



Town of Blowing Rock

Date: Tuesday, August 10, 2021, 6:00 p.m.

Location: 1036 Main Street, Blowing Rock, NC 28605

Agenda

<i>Item</i>		<i>Present & Participants</i>
I.	CALL TO ORDER – ROLL CALL FOR ATTENDANCE	Mayor Charles Sellers
II.	PLEDGE OF ALLEGIANCE	Mayor Charles Sellers
III.	APPROVAL OF MINUTES – By Roll Call 1. July 13, 2021 – Regular Meeting Minutes REGULAR AGENDA ADOPTION CONSENT AGENDA 1. ABC Travel Policy 2. Good Neighbor Day – Memorial Park Request 3. Loan Finance Approval 4. Budget Amendment - #2021-07	Mayor & Council Mayor & Council Mayor & Council
IV.	PUBLIC COMMENTS	
V.	SPECIAL RECOGNITION – Woodlands Resolution #2021-08	Manager Fox
VI.	PUBLIC HEARING: 1. Coffee Shop – SUP Request 2. Planning Board Ordinance Changes – #2021-09	Planning Director Kevin Rothrock
VII.	REGULAR AGENDA: 1. Road Failure - Valley View Road - Budget Amendment - #2021-10 2. Town Council Meetings – Time Length Limit 3. COVID Discussion	Manager Fox, Public Works Director Matt Blackburn and Town Engineer Doug Chapman Mayor and Council Mayor and Council

<p>VIII.</p>	<p>OFFICIALS REPORTS & COMMENTS:</p> <ol style="list-style-type: none"> 1. Mayor 2. Council Members 3. Town Attorney 4. Town Manager 	
<p>XI.</p>	<p>CLOSED SESSION – None</p>	
<p>I.</p>	<p>ADJOURNMENT/RECESS...<i>Mayor Charles Sellers entertains a motion and second to adjourn or recess the meeting.</i></p>	

Draft
MINUTES
Town of Blowing Rock
Town Council Meeting
July 13, 2021

The Town of Blowing Rock Town Council met for their regular monthly meeting on Tuesday, July 13, 2021, at 6:00 p.m. The meeting took place at Town Hall located at 1036 Main Street Blowing Rock, NC. Present were Mayor Charlie Sellers, Mayor Pro-Tem Sue Sweeting and Council Members Albert Yount, David Harwood, Doug Matheson, Virginia Powell, Town Manager Shane Fox, Town Attorney Allen Moseley, Town Engineer Doug Chapman, Fire Chief Kent Graham, Finance Officer Nicole Norman and Town Clerk Hilari Hubner who recorded the minutes.

CALL TO ORDER

Mayor Sellers called the meeting to order at 6:00 p.m. and welcomed everyone. Mayor Sellers verified attendance via roll call.

Mayor Sellers asked for a moment of silence for the three families (family of Justin Mullet, Mike Steele and Erin Allison) of Town employees who experienced the loss of family members over the past week.

THE PLEDGE OF ALLEGIANCE

MINUTE APPROVAL

Council Member Harwood made a motion to approve the regular session minutes from June 8, 2021, seconded by Council Member Powell. Mayor-Pro Tem Sweeting mentioned she had a few corrections she had already spoken with Town Clerk Hilari Hubner about. Unanimously approved.

Mayor Pro-Tem Sweeting made a motion to approve the minutes from the Mid-Year Retreat held on July 6, 2021, seconded by Council Member Matheson. Unanimously approved.

REGULAR AGENDA ADOPTION

Council Member Matheson made a motion to approve the agenda as presented, seconded by Mayor Pro-Tem Sweeting. Unanimously approved.

CONSENT AGENDA

1. Budget Amendment - #2021-06

Budget Amendment to account for various items. **Budget Amendment #2021-06 – Attachment A**

2. Annual Tax Settlement Report and Order of Tax Collection

Consideration of the Tax Collector 2020 Settlement Report and approval of an order of the Town Council for the collection of 2021 taxes representing revenues for fiscal year

2021-2022. **Annual Tax Settlement Report and Order of Tax Collection – Attachment B**

3. Blowing Rock Community Foundation Pickleball Tournament

The Blowing Rock Community Foundation is requesting to have a fundraiser by holding a pickleball tournament in Memorial Park on Tuesday, August 10th. They are partnering with the local pickleball group and requesting to hold the event during the morning hours of 10:00 a.m. to 1:00 p.m. The proceeds raised will go towards scholarships and grant requests from students and organizations in Blowing Rock.

4. Grant Project Ordinance – ARP Funds

Grant Project Ordinance for the Town of Blowing Rock Coronavirus State and Local Fiscal Recovery Fund. **Grant Project Ordinance – Attachment C**

Council Member Powell made a motion to approve consent agenda as presented, seconded by Mayor Pro-Tem Sweeting. Unanimously approved.

