmworker Date, there are only 20 in Haywood County. There is no data on the number of farms that utilize migrant workers.

3. Industry contributions to current housing patterns. The Region’s industry is not the primary housing patterns. With the decline of large industries in the region, housing patterns are driven more a blend of industry, small business, tourism, governmental services, health care, housing outdoor recreation, etc.

<b>Most Common Industries - 2020</b>			
	Waynesville	Haywood Co.	North Carolina
<b>Health Care and Social Assistance</b>	16.6	16.5	N/A at same level
<b>Educational Services</b>	11.5	9.65	N/A at same level
<b>Arts, Education, and Recreation</b>	3.91	2.61	N/A at same level
<b>Manufacturing</b>	8.19	11.3	N/A at same level
<b>Retail Trade</b>	13.5	11.6	N/A at same level
<b>Other Service, except Public Administration</b>	3.85	4.98	N/A at same level
<b>Construction</b>	4.9	6.39	6.29
<b>Professional, Scientific and Technical Services</b>	7.57	5.7	N/A at same level
<b>Administrative and Support and Waste Management Series</b>	2.01	3.29	N/A at same level
<b>Public Administration</b>	5.17	5.61	N/A at same level
<b>Accommodation and Food Services</b>	12.4	9.8	9.09
<b>Agriculture, Forestry, Fishing and Hunting</b>	0.5	0.51	N/A at same level
<b>Real Estate and Rental Leasing</b>	5.54	2-Jan	N/A at same level
<b>Transportation and Warehousing</b>	0.876	3.47	N/A at same level
<b>Information</b>	0.727	0.963	N/A at same level



	Monthly Data (most current available)			AVG Y-T-D 2023	AVG Y-T-D 2024	Change
	Feb 2023	Feb 2024	Change			
<b>Employment</b>						
Total Labor Force	30,411	30,467	0.2%	30,348	30,490	0.5%
Employed	29,427	29,447	0.1%	29,368	29,481	0.4%
Unemployed	984	1,020	3.7%	980	1,009	3.0%
Unemployment Rate (%)	2.9%	3.3%	0.4%	3.2%	3.3%	0.1%
<b>Retail Sales</b>						
Taxable Sales & Purchases	\$88,982,221	\$87,131,870	-2.1%	\$88,982,221	\$87,131,870	-2.1%
<b>Tourism</b>						
Occupancy Tax Collections	\$162,326	\$131,956	-18.7%	\$346,793	\$318,331	-8.2%
<b>Home Sales</b>						
	Mar 2023	Mar 2024	Change	Y-T-D 2023	Y-T-D 2024	Change
New Listings	132	135	2.3%	280	282	0.7%
Pending Sales (signed purchase agreement)	86	92	7.0%	245	236	-3.7%
Closed Sales (sold & no longer active)	97	61	-37.1%	207	186	-10.1%
Median Sales Price	\$335,000	\$400,000	19.4%	\$338,333	\$373,167	10.3%
Average Sales Price	\$364,303	\$425,425	16.8%	\$392,698	\$411,118	4.7%
Percent of Original List Price Received	93.2%	92.5%	-0.7%	92.2%	92.2%	0.0%
Average Days on Market Until Sale	57	63	10.5%	58	61	5.8%
Average Inventory of Homes for Sale	205	222	8.3%	196	196	0.2%
Average Months Supply of Inventory	2.2	2.6	18.2%	2.1	2.3	7.9%
<b>Value of Building Permits</b>						
	Mar 2023	Mar 2024	Change	Y-T-D 2023	Y-T-D 2024	Change
Total Value	\$11,489,741	\$16,394,616	42.7%	\$54,574,994	\$47,279,018	-13.4%
New Residential (single and multi family)	\$8,777,054	\$12,624,180	43.8%	\$21,261,563	\$29,253,793	37.6%
Residential Additions/Alterations	\$2,158,987	\$2,449,993	13.5%	\$6,247,217	\$4,686,406	-25.0%
Mobile Homes	\$1,029,937	\$818,121	-20.6%	\$2,244,889	\$1,989,405	-11.4%
New Commercial	\$371,000	\$139,000	-62.5%	\$26,372,188	\$10,726,957	-59.3%
Commercial Additions/Alterations	\$153,000	\$983,443	542.8%	\$539,866	\$2,283,843	323.0%
<b>Number of Building Permits</b>						
	Mar 2023	Mar 2024	Change	Y-T-D 2023	Y-T-D 2024	Change
Total Number	73	114	56.2%	180	256	42.2%
New Residential (single and multi family)	18	54	200.0%	49	105	114.3%
Residential Additions/Alterations	46	45	-2.2%	104	111	6.7%
Mobile Homes	7	7	0.0%	16	18	12.5%
New Commercial	2	6	200.0%	9	10	11.1%
Commercial Additions/Alterations	4	2	-50.0%	10	18	80.0%

