



Town of Waynesville, NC

Town Council Regular Meeting

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

Date: March 25th, 2025 Time: 6:00 p.m.

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(828) 452-2491 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. March 11, 2025 Regular Scheduled Meeting Minutes
- b. CDBG-I Semi-Annual Compliance Report (Project #4111, 4153, 4154)
- c. Approval of Stive Not to Drive Special Event Permit

Motion: To approve the consent agenda as presented.

E. PRESENTATION

3. Haywood Regional Medical Center Presentation
 - Chris Brown, CEO

F. PUBLIC HEARING

4. A Public Hearing to consider text amendments related to the signage lighting ordinance
 - Alex Mumby, Land Use Administrator

Motions:

1.) Motion to find the recommended changes to the Land Development Standards as attached (or amended) as being consistent / inconsistent with the 2035 Land Use Plan and reasonable and in the public interest.

2.) Motion to adopt / reject the ordinance as presented (or amended)

5. A Public Hearing to consider text amendments related to solar panels on private property and EV chargers as a use within civic space.

- Alex Mumby, Land Use Administrator

Motions:

1.) Motion to find the recommended changes to the Land Development Standards as attached (or amended) as being consistent / inconsistent with the 2035 Land Use Plan and reasonable and in the public interest.

2.) Motion to adopt / reject the ordinance as presented (or amended)

G. NEW BUSINESS

6. Request by Councilmember Jon Feichter to reduce the speed limit on Long Street from 35 to 20 MPH and Limit Traffic to “Local Traffic Only” on behalf of residents of Long Street.

- Jon Feichter, Councilmember

Motion: To reduce the speed limit on Long Street from 35 to 20 mile per hour. Limit access to the street to “Local Traffic Only”.

H. COMMUNICATION FROM STAFF

7. Manager’s Report

- Town Manager, Rob Hites

8. Town Attorney Report

- Town Attorney, Martha Bradley

I. COMMUNICATIONS FROM THE MAYOR AND COUNCIL

J. ADJOURN



TOWN OF WAYNESVILLE

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 16 South Main Street
 Waynesville, NC 28786
 Phone (828) 452-2491 • Fax (828) 456-2000
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2025 CALENDAR

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

2025	
Tues. April 8	Town Council Meeting – Regular Session
Fri April 18	Town Offices Closed-Good Friday
Tues. April 22	Town Council Meeting – Regular Session
Sat. May 10	Whole Bloomin Thing Festival
Tues. May 13	Town Council Meeting – Regular Session
Mon. May 26	Town Offices Closed-Memorial Day
Tues. May 27	Town Council Meeting – Regular Session
Sat. June 7	Meet Me at the Arch 6-9pm
Tues. June 10	Town Council Meeting – Regular Session
Tues. June 24	Town Council Meeting – Regular Session
Fri. June 27	Mountain Street Dance 6pm-9pm
Fri. July 4	Stars and Stripes Kids Parade Town Offices Closed
Tues, July 8	Town Council Meeting – Regular Session
Fri. July 18	Mountain Street Dance 6-9pm
Tues. July 22	Town Council Meeting – Regular Session
Fri August 8	Mountain Street Dance 6-9pm
Tues. August 12	Town Council Meeting – Regular Session
Tues, August 26	Town Council Meeting – Regular Session
Mon. September 1	Town Offices Closed-Labor Day
Tues, September 9	Town Council Meeting – Regular Session
Sat. September 13	Rec Center 5K
Tues. September 23	Town Council Meeting – Regular Session
Sat. October 11	Church Street Festival 10am-5pm
Tues. October 14	Town Council Meeting – Regular Session
Tues. October 28	Town Council Meeting – Regular Session
Tues. November 11	NO COUNCIL MEETING-Veterans Day
Tues. November 25	Town Council Meeting – Regular Session
Thurs and Fri Nov 27, 28	Town Offices Closed-Thanksgiving
Tues. December 9	Town Council Meeting – Regular Session

Wed-Fri, Dec 24, 25, 26	Town Offices Closed-Christmas

Board and Commission Meetings – March 2025

ABC Board	ABC Office – 52 Dayco Drive	March 18th 3 rd Tuesday 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	March 4th 1 st Tuesday 5:30 PM
Cemetery Commission	Public Services Building	January, March, July, and October 3 rd Tuesday 2:00 PM
Downtown Waynesville Commission	Town Hall – 9 South Main Street	March 18th 3 rd Tuesday 8:30 AM
Environmental Sustainability Board	Public Services-129 Legion Drive	March 6th 1 st Thursday 4:30pm
Historic Preservation Commission	Town Hall – 9 S. Main Street	March 5th 1 st Wednesday 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	March 17th 3 rd Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	March 13th 2 nd Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	March 17th 3 rd Monday 5:30 PM
Waynesville Housing Authority	Main Office-48 Chestnut Park Drive	March 26th 4 th Wednesday 9:00 AM

MINUTES OF THE TOWN OF WAYNESVILLE TOWN COUNCIL
Regular Meeting
March 11, 2025

THE WAYNESVILLE TOWN COUNCIL held a regular meeting on Tuesday, March 11, 2025, 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
Page McCurry, Human Resources Director
Brittany Angel, Human Resources Coordinator
Elizabeth Teague, Director of Development Services
Alex Mumby, Land Use Administrator
Fire Chief Chris Mehaffey
Police Chief David Adams
Lt. Shaun Messer

Members of the Media:

Paul Nielson, The Mountaineer

1. Welcome/Calendar/Announcements

Mayor Gary Caldwell welcomed everyone and reminded everyone that the next Council meeting is March 25th.

B. PUBLIC COMMENT

There was no public comment.

C. ADDITIONS OR DELETIONS TO THE AGENDA

There were no 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 February 25, 2025 Regular Scheduled Meeting Minutes
 - b. Motion to appoint Jan Grossman to the Zoning Board of Adjustment as an alternate.
 - c. Motion to appoint Mike Underwood to the Cemetery Commission.
 - d. Motion to call for a Public Hearing for March 25, 2025, to consider text amendments related to the signage lighting ordinance
 - e. Motion to call for a Public Hearing for March 25, 2025, to consider text amendments related to solar panels on private property and EV chargers as a use within civic space.
 - f. Motion to increase the pay rate for part-time Summer Camp Assistant from \$12.00 - \$13.00 to \$14.00 - \$15.00 and for part-time for Lead Summer Camp Assistant from \$13.00 - \$15.00 to \$15.00 - \$16.00.
 - g. Motion to approve the Hazelwood Hot Summer Nights Special Event Permit
 - h. Motion to approve the Pride on Main parade Special Event Permit

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

E. PRESENTATIONS

3. Recognition of Chief Chris Mehaffey's promotion
 - Rob Hites, Town Manager

Chief Chris Mehaffey was sworn in as the Town of Waynesville Fire Chief.

4. Recognition of Shaun Messer's promotion
 - Police Chief David Adams

Police Chief David Adams swore in Shaun Messer's as the Administrative Lieutenant.

5. Presentation by Forest Stewards on their activities in the Watershed
 - Dr. Peter Bates

Dr. Peter Bates of Forest Stewards reported that a healthy forest is the best thing for maintaining a healthy municipal watershed. He said that Forest Stewards focuses on monitoring and managing invasive plants at

the watershed. He explained that forests can be managed by simply letting them naturally progress, but thinning of the understory helps promote forest health and diversity.

Jerry Miller reported that the water quality is monitored by eight different stations within the water basin. He said that the water in the water basin is very clear. He said there was a log jam created upstream of the reservoir following Helene and that created water that had high turbidity, but it has since returned to normal. Mr. Miller reported that microplastics are an emerging concern. He reported that they are finding 9.7 particles/liter in the basin. Councilmember Dickson asked if there are any long-lasting effects from the sediment deposits following Helene. Mr. Miller said there will not be any significant effects.

F. PUBLIC HEARING

6. Public Hearing to consider a request for contiguous annexation, 64 Clement Dr, Waynesville, NC, 28786 and PIN# 8616-90-8565.
 - Alex Mumby, Land Use Administrator

A motion was made by Councilmember Sutton, seconded by Councilmember Freeman, to open the public hearing at 6:57pm. The motion passed unanimously.

Land Use Administrator Alex Mumby reported that the Town received the attached Petition for Annexation of 64 Clement Drive on February 6, 2025. He said the property is within Waynesville's ETJ and is zoned Raccoon Creek Neighborhood Residential Mixed-Use Overlay and the property is not within the 100-year flood plain. Mr. Mumby stated the applicant is requesting annexation to have access to town trash removal services.