SPEAKERS FROM THE FLOOR

None

BUSINESS MATTERS

1. Crosswalks

Town Manager Shane Fox stated the town Council instructed staff and McGill and Associates to solicit bids for the installation of signaled crosswalks at Main Street and Sunset and 221, along with the addition of a pedestrian crosswalk to be installed at Main and Chestnut. Bids were advertised and solicited during the month of June 2021. Given the current construction market and workload of contractors only one bid was received. McGill and Associates reached out to a number of bidders (documented), but all declined given their current workload and small size of the project. Given the fact that the amount of the project falls below the \$500,000 formal bid process (NC General Statute), the Town is allowed to move forward if the Council approves with the one bid received under an informal bid process. The single bidder is Greene Construction out of Boone, NC, and the total bid price including alternate #1 is \$420,128. Alternate #1 is the addition of a second crosswalk at Sunset and Main on the north side of the intersection. Staff is recommending approval including alternate #1. The bid also includes the removal of the overhead traffic signals at Main and Sunset and the installation of pedestal traffic signals.

Town Engineer Doug Chapman presented a crosswalks overview via power point, and gave an overview of the bid process.

Mr. Chapman stated the construction cost for the project is estimated at \$420,000 with a \$21,000 construction contingency and \$34,000 construction engineering cost for a total project cost of \$475,000.

Council Member Matheson asked if the “no turn on red” would remain for turning off Main Street onto Sunset. Manager Fox advised that was a good question and he would get an answer for Council.

Mayor Pro-Tem Sweeting asked if there was a way to have golf cart parking on the East side of Main Street rather than lose all the parking. Mr. Chapman said he would inquire with DOT to see what they would allow.

Manager Fox briefly summarized the available revenues to fund the project utilizing ABC proceeds, TDA revenue and unused paving and streetscape project funds for a total of \$475,000. Manager Fox stated it was important to mention that no new funds or fund balance are requested to complete the project.

Mayor Pro-Tem Sweeting made a motion to approve the crosswalks as presented, seconded by Council Member Yount. Unanimously approved.

OFFICIALS REPORTS & COMMENTS

- Mayor Sellers – Commended Council for the vote to approve the crosswalks. Will be a great asset to the Town. Thanked McGill and Staff as well for their hard work to make it happen. With the Tourism Management study underway parking will be a huge focus for Council to come up with a solution. He and Manager Fox will work closely to keep meetings from going late. Sidewalk on Morris Street is in disrepair and Council may need to look into doing some work on that in the near future.
- Council Member Yount – Hopes that Council as a whole can direct Manager Fox to start looking into how much a parking facility costs. “Jay Walking” needs to be looked at as it’s become a huge issue.
- Council Member Harwood – Parks Committee will be meeting July 22nd and will report back their progress and next steps. Thoughts and prayers go out to Town Staff with all they have endured lately and how they have pulled together. Commended Thomas Steele for his words he spoke about his dad at his father’s funeral.
- Mayor Pro-Tem Sweeting – Thoughts to the families during the recent tragedies. Commended Mr. Chapman for his work on the crosswalks. No left turn sign out of the American Legion parking area is gone. She and Manager Fox have been working on solar and gave a brief update.
- Council Member Matheson – Thoughts and prayers with staff and commend them on the wonderful bond all of staff have with each other. Shuttle update working on maps added to the signs that will better tell riders where they are going on the shuttle. The idea was originally Council Member Harwood’s but would like Council to consider putting an ending time on the meetings, so they don’t run so late.
- Council Member Powell – Roger Brooks will be giving a mid-visit report on July 15th at 10:00 a.m. and it will be open to the Public. Will be recorded and available on the Town YouTube channel for those to view who cannot attend.
- Town Attorney Allen Moseley – None

- Manager Shane Fox – Thoughts and prayers are with staff and the losses they have experienced over the last week. Thanked all of Council who had helped in one way or another during this difficult time. Currently twelve (12) days into the new FY Budget. Audit process has begun. Parade was a huge success, nothing but compliments with the new time and no parking on Main Street. Bass Lake sidewalk is 2 months into construction and will continue. Noted a lot of stormwater, water and sewer line relocation has had to take place making the project a little more complicated than just putting in a sidewalk. Work has begun on the Sunset Gateway at the corner of Sunset and Hwy 321. Town has taken over maintenance on the Hwy 321 landscaping. Roger Brooks study has been going very well, very professional study. Green Hill traffic study is underway, and the group has been on sight gathering information. Water Plant Chemical Tank improvements are approximately half complete. ABC sales were up \$68,000 last month or 46%.

EXECUTIVE SESSION

None

ADJOURNMENT

Council Member Powell made a motion to adjourn at 6:45 p.m., seconded by Mayor Pro-Tem Sweeting. Unanimously approved.

MAYOR _____
Charlie Sellers

ATTEST _____
Hilari Hubner, Town Clerk

Attachments

Budget Amendment #2021-06 - Attachment A
Annual Tax Settlement Report and Order of Tax Collection – Attachment B
Grant Project Ordinance – Attachment C
Crosswalks – Attachment D

Town of Blowing Rock

Request for Council Action

FROM: Edith Nations, Blowing Rock ABC Store
SUBJECT: Travel Policy for the ABC Store
TO: Mayor and Council
DATE: August 10, 2021
REQUESTED BY:

Public Hearing Yes No Not required NA
Properly Advertised Yes No Not required NA

BACKGROUND:

In accordance with North Carolina General Statute 18B-700 (g2), the ABC Store must have a personnel travel policy in place. The travel policy must be approved by the board's appointing authority annually. Since the Town of Blowing Rock is the appointing authority for the ABC Board, it is necessary for the Blowing Rock Town Council to approve the policy. Also, as result of the Town of Blowing Rock being the appointing authority, the Town of Blowing Rock travel policy may be used. The ABC Board has requested the Town of Blowing Rock Board of Commissioners approve this policy for their use.