**C. Discrimination in the Rental Market** (provide answers to the following and how/where you received the information)

- Are there any zoning requirements that have the effect of limiting the availability of rental units within the jurisdiction? No
- Where are the rental units located? Are they located in areas of minority concentration? Rental units are located throughout the Town of Waynesville.
- Where are the public housing units located? The Waynesville Housing Authority manages 100 units in total. The units are brick, single-story duplexes located in four areas of Waynesville. The locations are Chestnut Park (8 units), Pigeon Street (12 units), Boyd Avenue (20 units), and Nineveh [60 units (family section)]. There are 20 studio apartments, 24 one-bedroom apartments, 25 two-bedroom apartments, 23 three-bedroom apartments, and 7 four-bedroom apartments.
- Determine what barriers exist for protected class members in the rental market. The only barrier that exist is the limited number of rental units

in the entire region. The lack of units impacts persons with disabilities the most.

5. Are vouchers and Section 8 certificate holders able to find housing throughout the community? Affordable housing is a challenge throughout Waynesville, Haywood County, and the entire western North Carolina region. The cost of land, second homes, and short-term rentals all contribute to the shortage of affordable housing and rental housing in particular. Vouchers and Section 8 units are extremely limited. If not, identify the barriers that face them.
6. Is steering an issue for protected class members? No
7. Is housing available for families with children and persons with disabilities? As previously stated, with market rate housing, second/vacation homes, short-term rentals driving the residential housing market, access to affordable housing is extremely limited. The Town of Waynesville’s staff continue to work with local affordable housing developers to increase the quality and quantity of affordable housing.

**D. Discrimination in the Sales Market** (provide answers to the following and how/where you received the information)

1. Does the local association of realtors have an MLS service? Yes
2. Is the local association of realtors a VAMA signatory? The region’s realtors association is Canopy Realtors Association. Canopy Realtor® Association, along with [NC REALTORS®](#) and the [National Association of REALTORS®](#), stands by to do what we can to lift our communities.
3. Is there any evidence of protected class members steering or blockbusting within the local market? No
4. What are the relative housing values for minority and non-minority communities of similar economic composition? None, all housing is extremely high.

**Median Sold Price Compared To Nearby Counties**



COUNTY	MAY 2023	MAY 2024	CHANGE
Haywood County	\$340K	\$375.1K	+10.3% ↑
Transylvania County	\$442.2K	\$485K	+9.7% ↑
Madison County	\$400K	\$425K	+6.3% ↑
Buncombe County	\$450.1K	\$475.2K	+5.6% ↑
Jackson County	\$344.9K	\$359.5K	+4.2% ↑

Median Sold Price By Bedroom Count <span style="float: right;">(i)</span>			
# BEDROOMS	MAY 2023	MAY 2024	CHANGE
<u>1 Bedroom</u>	\$165K	\$159K	-3.6% ↓
<u>2 Bedrooms</u>	\$291.5K	\$320K	+9.8% ↑
<u>3 Bedrooms</u>	\$358.1K	\$399K	+11.4% ↑
<u>4 Bedrooms</u>	\$478.7K	\$480K	0.3%
<u>5+ Bedrooms</u>	\$467.5K	\$605K	+29.4% ↑

5. Identify any barriers to home ownership opportunities within your jurisdiction. Cost of housing, low inventory, location, commuting distance to work.

**E. Discrimination in Financing** *(provide answers to the following and how/where you received the information)*

1. Are local lenders signatories of HUD’s best practices program? Yes
2. Examine the Home Mortgage Disclosure Act information in your area. Is there evidence of higher denial rates for protected class members?
3. Is there evidence of illegal redlining? No
4. Are banking services available on an equal opportunity basis? Yes
5. Examine the community needs assessment and community reinvestment activities of local banks to determine the adequacy of these activities as compared to community needs as determined through the jurisdiction’s planning process. The local Realtor Association is a supporter of community housing reinvestment.
6. Do local financial institutions participate in housing projects or in the funding of housing related services sponsored by the jurisdiction? Yes. Local financial institutions support organizations such as Mountain Projects, and Habitat for Humanity.
7. Do local financial institutions participate in housing projects or in the funding of housing related services sponsored by the jurisdiction? Yes. Mountain Projects, and Habitat for Humanity.