There was no public comment.

A motion was made by Councilmember Freeman, seconded by Councilmember Dickson, to direct staff to close the public hearing at 6:59pm. The motion passed unanimously.

A motion was made by Councilmember Sutton, seconded by Councilmember Dickson, to adopt the attached Ordinance to approve the annexation of 64 Clement Dr, Waynesville, NC, 28786 and PIN# 8616-90-8565. The motion passed unanimously.

G. NEW BUSINESS

7. Approval of Personnel Policy
 - Page McCurry, Director of Human Resources

Human Resources Director Page McCurry reported that the Town of Waynesville Personnel Policy has needed a complete revision/update to bring the policies therein up to date, including a more competitive vacation accrual schedule and longevity plan and the addition of several new federal policies. She said that the revised policy aims to be more comprehensive and less ambiguous as well as provide more support to Department Heads through a clearer chain of command and grievance procedure.

Ms. McCurry reported that the Human Resources Department spent several months researching current Personnel Policies for similar jurisdictions, conducting interviews with staff and supervisors, gathering feedback from the UNC SOG Employee Survey, and documenting complaints with the current policy to inform the direction of the proposed draft policy before you. Ms. McCurry said some of the recurring themes she noted when observing the current personnel policy in action were its silence in so many important areas including the topics of Discrimination and Belonging, work/life balance, career development, and new federal employment laws like the Pregnant Workers Fairness Act and the PUMP Act. She said the most consistent feedback she received from staff since her employment was about their dissatisfaction with vacation accrual rates, bereavement leave, and longevity rates. Ms. McCurry stated that she created a clear hierarchy within the new policy that allows issues to be resolved at the division and department level as much as possible, and that the proposed policy will no longer obligate the Town to provide post-retirement health insurance benefits to employees who are hired after April 1, 2025, creating a significant reduction in future costs.

Councilmember Sutton thanked Ms. McCurry and said that they received many letters of support from department heads regarding the new policy.

A motion was made by Councilmember Dickson, seconded by Councilmember Freeman, to approve the proposed revision of the Town of Waynesville Personnel Policy. The motion passed unanimously.

8. Possible adoption of a Resolution in support of HB 24, a bill to strike that section of Session Law 2024-57 which restricts a local government's authority to amend density or allowable uses within their jurisdiction.
 - Elizabeth Teague, Development Services Director and Councilmember Jon Feichter

Development Services Director Elizabeth Teague reported that the NC General Assembly Adopted SESSION LAW 2024-57 SENATE BILL 382, Entitled "AN ACT TO MAKE MODIFICATIONS TO AND PROVIDE ADDITIONAL APPROPRIATIONS FOR DISASTER RECOVERY; TO MAKE TECHNICAL, CLARIFYING, AND OTHER MODIFICATIONS TO THE CURRENT OPERATIONS APPROPRIATIONS ACT OF 2023; AND TO MAKE VARIOUS CHANGES TO THE LAW." Ms. Teague said a subsection of that legislation severely limits local governments' authority as provided under 160D to conduct land use and zoning practice. Specifically, Ms. Teague said the act takes away the authority to initiate a down-zoning process to reduce density in specified areas, or to reduce "the permitted uses of the land that are specified in a zoning ordinance or land development regulation to fewer uses than were allowed under its previous usage." Ms. Teague said she and Councilmembers Sutton and Feichter have been a part of a subcommittee that analyzes the recommendations of the Comprehensive Plan which included an examination of some areas in town that residents felt were zoned with too high density. She said this bill would not allow them to bring those recommendations forward. Ms. Teague said that 29 counties and 12 municipalities have filed for exemption from the provisions of this law.

Ms. Teague presented a Resolution in support of a new Statewide Bill introduced as HB 24, which would strike only this portion of the Act, in order to restore local government land use authority.

Councilmember Sutton said there is a clear divide in the House on this bill. Councilmember Feichter said that the public requested that Council examine allowed density levels in town, which is what the subcommittee has been working on.

A motion was made by Councilmember Dickson, seconded by Councilmember Freeman, to adopt the attached Resolution. The motion passed unanimously.

9. Approval of Engineering Firm to design repairs to Walnut Trail Bridge (Sewer Plant)
- Rob Hites, Town Manager

Town Manager Rob Hites reported that during the initial stages of the sewer plant renovation, staff discovered that the bridge crossing Richland Creek providing access to the plant was unable to carry the weight of the construction equipment. He said the Town negotiated an easement to provide cross country access. Mr. Hites said as we move toward the end of the project, the town will lose day to day access across the easement. He said the renovated plant uses liquid sodium hypochlorite (swimming pool chlorine) which is delivered in 77,000 lb. loads, but the bridge is only rated to carry 40,000 lbs. To design repairs to storm damage and strengthen the bridge to carry loads in excess of 40,000 lbs., Mr. Hites said that staff drafted an RFQ to solicit quotes from structural engineers. He said that after reviewing the proposals from the four firms and interviewing them, staff recommend the Council approve Kisinger Campo Associates (KCA). He added that KCA has considerable experience strengthening both interstate and rural bridges and they are currently working on several bridge repair projects in several NC and SC DOT divisions including Buncombe, Yancey and Madison Counties. Mr. Hites said they have inspected the bridge and already have a plan of action in place.

A motion was made by Councilmember Feichter, seconded by Councilmember Sutton, to approve KCA Engineers as firm to repair and strengthen the Walnut Trail Bridge and authorize the staff to negotiate a contract. The motion passed unanimously.

10. Approve contract for schematic design for McAdams and Associates in connection with Vance Street and Dutch Fisher ballfields.
- Rob Hites, Town Manager

Town Manager Rob Hites reported that during a recent meeting, Council approved the Architectural/Engineering firm of McAdams and Associates to conduct design, and construction administration of the Dutch Fisher and Vance Street ballfields. He said that McAdams recommends that Council adopt a contract for "Schematic Design" to determine the scope of work before negotiating the design contract for construction drawings, bidding and construction administration. He said that McAdams' scope of work includes 30% of the design process which includes the fieldwork necessary to design the fields, buildings and storm water mitigation measures that will protect the fields from extensive damage in future floods. Mr. Hites stated that the plans will provide the Town with three alternatives in field design and alternative sketches of buildings, both prefabricated metal and others. Once approved, Mr. Hites said McAdams will prepare a second contract based on the complexity and cost of the remaining contract. He reminded Council that FEMA requires that each "project" be treated separately so McAdams has presented the Town with a proposal for Vance Street and Dutch Fisher Fields. Mr. Hites said the lump sum Vance Street proposal is \$92,220 and the Dutch Fisher proposal amounts to \$130,200, with the total contract price for both fields being \$222,420.

He said the proposed price for Dutch Fisher renovations is higher due to the amount of stream mitigation they'll have to do and building design.

A motion was made by Councilmember Sutton, seconded by Councilmember Feichter, to approve McAdams proposed Vance Steet Contract for a lump sum price of \$92,220 and Dutch Fisher Ballpark for a lump sum price of \$130,000. The motion passed unanimously.

H. COMMUNICATION FROM STAFF

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

Town Manager Rob Hites reminded Council that the Retreat is next Friday.

12. Town attorney
- Martha Bradley, Town Attorney

Nothing to report.

I. COMMUNICATIONS FROM THE MAYOR AND COUNCIL

Councilmember Sutton reported that he attended the State dinner and that Mark Pless was not in attendance. He said he was able to speak with the other state representatives. Councilmember Sutton addressed the recent article in The Mountaineer regarding the proposed dog park where they stated it would be over a million dollars. He said that while the engineers' estimation was over one million dollars, representing the worst case scenario, he emphasized to the community that he will only support sound financial decisions.

Councilmember Sutton suggested organizing a monthly trip to visit with state representatives.

Councilmember Freeman said that removal of the occupancy tax and de-annexation would be harmful. She said they must be vigilant to make sure that the town's governing is not taken away from local elected officials.

J. ADJOURN

A motion was made by Councilmember Sutton, seconded by Councilmember Dickson, to adjourn at 7:47pm. 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 3/25/25**

SUBJECT CDBG-I Semi-Annual Compliance Report (Project #4111, 4153, 4154)

AGENDA INFORMATION:

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

BRIEF SUMMARY : One of the requirements of the Community Development Block Grant is to present compliance reports to the governing board and the public. Given that we are in the initial stages of administering the grant, our semi-annual report for 2025 is brief. The report provides the following information:

Section 3-The Town of Waynesville has not received any Section 3 Compliance complaints in the first three months of the project.