ATTACHMENTS: Town of Blowing Rock Travel Policy from the Employee Handbook Sec 15. Travel Expenses

STAFF RECOMMENDATION:

In accordance with North Carolina General Statute 18B-700 (g2), the ABC Store must have a personnel travel policy in place. The travel policy must be approved by the board's appointing authority annually. Since the Town of Blowing Rock is the appointing authority for the ABC Board, it is necessary for the Blowing Rock Town Council to approve the policy. Also, as result of the Town of Blowing Rock being the appointing authority, the Town of Blowing Rock travel policy may be used. The ABC Board has requested the Town of Blowing Rock Board of Commissioners approve this policy for their use.

Town of Blowing Rock

Request for Council Action

FROM: Jennifer Brown, Director of Parks & Recreation
SUBJECT: Good Neighbor Day
TO: Town Council
DATE: August 10, 2021
REQUESTED BY: Alair Homes & IMC

BACKGROUND:

Alair Homes is requesting to hold a Good Neighbor Day event on Sunday, September 26, 2021. It is a community centered, family, friendly event that focuses on being a good neighbor. They are wanting to offer a free event in Memorial Park that will have face painting, concessions, lawn games, bounce houses, live music, a family photo area, and more. This event is focused for local families; however, it will be open to everyone.

The application was reviewed by department heads to which none had any issues.

Town Of Blowing Rock
 PO Box 47
 1036 Main Street
 Blowing Rock, NC
 28605
 Tel 828-295-5200

Town Of Blowing Rock
Special Events/Activities Application
 (Must be submitted to Blowing Rock Parks & Recreation)

The purpose of this application is to provide information about your event or activity in order for various departments and agencies to determine if they need to be involved in the approval and/or permitting process. Depending on the specific event, a permit application and/or fee(s) from individual departments may be required.

The applicant is responsible for providing complete and accurate information on the application, including an attached detailed site plan. The applicant is also responsible for notifying the Parks Department of any changes. Incomplete applications will not be accepted. **A complete application should be submitted at least **90 days** prior to the planned event to allow sufficient review time. Town staff may contact you with specific questions. Any official may require a pre-planning meeting.

Applications and events are prioritized based on a first come-first served basis and the Town may approve or disapprove an event's requested date based on availability of resources. Events that occur on an annual basis will receive priority the following year.

Applicant should contact the Parks Department to verify date availability prior to submission of application.

**NO MORE THAN 2 RACES WILL BE ALLOWED IN ANY GIVEN MONTH

****If the event is to be held on public property, approval to use the property must be obtained from Town Council; therefore the application must be submitted 90 days prior to the event.**

APPLICANT INFORMATION

Name of Event: _____
 Applicant Name & Title: _____
 Organization: _____
 Mailing (Billing) Address: _____
 City / State / Zip: _____
 Daytime Phone: _____ Cell: _____ Email: _____
 Description of the Event: _____
 Does the event have a Twitter, Facebook or other social networking page: _____
 If yes, please list URL(s): _____

Event Address:
Date of Event:
Event Start Time: _____ Event End Time: _____
Set-Up Begins: _____ Clean-Up Ends: _____
Preferred Date & Time of Inspection:
Estimated Attendance:
The Event is: <input type="checkbox"/> Private (by invitation only) or <input type="checkbox"/> Open to General Public

APPLICANT'S SIGNATURE _____ **DATE:** _____

A pre-planning meeting may be required and will be scheduled to include the appropriate staff. The event applicant must attend the meeting. The town reserves the right to require others to attend.

TENTS & MEMBRANE STRUCTURES

**** Tent** is a structure, enclosure, or shelter, with or without sidewalls or drops ******

Will tent(s) be used for the event? Yes No

Number of Tent(s) planned: _____

Size of Tent(s) planned: _____

Percentage of side walls if any to be used for each tent: _____

Detail tent location, size, percentage of side walls and spacing for each on required site plan.

**** Membrane structure** is an air-inflated or air supported structure ******

Will inflated/air Supported membrane(s) structures be used for the event? Yes No

Number of air inflated/air supported membrane structures planned: _____

Size(s) air inflated/air supported membrane structures planned: _____

Detail air inflated/air supported membrane structure location(s), size and spacing for each on required Site plan.