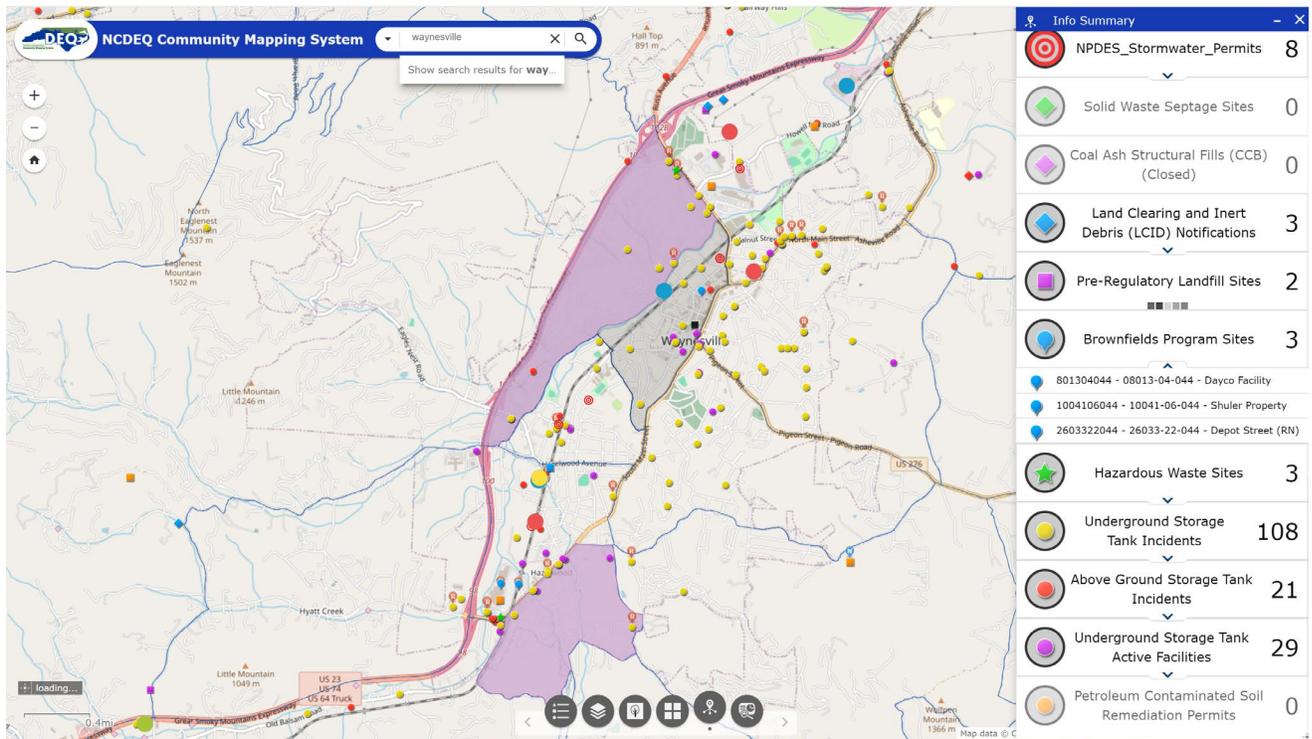
**F. Discrimination in the Building and Construction Industry** *(provide answers to the following and how/where you received the information)*

1. Do local building codes include the requirements of the Federal Fair Housing Act? Yes.
2. If not, how are local builders and architects made aware of these requirements?

3. How many single-family and multi-family dwellings funded by local (including non-for-profits), state, or federal funds have been built in the past 20 years?
4. Are they in compliance with FFHA requirements? ADA requirements? Section 504? Yes,
5. Is the local homebuilders' association a VAMA signatory? Yes
6. Is there an identified community need for persons with disabilities? yes
7. Is there an identified community need for the construction of more affordable housing? yes

**G. Environmental Justice Discrimination** *(provide answers to the following and how/where you received the information)*

1. Identify the location of hazardous materials within the community. Are they located disproportionately in areas of minority and low-income concentration? No



2. Identify any superfund sites within your jurisdiction. Are they located disproportionately in areas of minority or low-income concentration?

FRB\_Sites: Benfield Industries, Inc.