Section 504- The Town of Waynesville has not received any Section 504 complaints in the first three months of the project.

Fair Housing Complaints- The Town of Waynesville has not received any Fair Housing Complaints in the first three months of the project.

Limited English Proficiency- There have been no Limited English Proficiency translation requests in the first three months of this project.

MOTION FOR CONSIDERATION: Accept the CDBG-I Semi-Annual Compliance Report

FUNDING SOURCE/IMPACT: Water/Sewer

ATTACHMENTS: Memo from Karen Kiehna

MANAGER'S COMMENTS: Accept the Report

March 18, 2025

Re: South Waynesville Sanitary Sewer System Improvement Project CDBG-I, 23-I-4154

Mayor Caldwell and Council, the following is the CDBG-I Compliance Semi-annual Self-Monitoring Report for the period from July 31, 2024, through December 31, 2024. Please present this report at your next regular Town Council meeting.

- Section 3 – The Town of Waynesville has not received any Section 3 compliance complaints in the first three months of this project.
- Section 504 – The Town of Waynesville has not received any Section 504 complaints in the first three months of this project.
- Fair Housing Complaints – The Town of Waynesville has not received any Fair Housing complaints in the first three months of this project.
- Limited English Proficiency - There have been no Limited English Proficiency translation requests in the first three months of this project.

Thank you, Karen Kiehna

March 18, 2025

Re: South Waynesville Sanitary Sewer System Improvement Project CDBG-I, 23-I-4153

Mayor Caldwell and Council, the following is the CDBG-I Compliance Semi-annual Self-Monitoring Report for the period from July 31, 2024, through December 31, 2024. Please present this report at your next regular Town Council meeting.

- Section 3 – The Town of Waynesville has not received any Section 3 compliance complaints in the first three months of this project.
- Section 504 – The Town of Waynesville has not received any Section 504 complaints in the first three months of this project.
- Fair Housing Complaints – The Town of Waynesville has not received any Fair Housing complaints in the first three months of this project.
- Limited English Proficiency - There have been no Limited English Proficiency translation requests in the first three months of this project.

Thank you, Karen Kiehna

March 18, 2025

Re: South Waynesville Sanitary Sewer System Improvement Project CDBG-I, 22-I-4111

Mayor Caldwell and Council, the following is the CDBG-I Compliance Semi-annual Self-Monitoring Report for the period from July 1, 2024, through December 31, 2024. Please present this report at your next regular Town Council meeting.

- Section 3 – The Town of Waynesville has not received any Section 3 compliance complaints in the first three months of this project.
- Section 504 – The Town of Waynesville has not received any Section 504 complaints in the first three months of this project.
- Fair Housing Complaints – The Town of Waynesville has not received any Fair Housing complaints in the first three months of this project.
- Limited English Proficiency - There have been no Limited English Proficiency translation requests in the first three months of this project.

Thank you, Karen Kiehna



Application for Special Events Permit

I. General Information

EVENT NAME: Strive Not to Drive Week Bike Ride

EVENT DATE(S): 5/23/25
 Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.

LOCATION: Frog Level

IF THIS EVENT IS A PARADE OR ROAD RACE: The route will begin in Frog Level, following Brown Ave into Hazelwood and coming back to Frog Level along the greenway. Map and Route is attached.

SET-UP TIME (START/END): 5:30-9:00

EVENT HOURS: 6:00-8:30

DISMANTLE HOURS (START/END): 5:30-9:00

ESTIMATED ATTENDANCE: 30

BASIS ON WHICH THIS ESTIMATE IS MADE: _____

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

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Town of Waynesville

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

APPLICANT NAME: Alex Mumby TITLE: Land Use Administrator

ADDRESS: 9 S Main St CITY: Waynesville STATE: NC ZIP 28786

PHONE: 828-452-0401 FAX#: _____ EMAIL: amumby@waynesvillenc.gov

ON-SITE CONTACT: Alex Mumby TITLE: Land Use Administrator

ADDRESS: 9 S Main St, Waynesville, NC, 28786

PHONE #: 828-452-0401 CELL PHONE #: 954-937-7012 EMAIL: amumby@waynesvillenc.gov

III. Brief Description of Event

This will be a group bike ride which will promote use of the sharrow path in Waynesville and also use of the greenway. Information will be provided about future plans for the greenway and about Haywood County Transit. A bike repair station will be available for riders to make repairs to their bikes before and after the ride. A Haywood County Transit bus will be available to show riders how to mount their bikes onto HCT buses. Donations will also be accepted for the bike drive for provide bikes to children who lost theirs during Hurricane Helene.

IV. Street Closure Request (Attach map of the Street Closure)

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

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

1. Richland St

2. Brown Ave

3. Killian St

V. Event Details

YES NO

Does the event involve the sale or **use of alcoholic beverages**?
If yes, has the ABC permit been obtained? Yes No Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout)

Does the event involve the **sale of food**? _____
If "YES", has the health department been notified? _____ Have you applied for a temporary permit? _____

Will there be **musical entertainment** at your event? IF "YES" provide the following information:
Number of Stages: _____ Number of Band(s): _____ Amplification? _____

Note: If amplification is used, you will be required to perform a pretest for compliance with the noise ordinance.

Do you plan to use an existing **occupied building**? Address _____

Do you plan to use an existing **vacant building**? Address _____

Will there be any **tents or canopies** in the proposed event site? Please provide the following information:
Approx. Number of Tents: 2 Will any tent exceed 400 sq. feet in area? NO YES

Does the event involve the use of **pyrotechnics**? Explain _____

Will you provide **portable toilets** for the general public attending your event? IF SO, how many and where will they be located? _____

Will you require **electrical hookup** for the event? Generators? _____

Will you require **access to water** for the event? Explain _____

Will **admission fees** be charged to attend this event? If "YES", provide the amount(s) of all tickets. _____

Will **fees be charged to vendors** to participate in this event? If "YES", please provide the amount(s). _____

Will **signs and/or banners** be displayed as part of the event? If "YES" have you applied for a sign permit? _____

Will **inflatable parade balloons** be used for the event? Provide details if necessary.

VI. Additional Questions

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

The Frog Level Parking Lot will be used along with parking available near Main St

Notes:

1. Parking and buildings involved may be examined for ADA compliance.
2. You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.

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

Trash cans available in Frog Level will be used.

Volunteers: Will you require Civilian Police Volunteers for your event? Volunteers will be used for bike repair, ride guiding, and information dissemination.

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

Return to:

**Beth Gilmore, Downtown Waynesville Director &
Jesse Fowler, Assistant Town Manager
Town of Waynesville
9 S. Main Street, P.O. Box 100, Waynesville, NC 28786
Telephone: (828) 456-3517
Fax No. : (828) 456-2000
Email Address: bethgilmore@waynesvillenc.gov
jfowler@waynesvillenc.gov**

VIII. Special Information for Applicants

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

FOR INTERNAL USE ONLY:

Application received:

Application approved:

Application denied:

Haywood Regional Medical Center

2024 - 2025

A Year in Review & A Look Ahead



HAYWOOD

REGIONAL MEDICAL CENTER

A Duke LifePoint Hospital

Haywood Regional Medical Center, licensed for 153 beds and located in Haywood County, has a rich history dating back to 1927 when it was established as North Carolina's first county hospital, later relocating to Clyde in 1978. Today, the hospital offers a comprehensive range of services—including orthopedics, spine care, cardiology, general surgery, women's care, emergency medicine, and behavioral health—supported by 11 multi-specialty physician clinics. The campus also features a 54,000-square-foot Health and Fitness Center and a 44,000-square-foot Outpatient Care Center that houses advanced facilities such as an outpatient surgery center, laboratory, imaging center, and physician practices, along with two additional urgent care centers in Hazelwood and Canton. As part of Duke LifePoint Healthcare, Haywood Regional Medical Center benefits from the clinical excellence of Duke University Health System combined with the operational expertise of LifePoint Health.



Mission

Making Communities Healthier®

Vision

Create places where:

- People choose to come for healthcare,
- Physicians and providers want to practice, and
- Employees want to work.