POWER SOURCES

Will you use electric generators? Yes No

If yes, will Power Distribution boxes be used? Yes No

Provide contact information for contractor supplying generator power:

Name: _____ Phone: _____ Email: _____

Will you use electric power from an existing structure? Yes No

If yes, will direct wiring to breakers be required? Yes No

Provide contact information for person responsible for setup of power:

Name: _____ Phone: _____ Email: _____

HAZARDOUS MATERIALS

Will there be any portable heaters?? Yes No

Will there be any deep fat fryers?? Yes No

Will the event have any hazardous materials such as propane, butane, gasoline, diesel tanks, helium cylinders or other upright tanks? Yes No

If yes, all tanks must be secured in a manner to prevent accidentally being knocked over. All helium tanks not being used shall have their caps in place.

Will there be any fireworks, lasers, torches, candles or pyrotechnics? Yes No

If yes, contact the Blowing Rock Fire & Rescue office at 828-548-2800 for more information.

VOICE/MUSIC AMPLICATION

Are there any musical entertainment features related to your event? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no proceed to next section)
If yes, state the number of bands and type of music: Number of bands: _____ Type(s) of music: _____
Will a portable or temporary stage be utilized? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes*, state the number of portable or temporary stages: _____ Will stage have canopy with frame that supports equipment (lighting, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes* state the size of canopy: _____
Provide contact information for contractor providing stage: Name: _____ Phone: _____ Email: _____
Will your event use amplified sound? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate times: Start time: _____ Finish time: _____

ALCOHOL

Will alcoholic beverages be served? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, NC ABC permit required)
Will alcoholic beverages be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, NC ABC permit required)
What type of alcohol will be served? <input type="checkbox"/> Draft Beer <input type="checkbox"/> Can/Bottle Beer <input type="checkbox"/> Wine <input type="checkbox"/> Liquor
Who will be serving the alcohol?
Times for alcohol to be served:
Locations within event site where alcohol will be served:
Have you applied for a North Carolina temporary ABC permit? <input type="checkbox"/> Yes <input type="checkbox"/> No

MECHANICAL RIDES

Does the event include mechanical rides, or other similar attractions? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe attractions: _____
<i>Applicants contracting with amusement ride companies are required to provide the Town of Blowing Rock with a certificate of insurance, naming applicant and the Town of Blowing Rock (if applicable) as additional insured on general liability.</i>

VENDORS

PLEASE ATTACH COMPLETE LIST OF VENDORS IF ON PUBLIC PROPERTY.

Does the event include food vendors? Yes No

If the event will have food vendors, please check the following that apply:

Served Sold Free Catered Prepared Outdoors

Does the event include food concession and/or cooking areas? Yes No

If yes, please list each vendor and specify cooking method (Gas, Electric, Charcoal, Other)

(Use additional sheet if necessary)

VENDOR	COOKING METHOD	FOOD ITEM

Fire Code requires a fire extinguisher at each cooking location. Event organizers are responsible for arranging health inspections for their events.

EVENT SCHEDULE

Provide a detailed schedule of the event including dates and times for entertainment, activities, hours of event, start time, finish time, etc. If the event requires an extended time frame for set-up, include details with a timeline listing the times and locations where streets or public property will be impacted and when dismantling will be completed. (Use additional sheet of paper if necessary)

DATE	TIME	ACTION	ADDITIONAL NOTES

TOWN SERVICES

The Town of Blowing Rock does not provide amenities such as portable washrooms, sound systems, tables, chairs, tents, canopies or other equipment.

TRASH AND RECYCLING PLAN

In order to determine what types of containers are needed for the event, please answer the following questions: Are you requesting trash/recycle bins from the town?(Additional Fee Will Be Required) Yes / No

How many trash bins are you requesting for trash? _____

How many recycle bins are you requesting? _____

Date and Time for trash or recycling bins to be emptied\picked up: _____

Delivery Location? _____

_ Applicants are responsible for cleaning and restoring the site after the event. The cost of any employee overtime incurred because of an applicant's failure to clean and/or restore the site following the event will be paid for by the applicant. If you reasonably believe that no litter will be generated during your event, please state this in your plan.

PUBLIC PROPERTY CLEAN-UP

Contracted personnel or volunteers may be used if indicated below. What is the clean-up plan for the event? _____

If town personnel are needed to assist with event site clean-up the applicant will be required to hire off Duty personnel.

If needed, please list preferred Date & Time for clean-up staff to arrive: _____

Will any of the following services be used for the event:

- Water Service Portable Toilet Services
- Wastewater Service Public Restrooms Public Electric Power

SAFETY AND SECURITY (CHECK TYPES OF SECURITY USED)

- Beer/Alcohol Security Stage Security Event Area Security Gate Security
- Road Closure Security Money Handling Security Other _____
- Overnight Security From _____: _____ To _____: _____

Dates & Times security will be on site: _____

Security provided by: _____ Number of Security Personnel: _____

Applicant may be required to hire sworn off-duty Town of Blowing Rock police officers to provide security to insure public safety. The Blowing Rock Police Department will determine the number of security personnel required on site.

WALK, RUN, CYCLE EVENTS ON PUBLIC ROADWAYS

Number of participants expected: _____ % of participants expected under 18: _____

*Must be at least 100 participants and no more than 2,000 per route.

Number of volunteers expected: _____ % of volunteers expected under 18: _____

ADDITIONAL GUIDELINES AND REQUIREMENTS

Please initial all guidelines below and provide the information requested at the time the application is submitted.

