

**MINUTES OF THE TOWN OF WAYNESVILLE TOWN COUNCIL**  
**Regular Meeting**  
**September 10, 2024**

**THE WAYNESVILLE TOWN COUNCIL** held a regular meeting on Tuesday, September 10, 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 6:01 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  
Alex Mumby, Land Use Administrator  
Police Chief David Adams

Members of the Media:

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 September 24<sup>th</sup>.

**B. PUBLIC COMMENT**

There was 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. Motion to approve the August 13, 2024 Regular Scheduled Meeting Minutes
  - b. Motion to approve the date of the Employee Appreciation Bonus issuance to staff from December 13, 2024, to November 26, 2024.
  - c. Motion to approve the capital project ordinances to establish capital project funds for the CDBG Grant South Waynesville Water and Sewer Improvements Phase 2. CDBG-I Grant #4153 and #4154.
  - d. Motion to appoint Price Berryhill to the Waynesville Environmental Sustainability Board
  - e. Motion to approve the project ordinance for capital project funds for the Comprehensive Stormwater Master Plan Project Local Assistants for Stormwater Infrastructure Investment Program (LASII). Grant number SRP-SW-ARP-0060.
  - f. Motion to accept the increase in the SRF loan amount of \$4,877,100 and the total loan of \$29,243,000 according to the stated conditions.

***A motion was made by Councilmember Sutton, seconded by Councilmember Dickson, to remove item “g. call for a Public Hearing for September 24, 2024 to consider text amendments related to accessory structures and manufactured housing” from the Consent Agenda and place it on the Regular Agenda. The motion passed unanimously.***

***A motion was made by Councilmember Sutton, seconded by Councilmember Freeman, to approve the consent agenda as amended. The motion passed unanimously.***

3. Call for a Public Hearing for September 24, 2024 to consider text amendments related to accessory structures and manufactured housing.
  - Olga Grooman, Assistant Development Services Director

Assistant Development Services Director Olga Grooman stated that staff had received many inquiries from families with property that wanted to place an accessory dwelling unit on the property for a family member to reside in, including manufactured housing. Ms. Grooman said they drafted two ordinances for consideration, one recommended by the Planning Board and one recommended by staff. She said the purpose is to utilize family land to provide more housing flexibility and affordability. She said that both planning board and staff agree that the accessory dwelling that would be a manufactured home should only be allowed in areas where manufactured housing is already allowed, and that two or more manufactured homes qualify as a “mobile home park”.

She said the differences between the two amendments is that staff is trying to align the accessory dwellings with the existing table for accessory structures. She said the Planning Board’s recommended text amendment is more complex and involves more tiers of acreage. Ms. Grooman said the Planning Board Chair expressed concerns about the ordinance adopted by the Planning Board. She asked if Council would like for staff to go back to the Planning Board to decide on just one version of the ordinance, or if they would like for her to present the two versions of the ordinance at the next Council meeting. Council agreed they would like to see one unified ordinance.

***A motion was made by Councilmember Dickson, seconded by Councilmember Freeman, to not call for the public hearing and direct staff to go back to the Planning Board. The motion passed unanimously.***

**E. PROCLAMATION**

4. Constitution Week

- Mayor Gary Caldwell

Mayor Gary Caldwell proclaimed September 17<sup>th</sup>-23<sup>rd</sup> Constitution Week.

**F. OLD BUSINESS**

5. Request for Resolutions of Support for grant application to the US EPA for the Haywood County Community Change Grant.

- Elizabeth Teague, Director of Development Services

Development Services Director Elizabeth Teague reported that at the last meeting, Development Services asked for Council’s approval to explore new trail development and extension of existing trails within the Town’s Extra-Territorial Jurisdiction in preparation in applying for the Great Trails State Grant. She said that staff has since communicated with NCDOT, the French Broad River MPO, and met with a project team working with the Southern Appalachians Highland Conservancy on another potential grant initiated by the US EPA, called a Community Change Grant. She said they won’t be applying for the Great Trails State Grant because they wouldn’t be able to get done what they were hoping to with the \$500,000 award.

Ms. Teague said that trail segments in the area between Waynesville and Lake Junaluska are better targeted to the US EPA grant application for Haywood County. She said this would allow the Town to target the in-town segment from Hickory Hollow Apartments to Boyd Avenue for funding through the Great Trails State Grant program, which has extended its application deadline to November.

Hanni Muerdter with the Southern Appalachian Highlands Conservancy said that the Community Change Grant opportunity was brought to them by the Waynesville Environmental Sustainability Board. She said the application is called “Resilient Haywood” and the goal is to reduce flood risk, involve many community partners, and enhance clean water in the area.

Ms. Teague said she will bring the full grant application to Council in October after doing more cost estimates.

***A motion was made by Councilmember Feichter, seconded by Councilmember Dickson, to adopt the attached resolution of support for the US EPA Grant. The motion passed unanimously.***

6. Approval of Engineering and Project Administration contracts for CDBG Grants

- Rob Hites, Town Manager

Town Manager Rob Hites reported that the Town has been awarded \$3,054,000 in Federal Community Development Block Grants over the past two years and the grants require that the Town follow the NC Purchasing statutes for acquiring the services of an engineer. He said the CDBG guidelines also require that the Town follow the same statute for acquiring project administration services. Several months ago, Mr. Hites reported that the staff presented their recommendation for engineering and project administration for the two CDBG grants that were awarded in February and Council chose McGill Associates to provide both engineering and project administration. He said that NC Statutes require that once a firm has been chosen for their technical expertise, the Town will negotiate compensation for the services. In the case of the CDBG-I grants, Mr. Hites said that DEQ has mandated a fee schedule for both services. Mr. Hites requested that Council approve the four contracts.

***A motion was made by Councilmember Dickson, seconded by Councilmember Sutton, to approve the contracts for engineering and project administration for CDBG-I grants CDBG 23-I-4153 and CDBG 25-I-4154. The motion passed unanimously.***

**G. COMMUNICATION FROM STAFF**

7. Manager's Report

- Town Manager, Rob Hites

Nothing to report.

8. Town Attorney Report

- Town Attorney, Martha Bradley

Nothing to report.

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

Mayor Caldwell asked staff if there was an existing ordinance preventing people from blowing grass trimmings into the street. Ms. Teague said there is not one currently. Mr. Hites said it's a common ordinance for other cities, but it is difficult to enforce. Mayor Caldwell said that grass trimmings can negatively impact stormwater management since the trimmings can clog drains. Town Attorney Martha Bradley said it could be difficult to prove there's a violation, and that people reporting violations would have to be willing to give a statement. Council requested that staff look into creating an ordinance and how they would enforce it.

Councilmember Dickson said that on September 19<sup>th</sup>, NREL will be having a presentation about the Communities LEAP grant.

Councilmember Freeman thanked the Police Department and Public Services for their help with special events.

Mayor Caldwell said that Doug Grasty, a previous employee, passed away. He directed staff to send flowers to the family.

**I. ADJOURN**

***A motion was made by Councilmember Dickson, seconded by Councilmember Sutton, to adjourn at 6:45pm. The motion passed unanimously.***

ATTEST:

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Gary Caldwell, Mayor

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Robert W. Hites, Jr. Town Manager

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Candace Poolton, Town Clerk