Values

- Champion Patient Care
- Do the Right Thing
- Embrace Individuality
- Act with Kindness
- Make a Difference Together

Executive Team



Chris Brown, RN

*Chief Executive Officer
Market President
Harris, Haywood, & Swain*

16 Years of Service



Amanda Pruitt Motley

Chief Financial Officer

7 Years of Service



LaCrystal Gordon, DNP, RN

*Chief Nursing Officer
Market CNO
Harris, Haywood, & Swain*

7 Years of Service



Stephen Plemmons, MSN, RN

*Market Vice President
Operations
Harris, Haywood, & Swain*

10 Years of Service

2024 in Review

Staffing Successes & Retention

In 2024, we successfully expanded our workforce, bringing on talented individuals who are aligned with our mission and values. This has strengthened our ability to provide exceptional care and foster a supportive workplace culture.

43 new full time staff added

Taking into account newly hired staff and departing staff, we experienced a **net gain** of 43 full-time employees in 2024.

33 new nurses brought on staff

Taking into account newly hired nurses, departing nurses, and movement of travel positions to full-time positions, we experienced a **net gain** of 33 nurses.

6.7% rise in wages

In 2024, we implemented a significant wage increase for our frontline and support staff, reflecting our commitment to recognizing and rewarding their dedication and hard work, while maintaining a balanced approach for leadership and providers.

Added 19 non-nursing clinical positions

We expanded our clinical team by adding 19 non-nurse positions, including patient care technicians, imaging staff, and other clinical professionals, strengthening our ability to deliver exceptional care across all departments.

Driving Operational Excellence

Capital investments in new equipment and treatment modalities. Success in caring for our community well.

\$3 million invested in capital improvements, infrastructure, and equipment in 2024.

- New 3D, contrast-enhanced mammography unit.
- New clinical equipment, including: bladder scanner, vein finder, & pharmacy equipment.
- New operating room equipment systems (approved, expected Q1 2025).
- Essential cosmetic upgrade to Behavioral Health Unit.
- New breast ultrasound machine.
- New patient monitors.



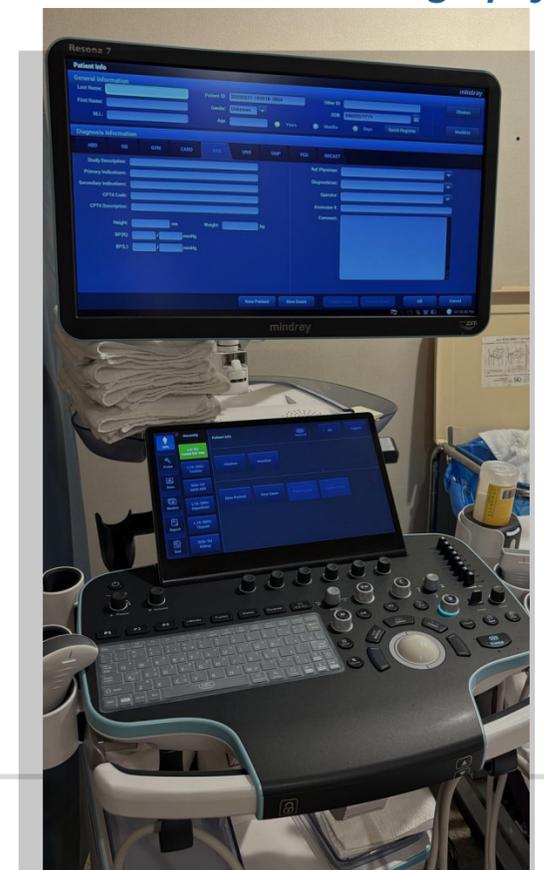
DEXA Scanner



Contrast-enhanced 3D Mammography Machine



Stryker 1788 Surgical Towers



New Ultrasound Machine

Employee Engagement & Recognition

The continued growth in our staffing levels and retention rates reflects the positive work environment and the strong leadership that drives our team. We're proud to have attracted and retained skilled professionals who are dedicated to our mission.

- HRMC Associate Council: hosted or participated in **20 events** focused on staff engagement, wellness, and support.
- Celebrated **11 staff members** and providers with the honors of DAISY Awards, Sunshine Awards, or Purple Orchid Awards in recognition of their commitment to excellence.
- Honored Director of Security **Jason Woodbery** with the HRMC 2024 Mercy Award, a Lifepoint-led recognition that recognizes an employee of each hospital for their outstanding commitment and example of integrity and excellence in every area of life.
- Held our first annual Service Awards Banquet, recognizing the incredible tenure and anniversaries of a total of **70** dedicated staff, with a collective **780 years of service** to HRMC.
- Established **Haywood Happenings** employee newsletter, **EMS Take 3** newsletter, and **Chief's Brief** newsletter - all aimed at ensuring staff and partners receiving timely and consistent updates.



Dedication to Workforce Development & Education

In 2024, we successfully expanded our workforce by bringing on talented individuals who align with our mission and values. Through work programs and educational sponsorships, we supported students in their professional growth, further strengthening our ability to provide exceptional care while fostering a culture of learning and development.

● Nurse Aide I Training Program

In 2024, we proudly graduated **two successful classes** of Nurse Aide I students, totaling **14 graduates**, who completed a comprehensive 140-hour paid, on-the-job training program at our hospital. Through this hands-on training, these individuals gained valuable experience and developed the skills necessary to become certified nurse aides. This initiative not only provided our students with a direct path to joining the healthcare workforce but also helped us meet the growing demand for compassionate, skilled staff, strengthening our team and ensuring high-quality care for our patients.

● Haywood Scholars Program

In 2024, we partnered with Haywood Community College to develop the Scholars Program, which will be launched earlier this month. This program provides final-dollar sponsorships for health sciences students in exchange for a commitment to employment with our hospital upon graduation. By offering this unique opportunity, we are not only supporting local students in their educational pursuits but also ensuring that they have a pathway to stay in our community and contribute to our healthcare workforce. We are proud to launch this initiative, which strengthens our hospital and helps retain talented individuals in local jobs, fostering long-term growth and stability in both our team and the community.



HAYWOOD
REGIONAL MEDICAL CENTER



Media Engagement & Community Partnerships

Our reputation in the community is strong thanks to strengthened community engagement and a focus on providing services that meet local health needs. The initiatives and outreach programs launched this year played a crucial role in maintaining this growth.

- Shared **21** media announcements with regional media publications including milestone announcements, new programs and modalities, and more.
- Established leadership **“Give Back Team”**. Members of our executive and director teams participate in a **quarterly** service event to give back to our community.
- Gained **668 new Facebook** followers, with a **gain of 275% total reach** from the previous year.
- Awarded scholarships to **four** graduating seniors from Tuscola and Pisgah high schools.
- Sponsored **10** community events that align with our mission of *Making Communities Healthier*.
- Provided athletic training services for **over 500 athletes** at Tuscola High School and Waynesville Middle School, Bethel Middle School, & Canton Middle School.
- Established strong relationship with local education institutions, including Haywood Community College, which led to the establishment of a health sciences **Scholars Program**, which launched this month.
- Reopened **two** clinics - Haywood Family Practice-Asheville and Pulmonary Associates of WNC, expanding access to primary and specialty care for Haywood and Buncombe County residents.
- **\$25,000** in sponsorships and donations to local organizations, including: Haywood Healthcare Foundation, Haywood County Schools, Haywood Community College, Haywood Chamber of Commerce, Haywood County Senior Games & Special Olympics, and Lake Junaluska’s *Friends of the Lake*.





Trust & Resilience

During Hurricane Helene, Haywood Regional Medical Center remained steadfast in its commitment to serving the community, providing uninterrupted care despite the storm's challenges. Our dedicated team worked tirelessly to ensure the safety and well-being of our patients, staff, and neighbors, demonstrating resilience, preparedness, and compassion in the face of adversity. We are honored to have been a source of stability and support during such a difficult time, reinforcing our mission to stand by our community when they need us most.



Our hearts are with our community as recovery efforts continue in the wake of Hurricane Helene. We stand with you in resilience and strength, and we're honored to support you on the road to recovery.





Looking Ahead

Emergency Department & inpatient volumes continue to increase. Expanding bed capacity and staffing to accommodate increase.

Patient Volume

Collaborating with Harris Regional Hospital & Swain Community Hospital through a market-wide approach, aligning resources and services to better meet the evolving healthcare needs of our region as a whole.

Regional Presence



Provider Retention & Recruitment

Continually expanding our team by recruiting skilled providers across various specialties, ensuring our community has access to high-quality primary and subspecialty care close to home.