Must use a pre-approved route from the Town/NCDOT and/or pre-approved neighborhood route and/or track or one of the options not on roadways that are available at a park. _____

Must include a certificate of liability insurance for walk, run, and/or cycle event if the start/finish are on public property. _____

Must include a plan for volunteers for events with an anticipated attendance of 100 participants or more (how many, their duties). _____

Must include a parking plan for participants and volunteers (can be included in site plan). _____

The provision of twenty foot (20') minimum emergency access lanes throughout the event site. _____

Temporary signs may be used to mark a course. No markings of any kind (permanent or temporary) are allowed on roadways, sidewalks, or parking lots. _____

Any unauthorized traffic control device or other sign or message placed on the highway right-of-way by a private organization or individual constitutes a public nuisance and should be removed. Any violations of this policy will result in disapproval of future event(s). _____

Do not assume, advertise, or promote your event until you have a signed permit from the Blowing Rock Police Department, along with permission from town staff and Blowing Rock Town Council. Conflicts do arise and changes to the request may be necessary. _____

Organizers to make sure race starts at the time approved on the application. Any deviated start times shall be requested no later than 30 days prior to the event. A deviated time request cannot be guaranteed approval. _____

Event organizers to assist in enforcing safe roadway rules. _____

Event volunteers standing throughout the course to direct as well as instruct participants to stay out of the roadway. _____

Cancellation of any event must be in writing/email to the permit center no later than 30 days prior to the scheduled date of the event. _____

A VIOLATION OF ANY GUIDELINE REQUIREMENT COULD RESULT IN THE DENIAL OF FUTURE EVENTS. _____

SITE PLAN

Provide a detailed Site-Plan sketch of the event. Include maps, outline or diagram of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. The plan should include the following information (if applicable):

- Location of the event/activity on the property with approximate distances from roads, fire hydrants, existing buildings, etc.
- Location of temporary structures that will be used during the event. Must indicate size of temporary structures, distances between temporary structures and existing buildings.
- Identify how each temporary structure will be used. Example: type of vendor, food preparation, alcohol sales, etc.
- Identify location of all cooking devices and open flames.
- Location of all fencing, barricades, or other restrictions that will impair access to and from the event or property.
- Identify all designated parking areas.
- Identify location of any generators and fuel storage.

SITE PLAN SKETCH

ATTACHMENT CHECKLIST

In addition to the Special Event Application form, the following supporting documents are required to complete your application package and begin the review process:

All Events:

- Site Plan Sketch
- Parking Plan for participants and volunteers (May be included in site plan)
- Volunteer Plan for events with an anticipated attendance of 100 participants or more (how many, their duties)

All Public Property Events:

- Certificate of Insurance listing the Town of Blowing Rock as certificate holder and additional insured.

Public Property Event at a Public Park:

- Email from the Parks and Recreation Director indicating approval of the event date. Parks and Recreation Director may be reached at (828) 295-5222 or jbrown@toibr.us.

Waiver Request:

- I am requesting a waiver from the Section which prohibits animals from special events on town property. I have included the required safety plan with the application.

USE OF PUBLIC PLACES

**** THIS SECTION IS ONLY TO BE COMPLETED IF REQUESTING TO HOLD AN EVENT IN PUBLIC PLACES AND PARKS ****

RULES REGULATING THE USE OF PUBLIC PLACES AND PARKS FOR SPECIAL EVENTS

- The Town Council reserves the right to reject any application as to the use of any area for any special event. If the Town Council learns that the event or vendors participating were misrepresented to the Town Council or that the event in any way fails to comply with the rules regulating the use of public places or fails to comply with any applicable local, state, or federal laws, it reserves the right to rescind any approved application up to and during the course of the event. In the case of a special event being held at a Town-owned facility for which a rental fee is usually charged, the normal rental fee shall be charged to the applicant unless the Town Council waives such rental.
- Application must be filed in the Parks & Recreation Office at least ninety (90) days prior to the time that the applicant desires to first take possession of the area to make preparations for the special event. The applicant for a special event must be a non-profit organization, organized and existing for the purpose of either some charitable or public benefit or for the promotion of business in the area of Blowing Rock. In addition, said non-profit organization may at the request of the Council be required to produce evidence of their non-profit corporation status as defined by state and federal laws. In addition, procedures to be used for selecting participants and vendors must be included with the application.
- The applicant shall provide to the Parks & Recreation Director at least two (2) weeks prior to the beginning of the public participation in the special event a list of all of the vendors or others having booths or display tables during the special event. No other persons may sell merchandise or operate any booth or display tables during the special event, unless the applicant, in writing, requests the Town Manager to amend such list accordingly and permission is granted.
- No motor vehicles or other large equipment or manufactured items or livestock will be permitted within the area unless they are clearly identified and described and the proposed location is stated in the application and specific approval is given.
- The size, type of construction and location of display tables and booths must be described generally in the application; all construction must be safe and self-sustaining; no spikes or other holding devices may be driven into the ground of any street, sidewalk or tied to any tree.
- When food preparation, painting and/or pottery making activities or similar activities are held, appropriate protective materials must be placed over any paved or brick areas for protection.