---

FID_	
Oversite Program	NPL
SITE_NAME	Benfield Industries, Inc.
SITE_ADD	172 Riverbend Street
SITE_CITY	Waynesville
SITE_ZIP	28738
SITE_COUNT	Haywood
LATITUDE	35.48
LONGITUDE	-83.00
HOR_DATUM	NAD83
COLLECT_ME	INTERPOLATION - DIGITAL MAP SRCE (TIGER)

3. Identify any areas without public water and sewer services. If there are areas, why are they lacking public services? Are they located disproportionately in areas of minority or low-income concentration? Identify local efforts to provide public services. Yes, Three NC DEQ – CDBG-I grant to improve and extend both public Water and Sewer in the South Waynesville Hazelwood Community
4. Identify any local, state, or federal efforts to remove environmental hazards. NC DEQ and the State of North Carolina Legislature working with the Town of Waynesville to improve the Town’s Sanitary Sewer System and to financial support natural disaster recovery.
5. What barriers exist to remove environmental hazards from the community? Availability of funding

**V. FAIR HOUSING ENFORCEMENT** (*provide answers to the following and how/where you received the information*)

1. Does the community have a fair housing ordinance? No.
2. What mechanism exists for citizens to file a complaint alleging illegal discrimination in programs or services funded by your jurisdiction? As a component of the South Waynesville Sanitary Sewer Extensions and Improvement Project (Phase I and Phase II) and Public Water Improvement Project – Fair Housing Information on services, procedures, compliance, and complaint process will be made available to all citizens within the Town of Waynesville and Haywood County.

3. Do you have an Affirmative Marketing Plan? No
4. The number of discrimination complaints filed against your jurisdiction within the past two years and the results of any investigations. None
5. The number of discrimination complaints filed with the NC Human Relations Commission or HUD originating in your jurisdiction and the results of any investigations. None
6. Number of findings related to Fair Housing or Equal Opportunity issued against your jurisdiction and the corrective action taken. None

**VI. FAIR HOUSING EDUCATION AND OUTREACH EFFORTS** (*provide answers to the following and how/where you received the information*)

1. Identify all resources available for promotion of fair housing and equal opportunity. Town of Waynesville Website content – Fair Housing information brochure and Complaint Procedure.
2. How are citizens made aware of these activities? – Local newspaper Fair Housing Notification, Distribution of Fair Housing Brochures at local Library, Post Offices, Health Department, Department of Social Services, and Municipal Building.
3. List all such activities during the past two years. What were the results of these activities?
  - a. Work with Workforce development agencies to promote local and regional job fairs.
  - b. Publish fair housing information, compliance, and complaint procedures.
  - c. Distribute Fair Housing brochures at County Government agencies such as the Health Department, Social Services, Library and Post Office.
  - d. Distribute Fair Housing Brochures to local Real Estate firms throughout the County.
  - e. Publish Fair Housing Information on local government websites.

Information was gathered through grant administrators in Haywood County and the Town of Waynesville.

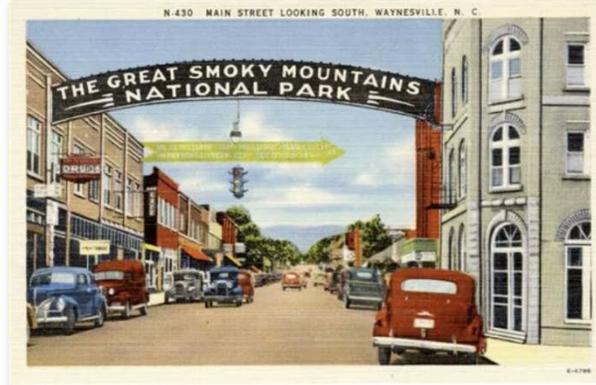
**VII. EXAMINATION OF PUBLIC POLICY AND PROGRAMS** (*provide answers to the following and how/where you received the information*)

1. Do current site selection policies have a disproportionate impact based upon a protected basis? If so, is there a nondiscriminatory reason for this policy and is there an alternative that would have a less discriminatory impact? No
2. Are municipal and/or county services equitably distributed throughout the community? Yes
3. Are there any zoning requirements that have the effect of limiting housing opportunities to protected groups? No
4. Are there any community development or public housing authority activities or programs that have the effect of perpetuating segregation? No
5. Is the Board or Commission representative of the community? Yes

Information was secured through the Waynesville Development Services Department – Zoning, and Planning documents.