2025 Strategic Objectives

**Increasing Emergency
Department Volumes**

**Expanding Inpatient
Bed Capacity**

**Interventional Radiology &
Cardiac Catheterization Lab
Expansion**

+ Outpatient Imaging Center MRI upgrade

**West Buncombe
County Service
Expansion**

Investing in Care

Attracting and Retaining Physicians & Advanced Practice Providers

Specialties

Our hospital is committed to continuously expanding our medical team by actively recruiting physicians across various specialties to meet the evolving healthcare needs of our community. We're currently recruiting for candidates in the following specialties:

- Pulmonology
- Invasive-Interventional Cardiology
- Neurology
- Gastroenterology
- Psychiatry
- Orthopaedic Surgery

Recently Added Providers

We're proud to have recently brought on the following providers to serve our market, including sister hospitals Harris Regional and Swain Community Hospitals.

- **Stephanie Long, NP - Urgent Care**
- **Brooklyn Galyean, PA - General Surgery**
- **Bryant Reinking, PA - Cardiology**
- **Stefanie Hatfield - OB/GYN (Harris)**
- **Liz Barker, CNM - OB/GYN (Harris)**

Providers Onboarding in 2025

The following providers will be joining our medical staff this year:

- **Michael Sirignano, MD, orthopaedic surgeon - starting 10/1/25.**
- **Jessica Preslar, MD, OB/GYN - starting 8/4/25.**
- **Samantha Levin, MD, orthopaedic surgeon - start date TBD.**

Future Growth Areas

As part of our commitment to advancing patient care, we are exploring opportunities to expand our cardiology services, including the ability to perform emergency heart catheterizations. This initiative aims to enhance rapid response capabilities for cardiac events, improving outcomes and access to critical interventions for our community.

Thank You!



Thank you for your support and partnership. Contact us with any needs. Follow along on social to stay informed!



christopher.brown@lifepointhealth.net



423.453.9810



MyHaywoodRegional.com



Facebook.com/MyHaywoodRegional



[@myhaywoodregional](https://www.instagram.com/myhaywoodregional)



[Haywood Regional Medical Center](https://www.linkedin.com/company/Haywood-Regional-Medical-Center)

**TOWN OF WAYNESVILLE COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: March 25, 2025**

SUBJECT: A Public Hearing to consider text amendments related to the signage lighting ordinance

AGENDA INFORMATION:

Agenda Location: New Business
Item Number:
Department: Development Services
Contact: Alex Mumby, Land Use Administrator
Presenter: Alex Mumby, Land Use Administrator

BRIEF SUMMARY:

Points C and D of the sign lighting ordinance are poorly defined and unenforceable. Staff recommends the removal of these two points for the purposes of conciseness of the ordinance.

The Planning Board held a public hearing on January 13th, 2025, which was continued to February 17th, 2025, and voted unanimously to recommend the text amendment.

MOTIONS FOR CONSIDERATION:

1. Motion to find the recommended changes to the Land Development Standards as attached (or amended) as being consistent / inconsistent with the 2035 Land Use Plan and reasonable and in the public interest.
2. Motion to adopt / reject the ordinance as presented (or amended)

FUNDING SOURCE/IMPACT:

N/A

ATTACHMENTS:

1. Staff Report
2. Draft Ordinance
3. Planning Board Report
4. Newspaper Notices
5. Consistency Worksheet

MANAGER'S COMMENTS AND RECOMMENDATIONS:

Town Council Staff Report

Subject: Text amendment related to internal lighting of signs
Ordinance Section: Land Development Standards Section 11.9.2
Applicant: Staff initiated text amendment; Development Services Department
Meeting Date: March 25th, 2025

Background

The proposed text amendments include removal of sections of the sign ordinance regarding how internally illuminated signs are lit. As written, the “luminous transmittance” of light is ill defined and unenforceable. Light generated from signs are regulated through measurement of candelas, angle of the light, and light trespass.

Staff Recommended Text Changes:

The proposed text amendments include:

- Removing lines C and D from LDS sections 11.9.2

The proposed changes to the current Land Development Standards are in red and ~~struck through~~

Consistency with the 2035 Comprehensive Land Use Plan

Staff submits that the proposed text amendments to the LDS are consistent with the first goal of the 2035 Comprehensive Plan:

Goal 1: Continue to promote smart growth principles in land use planning and zoning.

- Create walkable and attractive neighborhoods and commercial districts
- Reinforce the unique character of Waynesville

The Town will also maintain adequate legal authority through the most up-to-date ordinance.

Attachments

1. Proposed Text Amendment
2. Consistency Statement Worksheet

Recommended Motions

1. Motion to find the recommended changes to the Land Development Standards as attached (or amended) as being consistent / inconsistent with the 2035 Land Use Plan and reasonable and in the public interest.
2. Motion to adopt / reject the ordinance as presented (or amended)

ORDINANCE NO. O-7-25

**AN ORDINANCE AMENDING THE TEXT OF THE
TOWN OF WAYNESVILLE LAND DEVELOPMENT STANDARDS**

WHEREAS, the Town of Waynesville has the authority, pursuant to Article 7 of Chapter 160D of the North Carolina General Statutes, to adopt land development regulations, clarify such regulations, and may amend said regulations from time to time in the interest of the public health, safety, and welfare; and

WHEREAS, the Town of Waynesville Planning Board has reviewed the proposed text amendments to the Land Development Standards (LDS) and recommends that they are consistent with the 2035 Comprehensive Plan and that they are reasonable and in the public interest because:

- The Town of Waynesville will continue to “promote smart growth in land use planning and zoning” (Goal #1);
- The proposed text amendment will “reinforce the unique character of Waynesville” (Goal #1);
- The Town will maintain adequate legal authority through the most up-to-date ordinance that is clear and enforceable.

WHEREAS, the Planning Board has reviewed and recommends the proposed text amendments for enactment by the Town Council; and

WHEREAS, the Town Council find this Ordinance is consistent with the Town’s 2035 Comprehensive Plan and that it is reasonable and in the public interest to “make decisions about resources and land use in accordance with North Carolina General Statutes.” and

WHEREAS, after notice duly given, a public hearing was held on February 17, 2025 at the regularly scheduled meeting of the Waynesville Planning Board, and on March 25th, 2025 at the regularly scheduled meeting of the Waynesville Town Council;

NOW, THEREFORE, BE IT ORDAINED BY THE WAYNESVILLE TOWN COUNCIL, MEETING IN REGULAR SESSION ON MARCH 25TH, 2025 AND WITH A MAJORITY OF THE BOARD MEMBERS VOTING IN THE AFFIRMATIVE, THE FOLLOWING:

That the Land Development Standards be amended as follows:

Amend LDS Section 11.9.2 as follows:

11.9.2 Internal Illumination.

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

- A. Such signs shall consist of light lettering or symbols on a dark background.

B. The lettering or symbols shall constitute no more than forty (40) percent of the surface area of the sign.

~~C. The luminous transmittance for the lettering or symbols shall not exceed thirty five (35) percent.~~

~~D. The luminous transmittance for the background portion of the sign shall not exceed fifteen (15) percent.~~

E. Light sources shall be fluorescent tubes, spaced at least twelve (12) inches on center, mounted at least 3.5 inches from the translucent surface material.

F. Channel letter type signs may use neon tubing as an internal illumination source, provided that the light source is shielded by translucent faces or that a silhouette type sign is used where the light source illuminates the sign background and the letters or symbols are opaque.

G. Outdoor advertising signs of the type constructed of translucent materials where the copy only is illuminated from within do not require shielding provided the light source or bulb is not showing.

H. Electronic changeable face signs shall comply with the following:

1. The outdoor advertising sign shall have an automatic dimmer (factory set to the illumination intensities set below) and a photo cell sensor to adjust the illumination intensity or brilliance of the sign so that it shall not cause glare or impair the vision of motorists, and shall not interfere with any driver's operation of a motor vehicle.
2. The sign shall not exceed a maximum illumination of 7,500 nits (candelas per square meter) during daylight hours and a maximum illumination of 500 nits between dusk to dawn as measured from the sign's face at maximum brightness.
3. Any illumination devices shall be effectively shielded so as to prevent beams or rays of light from being directed at any portion of a street or highway. Illumination intensity or brilliance shall not cause glare or impair the vision of motorists, and shall not interfere with any driver's operation of a motor vehicle.

ADOPTED this _____ Day of _____, 2025.