- No tents may be placed in the area without being described and exhibited to the Fire Prevention Inspectors of the Blowing Rock Fire & Rescue Department and special approval by the Town Council.
- Public address systems can be used only if specifically requested in the application and special permission given, including limitations as to use.
- Sufficient portable toilets shall be provided for the expected number of participants.
- A first-aid station shall be provided, staffed by competent Emergency Medical Technicians, unless a waiver is requested and granted by the Town.
- The applicant shall be responsible for providing trash receptacles of the number and size as the town shall require in order to eliminate litter.
- If the applicant desires to sell alcoholic beverages, it shall specifically so state in its application and shall provide a sketch of the area where the same will be sold and consumed. The area shall be delineated by barricades, with the entrance to be clearly marked and so constructed as to allow ready control of patrons, including viewing of identification to avoid underage persons being within the barricaded area. Signs shall be posted stating that no one shall leave the barricaded area with alcoholic beverages.
- Application must be made to proper State authorities for special permit for sale of alcoholic beverages. Special permit shall be available for inspection by the Town at any time.
- The applicant shall assume full liability for all accidents or claims of accidents as a result of activities taking place at the special event and during the time the area is being readied for the event and while it is being cleaned up following the event. A copy of the insurance policy must be submitted to the Town Manager's office prior to the event. The policy is to be one of comprehensive general liability in the amount of not less than Three Hundred Thousand Dollars (\$300,000.00) for bodily injury per person and One Million Dollars (\$1,000,000.00) per occurrence and not less than One Hundred Thousand Dollars (100,000.00) for property damage per occurrence.
- The applicant will be responsible for the security or protection of any articles, items, merchandise, display tables, booths or other property owned by the applicant or others participating in the special event.
- Applicants must obtain any special use permits required by the Blowing Rock Fire Inspector, must comply with all applicable provisions of the North Carolina Fire Code and must at all times insure that all fire lanes in the area to be used remain unobstructed.
- Applicants must comply with all applicable Health Department regulations pertaining to the scheduled event.
- Applicants must comply with the requirements of the Blowing Rock Sign Ordinance.
- Applications must comply with any and all local, state, and federal laws pertaining to equal opportunity and should make every effort to make events accessible to the disabled public. In addition, applicants shall not deny access or a vendor's booth to any group based on national origin, race, religion, age, sex, or disability.

NAME OF NON-PROFIT ORGANIZATION

BRIEFLY DESCRIBE THE PURPOSE OF THE NON-PROFIT ORGANIZATION:

LIST ORGANIZATIONS OFFICERS:

_____	_____
_____	TELEPHONE
_____	_____
_____	TELEPHONE
_____	_____
_____	TELEPHONE

CHAIRPERSON OF THE SPECIAL EVENT:

NAME

TELEPHONE

ADDRESS

The undersigned Applicant is aware of the rules regulating the use of public places and parks for special events, and will abide with the same; and further understands that the Town of Blowing Rock will not be responsible for the security or protection of any articles, items, merchandise, display tables, booths or other property owned by the applicant or others participating in the special event. The undersigned Applicant agrees to reimburse the Town of Blowing Rock for the additional cost of providing police department and/or fire department personnel to supervise the event, including services rendered both before, during and after the event itself, to ensure the compliance with all laws and ordinance, to direct traffic and to promote the safety and welfare of participants and other citizens.

Date

President

Non-Profit Organization

Approved by:

TOWN MANAGER

DATE

DATE APPROVED BY BLOWING ROCK TOWN COUNCIL: _____

NORTH CAROLINA

RELEASE AND INDEMNITY AGREEMENT

WATAUGA COUNTY

THIS RELEASE AND INDEMNITY AGREEMENT, entered into by **THE TOWN OF BLOWING ROCK**, a North Carolina Municipal Corporation, party of the first part, and the _____, a non-profit organization with its principal place of operation being _____ County, North Carolina, party of the second part:

WITNESSETH

WHEREAS, the party of the first part is desirous of allowing the party of the second part to conduct a special event within the Town Limits of Blowing Rock, North Carolina, pursuant to the Blowing Rock Town Code; and

WHEREAS, the party of the second part is desirous of conducting a special event within the Town Limits of Blowing Rock, North Carolina; and

WHEREAS, to this end, said party of the second part has heretofore filed with the Town of Blowing Rock an application for approval of said event, and wishes to enter into this Release and Indemnity Agreement pursuant to the Blowing Rock Town Code and the administrative rules of the Town of Blowing Rock;

NOW, THEREFORE, for and in consideration of the mutual promises and covenants herein contained, and for other good and sufficient consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

1. That the party of the second part hereby completely and unequivocally releases the party of the first part, the officials of the party of the first part, and all employees of said party of the first part, and their families, from any and all claims, damages, injuries or rights of action which the party of the second part may incur by reason of the special event being conducted by the party of the second part.
2. That the party of the second part hereby agrees to indemnify and hold harmless the party of the first part for any liability, injury or claim which may arise to the benefit of the party of the second part as a result of the special event being conducted by the party of the second part.
3. That the parties to this Release and Indemnity Agreement stipulate and acknowledge that there exists sufficient consideration for the execution of this instrument.