**Department Menu**

- [FY 23-24 Full Fee Schedule](#)
- [Permits and Application Forms](#)
- [Building Inspections](#)
- [Code Enforcement](#)
- [Land Use \(Zoning\) Ordinances](#)
- [Planning](#)
- [Planning Documents & Maps](#)
- [Comprehensive Plan Update](#)
- [Meeting Schedule & Application Deadlines](#)
- [Stormwater Management](#)
- [Frequently Asked Questions](#)
- [Información en Español/Information in Spanish](#)
- [LDS Updates](#)
- [Special Projects](#)
- [Standard Specifications of the Public Services Department Manual](#)
- [Density Work Group 2023-2024](#)



The Development Services Department provides services related to land use and community planning. This includes administration of zoning, building inspections, code compliance, minimum housing, subdivision, floodplain administration, sedimentation and erosion control regulations, and permits.

[Haywood County GIS](#) (zoning, municipal boundaries, property information)

[Waynesville Zoning Ordinance](#) (Land Development Standards)

[Official Land Development Map](#) (Zoning Map, April 4, 2024)

**Address**

9 South Main Street,  
Suite 110  
Waynesville, NC 28786

**Phone**

[828-456-8647](tel:828-456-8647)

**Staff**

[Elizabeth Teague](#) -  
Development Services  
Director

[Olga Grooman](#) - Assistant  
Development Services  
Director

[Esther Coulter](#) -  
Administrative Assistant

[David Kelley](#) - Senior  
Code Enforcement Official

[Tom Maguire](#) - Code  
Enforcement Official/  
Building Inspector

**VIII. BARRIERS TO EQUAL HOUSING OPPORTUNITIES**

Identify and discuss the barriers to equal housing opportunities in your community and how they will be addressed through actions/activities.

As previous stated, The cost of land, building materials and labor are the greatest barriers to equal housing opportunities followed by transportation costs. While we continue experience a strong market rate housing environment (rental and owner occupied), the town and region will continue to be challenged by Equal Housing Barriers.

- IX. APPENDICES (APPENDICES DOCUMENTS WILL BE ATTACHED TO THE FINAL SIGNED)**
- A. Maps**
  - B. Data tables and graphs**
  - C. Outreach and/or public involvement documentation**



Ordinance No. O-41-24

Amendment No. 7 to the 2024-2025 Budget Ordinance

WHEREAS, the Town Council of the Town of Waynesville wishes to amend the 2024-2025 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Waynesville that the 2024-2025 Budget Ordinance be amended as follows:

General Fund:

Increase the following revenues:

Miscellaneous Income	\$29,908.78
----------------------	-------------

Increase the following appropriations:

Police Department	\$29,908.78
-------------------	-------------

Adopted this 9th day of July 2024.

Town of Waynesville

---

Gary Caldwell  
Mayor

Attest:

---

Candace Poolton  
Town Clerk

Approved As To Form:

---

Martha Sharpe Bradley  
Town Attorney

**TOWN OF WAYNESVILLE TOWN COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date 07/09/2024**

**SUBJECT:** Presentation and Swearing in of Ian Barrett as the new Director of Finance.

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:**  
**Department:** Administration  
**Contact:** Rob Hites  
**Presenter:** Rob Hites

**BRIEF SUMMARY:** A Presentation and administration of Oath to swear in Ian Barrett as the Director of Finance for the Town of Waynesville.

**MOTION FOR CONSIDERATION:**

**FUNDING SOURCE/IMPACT:**

**ATTACHMENTS:**

**MANAGER'S COMMENTS:**

## Oath or Affirmation to Support Constitutions

"I, Ian Barrett, do solemnly and sincerely swear that I will support the Constitution of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; and that I will not allow my actions as finance director to be influenced by personal or political friendships or obligations, so help me God." (1971, c. 780, s. 1; 1973, c. 474, s. 17; 2019-19, s. 6.1. ss. 18-20; 1975, c. 514, s. 10; 1987, c. 796, s. 3(5); 2016-84, s. 1; 2017-105, s. 1; 2019-19, s. 6.2; 2021-124, s. 4.)

---

Signature

### G.S. § 10B-43 NOTARIAL CERTIFICATE FOR AN OATH OR AFFIRMATION

Haywood County, North Carolina

Signed and sworn to before me this day by **Ian Barrett**,

Date: 07/09/2024

(Official Seal)

---

*Official Signature of Notary*

Candace H. Poolton, Notary Public

*Notary's printed or typed name*

My commission expires: \_\_\_\_\_