TOWN OF WAYNESVILLE:

J. Gary Caldwell, Mayor

ATTEST:

APPROVED AS TO FORM:

Candace Poolton, Town Clerk

Martha Bradley, Town Attorney



To: Waynesville Town Council
Meeting Date: February 17th, 2025
From: Alex Mumby, Land Use Administrator
Subject: Planning Board Report and Statement of Consistency
Description: Text amendments pertaining to the internal lighting of signage
Ordinance Section: Land Development Standards (LDS) section 11.9

The Planning Board hereby adopts and recommends to the Town Council the following statement(s):

1. A motion was made by board member Jan Grossman and seconded by board member Travis Collins that the text amendments are **consistent with the Town's 2035 Comprehensive Land Use Plan and are reasonable and in the public interest** because it meets Goal 1

Goal 1: Continue to promote smart growth principles in land use planning and zoning

- Create walkable and attractive neighborhoods and commercial districts
- Reinforce the unique character of Waynesville

The motion carried unanimously.

2. Additionally, planning board member Jan Grossman made a motion seconded by board member Travis Collins to **recommend the proposed text amendments to the Town Council as presented.**

The motion passed unanimously.

Ginger Hain 2/26/2025
Ginger Hain, Planning Board Vice Chair Date

Esther G. Coulter 2-26-25
Esther Coulter, Administrative Assistant Date



TOWN OF WAYNESVILLE

Development Services Department

9 South Main Street

Suite 110

Waynesville, NC 28786

Phone (828) 456-8647 • Fax (828) 452-1492

www.waynesvillenc.gov

FOR PUBLICATION IN THE MOUNTAINEER: March 12th and March 19th (Wednesday) editions

Date: March 6th, 2025

Contact: Alex Mumby, (828) 452-0401

Notice of Public Hearings

Town of Waynesville Town Council

The Town of Waynesville Town Council will hold two public hearings on Tuesday, March 25th, 2025, at 6:00 pm, in the Town Hall Board Room, located at 9 South Main Street, Waynesville, NC, to consider:

1. A text amendment to the Land Development Standards (Sections 2.5.3, 4.5.3, 7.2.1, and 17.3) to allow for the use of ground mounted solar panels on private property and to add EV parking as an allowable use within civic space.
2. A text amendment to the Land Development Standards (Section 11.9.2) related to the internal illumination of signs.

For more information contact the Development Services Department at: (828) 452-0401, email: amumby@waynesvillenc.gov mail: 9 South Main Street, Suite 110, Waynesville, NC 28786.



To: Town of Waynesville Town Council
 From: Alex Mumby, Land Use Administrator
 Date: March 25th, 2025
 Subject: Text Amendment Statement of Consistency
 Description: Text Amendment to remove outdated section of Sign Ordinance 11.9.2
 Contact: Town of Waynesville Planning Department (“Development Services”)

The Town Council hereby adopts the following statement(s):

The zoning map amendment **is approved and is consistent with the Town’s Comprehensive Land Use Plan** because: _____

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

The zoning map amendment **is rejected because it is inconsistent with the Town’s Comprehensive Land Use Plan and is not reasonable and in the public interest** because _____

In addition to approving this zoning map amendment, this approval is **also deemed an amendment to the Town’s Comprehensive Land Use Plan**. The change in conditions taken into account in amending the zoning ordinance to meet the development needs of the community and why this action is reasonable and in the public interest, are as follows: _____

**TOWN OF WAYNESVILLE COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: March 25, 2025**

SUBJECT: A Public Hearing to consider text amendments related to solar panels on private property and EV chargers as a use within civic space.

AGENDA INFORMATION:

Agenda Location: New Business
Item Number:
Department: Development Services
Contact: Alex Mumby, Land Use Administrator
Presenter: Alex Mumby, Land Use Administrator

BRIEF SUMMARY:

The Environmental Sustainability Board asked staff to look into allowing ground mounted solar panels (GMSPs). The proposed text amendment allows for residential installation of GMSPs in the rear and side yard and commercial installations to be placed anywhere. The height of residential installations is recommended to be 15 feet and the height of commercial installations to be 20 feet. Staff would also like to include electric vehicle charging as an allowable use within civic space. Chargers and their equipment could only account for 25% of the required amount of civic space up to 1000 square feet.

The Planning Board held a public hearing on February 17th, 2025, and voted unanimously to recommend the text amendment.

MOTIONS FOR CONSIDERATION:

1. Motion to find the recommended changes to the Land Development Standards as attached (or amended) as being consistent / inconsistent with the 2035 Land Use Plan and reasonable and in the public interest.
2. Motion to adopt / reject the ordinance as presented (or amended)

FUNDING SOURCE/IMPACT:

N/A

ATTACHMENTS:

1. Staff Report
2. Draft Ordinance
3. Planning Board Report
4. Newspaper Notices
5. Consistency Worksheet

MANAGER'S COMMENTS AND RECOMMENDATIONS:

Town of Waynesville Town Council Staff Report

Subject: Ground Mounted Solar Panels and Electric Vehicle Installations in the LDS
Ordinance Sections: Multiple
Applicant: Request for text amendment from the Environmental Sustainability Board
Meeting Date: March 25th, 2025
Presenter: Alex Mumby, Land Use Administrator
Elizabeth Teague, Development Services Director

Background:

This ordinance addresses several technologies: stand-alone, ground mounted solar panels, EV charging stations, and solar arrays. The Development Services Department was asked by the Environmental Sustainability Board to examine how the Land Development Standards could be applied to the use of ground mounted solar panels and arrays on residential and commercial lots. Additionally, staff would like to incentivize the installation of electric vehicle charging stations and integrate EV Charging into common parking and civic space areas in major site plans.

In discussion of this topic, the Planning Board asked staff to also look at how large-scale, commercial solar arrays, or “solar farms” are handled in the ordinance. The answer is that they are not currently addressed in the LDS at all. In the proposed ordinance, staff recommends that solar farms be defined, but not placed in the permitted uses table. This would effectively prohibit them until more consideration can be given. Generally, staff feels that large scale solar arrays used to generate power for a utility or commercial purposes, should fall under the category of “Utilities – Class 3” in the LDS Section 3.10.6 of Supplemental Standards which refers to uses that meet the definition of “generation, production, or treatment facilities such as power plants, water and sewerage plants, and landfills,” and as having to meet the requirements for a Special Use Permit, and the administrative guidelines found in LDS Section 15.10.

However, if a solar farm within Waynesville limits is proposed, a more thoughtful ordinance in the form of a text amendment could be developed with a better understanding of where and how a large-scale solar farm would be placed within the Town. In the meantime, a solar farm use type has been created as a definition, but this text amendment only addresses smaller-scale uses of solar and EV power generation for private purposes on private lots (not for the purpose of distribution as part of a utility), in both residential and commercial settings.

Roof-mounted solar panels and EV Charging ports attached to buildings are already allowed, permitted and inspected by Town’s Building Inspections under the North Carolina Building Codes as part of a structure. Only a few stand-alone, ground-mounted solar arrays and panels (GMSPs) have been permitted in Town and were treated simply as mechanical equipment, without the application of zoning standards. Generally, residential solar ground mounted arrays and solar panels on poles must meet North Carolina electrical and wind load requirements and are not connected structurally to buildings.

A draft ordinance based on zoning rules from Weaverville and Asheville was presented to the Planning Board on December 5th, 2024, and amendments to the draft have been made based on that discussion and Board feedback. Specifically, concern was raised regarding the number of pole-mounted solar panels which could be placed on a lot, and the height of such structures. The new draft ordinance now limits the number

of ground-mounted poles or a solar array, to one per .2 acres rounded up. The maximum height of pole mounted solar panels is now recommended to be limited to 15' feet for residential installations and 20' in commercial installations.

For incentives for EV charging stations in major site plans, staff is recommending that EV parking spaces can count toward parking requirements and civic space up to 1000 square feet. This would accommodate at least one ADA space and 4 standard spaces, plus equipment. EV charging stations as part of residential or commercial development in minor site plans or other development will be continued to be allowed as customary uses on individual sites.

Examples:



Staff Recommendation

Staff recommends that the Town ordinance define and allow GMSPs in all districts, so that there is no zoning question in the future.