This the _____ day of _____, 20_____.

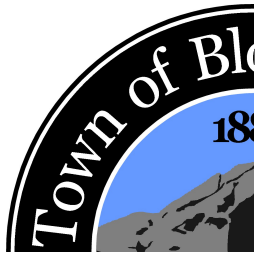
President

Witness

Alair Homes Presents Good Neighbor Day

Sunday, September 26th, 2021 - Memorial Park Blowing Rock, NC

Event Outline	Person Responsible	Setup Time	Breakdown Time
Event Programming			
Alair Next Generation - Birdhouse Painting Competition	Alair Homes	2:00pm	6:00pm
Bounce House with Slide	JUMP Boone	2:00pm	6:00pm
Live Music	Chris McGinnis Duo	2:00pm	6:00pm
The Good Deed Tree Event attendees can take a good deed to do for their neighbor. Tree will be donated to the town after event.	IMC - In honor of Erin Allison	2:00pm	6:00pm
Popcorn Machine/Cotton Candy	TBD	2:00pm	6:00pm
Food Concessions & Simple Gesture Drop off Location	TBD	2:00pm	6:00pm
Lawn Games - \$1 per game benefiting Middle Fork Greenway	Alair Homes/IMC	2:30pm	6:00pm
Family Photo Area - free photo station with photographer	Alair Homes	2:00pm	6:00pm
Face Painting - \$3 benefiting Mountain Alliance	IMC	2:00pm	6:00pm
Event Schematic Attached on separate page			
Licensing, Permits, Approvals		Approved	
Approval from Blowing Rock Parks and Rec	YES		
Town Council Approval			
Blowing Rock Chamber Approval/Assistance	YES		



TOWN OF BLOWING ROCK

1036 Main Street • Post Office Box 47 • Blowing Rock, NC 28605

MEMORANDUM

TO: Mayor Sellers and Members of the Town Council

FROM: Shane Fox, Town Manager

SUBJECT: #1) Bids - FY 2021-22 Capital Equipment
#2) Financing Proposals
#3) Resolution Approving Financing-To be included at the meeting for approval.

DATE: August 10, 2021

1) BIDS – FY 2021-22 CAPITAL EQUIPMENT

Police

Police Chief Aaron Miller received quotes and proposals for FY 2021-22 Capital equipment being funded through installment purchase and requests the following purchases be authorized via this funding:

- 2 Replacement Dual Band Radios **\$5,556**
- Traffic Cameras **\$15,076**
- 2 Replacement of Ford Interceptor, includes radio and equipment **\$115,681 (plus tax and tag)**
- 1 Defibrillator and Accessories **\$18,168**
- Dispatch: Communications Equipment **\$3,103**

Public Works

Public Works Director Matt Blackburn received quotes and proposals for FY 2021-22 Capital equipment being funded through installment purchase and requests the following purchases be authorized via this funding:

- Street: FL 60 Freightliner **\$50,395 (plus tax and tag)**
- Street: Sidewalk Tractor **\$29,997**
- Street: New Holland tractor **\$58,858 (plus tax and tag)**
- Street: Dump Truck **\$14,375 (plus tax and tag)**
- Street: 3500HD Medium truck **\$59,261**
- Street: Balancer **\$8,955**
- Street: 4 Post Lift **\$15,535**
- Field Ops: Push Camera **\$7,500**
- Field Ops: 3500HD Medium Truck **\$59,261 (plus tax and tag)**

Parks & Recreation

Parks & Recreation Director Jennifer Brown received quotes and proposals for FY 2021-22 Capital equipment being funded through installment purchase and requests the following purchases be authorized via this funding:

- Mini Truck **\$9,909 (plus tax and tag)**

2) FINANCING PROPOSALS

4 Year up to \$475,000

The Town of Blowing Rock has requested financing proposals from nine (9) area banks to finance the acquisition of capital vehicles approved in the FY 2020-21 Budget.

The responses received are as follows:

Bank	Rate	Fees
<i>BB&T</i>	<i>1.19%</i>	<i>\$0.00</i>
Bank of America	No Bid	No Bid
First Citizens Bank	1.29%	\$0.00
First National Bank	1.67%	\$0.00
Highlands Union Bank	No Bid	No Bid
PNC	No Bid	No Bid
SunTrust	No Bid	No Bid
United Community Bank	1.27%	\$0.00
Wells Fargo	No Bid	No Bid

We recommend the financing bid be awarded to BB&T Bank for 1.19%.

3) RESOLUTION APPROVING FINANCING- To be included at the meeting for approval.

Resolution Approving Financing Terms

WHEREAS: The Town of Blowing Rock, NC ("Borrower") has previously determined to undertake a project for the financing of various vehicles & equipment (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.

BE IT THEREFORE RESOLVED, as follows:

1. The Borrower hereby determines to finance the Project through Truist Bank ("Lender") in accordance with the proposal dated August 4, 2021. The amount financed shall not exceed \$475,000.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 1.19%, and the financing term shall not exceed four (4) years from closing.

2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the Borrower are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.