- Pole mounts and arrays settings should not count as accessory structures but should stay below the height as a ground mounted light fixture, at 15' in residential settings and 20' in commercial settings. They should be allowed within parking lots in commercial settings, but should be limited to the side or rear yard in residential settings. A variance from the ZBA should be sought for alternative locations or extended height requests where the height of neighboring structures or other impediments to the collection of solar energy exist, and when alternative placement is needed for tree preservation. Additionally, variance criteria should include evidence that the installation would not interfere with the neighboring properties or take away from the character of the neighborhood. Pole mounts and ground mount structures should meet the accessory structure setback of 5' feet.
- EV Charging stations should be encouraged in all large-scale development. As incentive for residential placement, EV chargers with adjacent designated parking could count toward civic space in addition to parking requirements. This would give design flexibility and hopefully give some incentive to include them.

Staff recommends that a more comprehensive examination on large scale solar arrays be developed with supplemental standards and realistic considerations for where they could be placed. For example, the Board might want to direct a solar farm use to the Commercial-Industrial and Regional Center District areas and/or to more rural areas that are low density or in low density study areas of the Comprehensive Plan, with Supplemental Standards that are developed once a real proposal comes forward.

Consistency with Comprehensive Plan

Goal 3 of the 2035 Comprehensive Plan is to “protect and enhance Waynesville’s natural resources.” This includes the goal “to engage in and promote the best management practices related to energy use...”

Goal 5 of the Plan is to “create opportunities for a sustainable economy.” This includes, “Support 21st century technology and infrastructure by broadening the availability of high-speed internet, modernizing wireless communication facilities, and promoting green building and the use of solar and wind technologies.”

Recommended Motion

1. Motion to find the recommended changes to the Land Development Standards as attached (or amended) as being consistent / inconsistent with the 2035 Land Use Plan and reasonable and in the public interest.
2. Motion to adopt / reject the ordinance as presented (or amended).

ORDINANCE NO. O-8-25

**AN ORDINANCE AMENDING THE TEXT OF THE
TOWN OF WAYNESVILLE LAND DEVELOPMENT STANDARDS**

WHEREAS, the Town of Waynesville has the authority, pursuant to Article 7 of Chapter 160D of the North Carolina General Statutes, to adopt land development regulations, clarify such regulations, and may amend said regulations from time to time in the interest of the public health, safety, and welfare; and

WHEREAS, the Town of Waynesville Planning Board has reviewed the proposed text amendments to the Land Development Standards (LDS) and recommends that they are consistent with the 2035 Comprehensive Plan and that they are reasonable and in the public interest because:

- Goal 1: Continue to promote smart growth principles in land use planning and zoning
 - Promote conservation design to preserve important natural resources
- Goal 3: Protect and enhance Waynesville’s natural resources.
 - Continue to engage in and promote best management practices related to energy use, efficiency, and waste management
 - Protect and enhance water quality and forests
 - Protect rural lands, iconic views, and mountain vistas

WHEREAS, the Planning Board has reviewed and recommends the proposed text amendments for enactment by the Town Council; and

WHEREAS, the Town Council find this Ordinance is consistent with the Town’s 2035 Comprehensive Plan and that it is reasonable and in the public interest to “make decisions about resources and land use in accordance with North Carolina General Statutes.” and

WHEREAS, after notice duly given, a public hearing was held on _____, 2025 at the regularly scheduled meeting of the Waynesville Planning Board, and on _____ 2025 at the regularly scheduled meeting of Town Council;

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF WAYNESVILLE, MEETING IN REGULAR SESSION ON _____, 2025 AND WITH A MAJORITY OF THE BOARD MEMBERS VOTING IN THE AFFIRMATIVE, THE FOLLOWING:

That the Land Development Standards be amended as follows (in red):

1. Amend Section 4.5.3 Other Requirements as follows:

4.5.3 Other Requirements.

A. **Buffering:** Accessory structures with a footprint greater than six hundred (600) square feet shall be buffered from any adjacent residential developments with a Type C Buffer (Section 8.4.2.C).

B. **Lighting:** Exterior lighting for accessory uses and/or structures shall meet the requirements by which principal structures are governed as set forth in Section 10.2.

C. Ground Mounted Solar Panels:

- One ground-mounted or pole-mounted solar panel shall be allowed for each .2 acres of a parcel rounded up. They shall be subject to the setbacks of accessory structures.
- The height of ground-mounted and pole-mounted solar panels shall be limited to 15 feet in residential and mixed-use installations, and to 20' in commercial installations, as measured from the adjacent grade to the top of the supporting structure.
- The placement of ground-mounted and pole-mounted solar panels shall be limited to the rear or side yards in residential installations.
- Residential ground-mounted and pole-mounted solar panels shall be placed for maximum solar capture and tree preservation. GMSP's may be placed in the front yard only with approval of a variance through the Zoning Board of Adjustment, with findings that indicate surrounding trees, structures, or topography prohibit the effective capture of solar energy in the rear and side yards.

2. Amend Section 7.2. Civic Space Standards as follows:

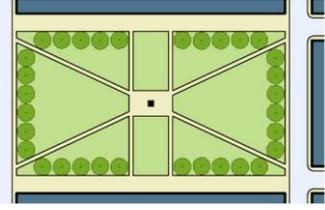
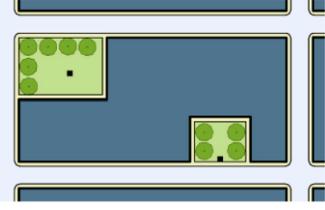
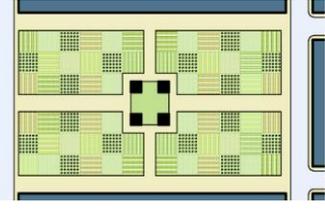
7.2 Civic Space Standards.

All land dedicated for required civic spaces shall meet the criteria below in this section. Stormwater facilities cannot be counted towards civic space. Delineated wetlands and required stream buffers can be counted towards civic space only when adjacent to, or a part of, a greenway or designated preserve.

7.2.1 Required Civic Space Types.

Civic space, as required by the district provisions, shall conform to one or more of the following typologies.

<p>A. Park/Greenway: A natural preserve available for unstructured recreation. Its landscape shall consist of paths and trails, meadows, waterbodies, woodland and open shelters, all naturalistically disposed. Parks may be linear, following the trajectories of natural corridors as part of a greenway. The minimum size shall be .16 acre (except with Greenways where there is no minimum).</p>	
<p>B. Green: An open space available for unstructured recreation. A Green may be spatially defined by landscaping rather than building frontages. Its landscape shall consist of lawn and trees, naturalistically disposed. The minimum size shall be .16 acre.</p>	

<p>C.</p>	<p>Preserve: Natural preserves include any area of existing or restored open lands such as riparian corridors and wetlands, unique geological formations, important habitats, or substantial groupings of important plant types. The goal is to protect and maximize intact and undisturbed spaces that provide valuable ecosystem services for the community, support preservation goals, and enhance the aesthetics and amenities of the area. Active recreation, such as trails and paths, can be a part of these areas. The minimum size is 1 acre of contiguous preserved area.</p>	
<p>D.</p>	<p>Square: An open space available for unstructured recreation and civic purposes. A Square is spatially defined by building frontages. Its landscape shall consist of paths, lawns and trees, formally disposed. Squares shall be located at the intersection of important streets. The minimum size shall be .16 acre.</p>	
<p>E.</p>	<p>Playground: An open space designed and equipped for the recreation of children. A playground shall be fenced and may include an open shelter. Playgrounds shall be interspersed within Residential areas and may be placed within a block. Playgrounds may be included within other civic spaces. There shall be no minimum or maximum size.</p>	
<p>F.</p>	<p>Community Garden: A grouping of garden plots available for small-scale cultivation, generally to residents of apartments and other dwelling types without private gardens. Community gardens should accommodate individual storage sheds. There shall be no minimum or maximum size.</p>	
<p>G.</p>	<p>Greenway: A linear parcel of land set aside to contain a trail for non-motorized transportation and/or recreation, usually connecting to a planned corridor. There shall be no minimum or maximum size.</p>	

<p>H.</p>	<p>Dog Park: An off-leash dog area. A dog park shall be enclosed with a galvanized or coated chain link fence or metal fence measuring four (4) to six (6) feet in height and include a double gate entry system (like a sally port). The dog park shall also have a designated waste disposal facility, signage with applicable rules, a shade area (with either a structure or mature shade trees). The area may also include a plumbed drinking water station. There shall be no minimum or maximum size.</p>	
<p>I.</p>	<p>Community Area: Designated indoor or outdoor facilities to support social and recreational activities of the residents. Examples include a pavilion, fire pit, picnic area, grill area, gym, pool, community building, club house, basketball court, tennis court, golf course, or similar amenities determined to be appropriate by an Administrator. There shall be no minimum or maximum size.</p>	
<p>J.</p>	<p>Electric Vehicle (EV) Charging Space: Dedicated parking spaces with installed EV charging equipment. A minimum of 1 space must be ADA accessible. All spaces must be clearly marked with signage, green striping, and bollards at the front of the space to protect the equipment. The maintenance and repair of EV stations and equipment shall be clearly outlined in the HOA covenants. In the absence of an HOA, the individual owners or management company shall be responsible for the upkeep and repairs of the charging stations. Square footage for EV charging spaces will count toward the overall civic space requirement and toward required parking. Total square footage of EV charging spaces shall not be more than 25% of the required civic space up to 1000 square feet (approximately up to 5 spaces).</p>	

3. Add a definition to the section 17.3-Definitions, Use Type:

Solar Farms. This U.S. industry comprises establishments primarily engaged in operating solar electric power generation facilities. These facilities use energy from the sun to produce electric energy. The electric energy produced in these establishments is provided to electric power transmission systems or to electric power distribution systems [NAICS 221114].

4. Add definitions to the section 17.4-Definitions, General:

Electric Vehicle (EV) Charging Stations. An electrical cabinet or equipment to charge motor vehicles that are either partially or fully powered on electric power received from an external power source. For the purposes of this regulation, this definition does not include golf carts, electric bicycles, or other micromobility devices.

Solar Panel, Ground-Mounted. A solar panel array attached directly to the ground either through posts or racks.

Solar Panel, Pole-Mounted. A solar panel attached directly to the ground through the use of a single pole.

ADOPTED this _____ Day of _____, 2025.

TOWN OF WAYNESVILLE:

J. Gary Caldwell, Mayor

ATTEST:

Candace Poolton, Town Clerk

APPROVED AS TO FORM:

Martha Bradley, Town Attorney



To: Waynesville Town Council
Meeting Date: February 17th, 2025
From: Alex Mumby, Land Use Administrator
Subject: Planning Board Report and Statement of Consistency
Description: Text amendments to allow ground mounted solar panels on private property and EV chargers as a use within civic space
Ordinance Section: Land Development Standards (LDS) sections 4.5.3, 7.2.1, 17.3, and 17.4

The Planning Board hereby adopts and recommends to the Town Council the following statement(s):

1. A motion was made by board member Jan Grossman and seconded by board member Stuart Bass that the text amendments are **consistent with the Town's 2035 Comprehensive Land Use Plan and are reasonable and in the public interest** because it meets Goals 1 and 3 of the 2035 Comp. Plan:

Goal 1: Continue to promote smart growth principles in land use planning and zoning

- Promote conservation design to preserve important natural resources

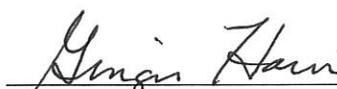
Goal 3: Protect and enhance Waynesville's natural resources

- Continue to engage in and promote best management practices related to energy use, efficiency, and waste management
- Protect and enhance water quality and forests
- Protect rural lands, iconic views, and mountain vistas

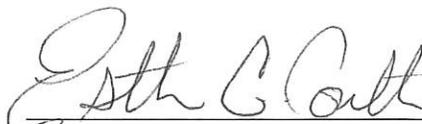
The motion carried unanimously.

2. Additionally, planning board member Jan Grossman made a motion seconded by board member Stuart Bass to **recommend the proposed text amendments to the Town Council as presented.**

The motion passed unanimously.



Ginger Hain, Planning Board Vice Chair Date 2/26/2025



Esther Coulter, Administrative Assistant Date 2-26-25



TOWN OF WAYNESVILLE

Development Services Department

9 South Main Street

Suite 110

Waynesville, NC 28786

Phone (828) 456-8647 • Fax (828) 452-1492

www.waynesvillenc.gov

FOR PUBLICATION IN THE MOUNTAINEER: March 12th and March 19th (Wednesday) editions

Date: March 6th, 2025

Contact: Alex Mumby, (828) 452-0401

Notice of Public Hearings

Town of Waynesville Town Council

The Town of Waynesville Town Council will hold two public hearings on Tuesday, March 25th, 2025, at 6:00 pm, in the Town Hall Board Room, located at 9 South Main Street, Waynesville, NC, to consider:

1. A text amendment to the Land Development Standards (Sections 2.5.3, 4.5.3, 7.2.1, and 17.3) to allow for the use of ground mounted solar panels on private property and to add EV parking as an allowable use within civic space.
2. A text amendment to the Land Development Standards (Section 11.9.2) related to the internal illumination of signs.

For more information contact the Development Services Department at: (828) 452-0401, email: amumby@waynesvillenc.gov mail: 9 South Main Street, Suite 110, Waynesville, NC 28786.



To: Town of Waynesville Town Council
 From: Alex Mumby, Land Use Administrator
 Date: March 25th, 2025
 Subject: Text Amendment Statement of Consistency
 Description: Text Amendment to address solar panels and EV charging stations.
 Contact: Town of Waynesville Planning Department (“Development Services”)

The Town Council hereby adopts the following statement(s):

The zoning map amendment **is approved and is consistent with the Town’s Comprehensive Land Use Plan** because: _____

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

The zoning map amendment **is rejected because it is inconsistent with the Town’s Comprehensive Land Use Plan and is not reasonable and in the public interest** because _____

In addition to approving this zoning map amendment, this approval is **also deemed an amendment to the Town’s Comprehensive Land Use Plan**. The change in conditions taken into account in amending the zoning ordinance to meet the development needs of the community and why this action is reasonable and in the public interest, are as follows: _____

Town Council Member _____, made a motion, seconded by _____

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

 Gary Caldwell, Mayor

 Date

 Candace Poolton, Town Clerk

 Date

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

SUBJECT Request by Councilmember Jon Feichter to reduce the speed limit on Long Street from 35 to 20 MPH and Limit Traffic to “Local Traffic Only” on behalf of residents of Long Street.

AGENDA INFORMATION:

Agenda Location:

Item Number:

Department: Public Services

Contact: Jon Feichter

Presenter: **Jon Feichter**

BRIEF SUMMARY Residents of Long Street have contacted Councilmember Feichter to complain that Long Street is being used as a cut through for vehicles traveling from Allen’s Creek Rd to Main Street across from Bear Waters. They request that the Town reduce the speed limit to 20 mph and to limit access to Long Street to “Local Traffic Only”. Long Street is a narrow, road with a sharp turn. The Street is not designed as a thoroughfare as cannot handle the speed and volume of traffic it is receiving.

MOTION FOR CONSIDERATION: Reduce the speed limit on Long Street from 35 to 20 mile per hour. Limit access to the street to “Local Traffic Only”.

FUNDING SOURCE/IMPACT: General

ATTACHMENTS: Ordinance

MANAGER’S COMMENTS AND RECOMMENDATIONS We do not have any volume or speed information on Long Street. The Police Chief and I do not know if the Town can restrict a public street to its residents or whether it could be enforced. It would be best to determine these issues before adopting an ordinance.

ORDINANCE O-9-25

**AN ORDINANCE AMENDING CHAPTER 46
OF THE TOWN OF WAYNESVILLE CODE OF ORDINANCES
REDUCING THE SPEED LIMIT ON LONG STREET TO 20 MPH AND RESTRICTING
THE STREET'S USE TO "LOCAL TRAFFIC ONLY."**

WHEREAS, Long Street is being used as a "cut through" from Allens Creek to Main Street; and

WHEREAS, the cut through traffic is speeding and endangering residents of Long Street; and

WHEREAS, Long Street is not designed as a thoroughfare. **NOW THEREFORE**,

BE IT ORDAINED BY THE TOWN COUNCIL THAT CHAPTER 46 OF THE CODE OF ORDINANCES BE AMENDED TO ADD SECTION 54-113 (4) TO INCLUDE LONG STREET AND ADD SECTION 54-94 "NO THROUGH TRAFFIC" TO INCLUDE LONG STREET.

The Town Clerk is hereby ordered to place these amendments in the Code of Ordinances of the Town of Waynesville.

Adopted this the 25th day of March 2025

Town of Waynesville

Gary Caldwell, Mayor

Attest:

Candace Poolton, Town Clerk