3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Borrower officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The Borrower shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Borrower hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. The Borrower intends that the adoption of this resolution will be a declaration of the Borrower's official intent to reimburse expenditures for the Project that are to be financed from the proceeds of the Lender financing described above. The Borrower intends that funds that have been advanced, or that may be advanced, from the Borrower's general fund or any other Borrower fund related to the Project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of Borrower officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this _____ day of _____, 2021

By: _____

By: _____

Title: _____

Title: _____

SEAL



To: Shane Fox, Mayor Sellers, and Members of Town Council
From: Nicole Norman, Finance Officer
Subject: Budget Amendment Ordinance to Account for Various Items
(Ordinance #2021-07)
Date: August 10, 2021

Enclosed please find a Budget Amendment Ordinance for the fiscal year 2021-2022 for your consideration.

Section 1 (General Fund) is to appropriate fund balance (\$35,000) towards stormwater repairs needed in the Oak St./Goforth Rd. area as well as pre-engineering for the Main St. Crosswalks project (\$45,000).

Section 2 (General Capital Projects Fund) appropriate fund balance (\$35,000) towards stormwater repairs needed in the Oak St./Goforth Rd. area. This section also appropriates additional funding for the Main. St. Cross Walks project for Pre-engineering (\$45,000).

Please let me know if you need further details on the proposed amendment.

**2020-2021
Budget Amendment Ordinance 2021-03**

Be it ordained by the Town Council of the Town of Blowing Rock, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

Section 1. To amend the General Capital Fund, the appropriations are to be changed as follows:

<u>Acct. No.</u>		<u>Current Appropriation</u>	<u>Decrease</u>	<u>Increase</u>	<u>Proposed Appropriation</u>
10-00-4200-505	Transfer to Capital Projects	\$ 400,000	\$ -	\$ 80,000	\$ 480,000
			<u>\$ -</u>	<u>\$ 80,000</u>	

This will result in a net increase of \$80,000 in the appropriations of the General Capital Fund. As a result, the following revenue will be increased.

<u>Acct. No.</u>		<u>Current Appropriation</u>	<u>Decrease</u>	<u>Increase</u>	<u>Proposed Appropriation</u>
10-00-3400-399	Fund Balance Appropriation	\$ 200,000	\$ -	\$ 80,000	\$ 280,000
			<u>\$ -</u>	<u>\$ 80,000</u>	

Section 2. To amend the General Capital Fund, the appropriations are to be changed as follows:

<u>Acct. No.</u>		<u>Current Appropriation</u>	<u>Decrease</u>	<u>Increase</u>	<u>Proposed Appropriation</u>
20-20-5000-252	Main St. Crosswalks- Engineering	\$ 34,000	\$ -	\$ 45,000	\$ 79,000
20-30-5000-550	Storm Water Projects	\$ 4,563	\$ -	\$ 35,000	\$ 39,563
			<u>\$ -</u>	<u>\$ 80,000</u>	

This will result in a net increase of \$80,000 in the appropriations of the General Capital Fund. As a result, the following revenue will be increased.

<u>Acct. No.</u>		<u>Current Appropriation</u>	<u>Decrease</u>	<u>Increase</u>	<u>Proposed Appropriation</u>
20-00-3400-331	Transfer from General Fund	\$ 2,083,953	\$ -	\$ 80,000	\$ 2,163,953
			<u>\$ -</u>	<u>\$ 80,000</u>	

Section 3. Copies of this budget amendment shall be furnished to the Clerk to the Town Council and to the Finance Officer for their implementation.

Adopted this 10th day of August, 2021.

Attested by: _____
Charles Sellers, Mayor

Hilari Hubner, Town Clerk

Staff Report – Special Item – Resolution

To: Mayor Charlie Sellers and the Blowing Rock Town Council

From: Shane Fox, Town Manager

Subject: Special Item – Resolution – Woodlands BBQ

Date: August 10, 2021

Request: It has been requested by the Mayor, members of the Town Council and the Blowing Rock TDA, to honor the owners of Woodlands with a special resolution.

Discussion/Proposal: Woodlands Barbeque Restaurant has been a staple of the Blowing Rock community for over four decades and will trade long-time owners during the month of August 2021. The special resolution is to honor the owners and their contribution to the Town and community over the past four decades.

Attachments: Resolution will be read aloud on Tuesday night – not ready for packet

TO: Mayor Charlie Sellers and the Blowing Rock Town Council

FROM: Kevin Rothrock, Planning Director

SUBJECT: SUP 2021-02 Viking Properties

APPLICANT: Viking Properties – Britt Medley

DATE: August 4, 2021

REQUEST

Viking Properties is requesting a Special Use Permit to construct a drive-thru coffee shop on the former Cambria car lot property at 7855 Valley Blvd. The property is zoned GB, General Business and is located in the WS-IV water supply watershed. The property is further identified by Watauga County PIN 2817-17-3703-000.

SITE PLAN

The proposed site is a redevelopment of the former Cambria car lot, moped shop, and psychic palm reader. The small building will be removed, and a new 504 square foot building will be constructed for drive through and walk-up service. Employees will be the only ones in the building as it is designed for coffee service, equipment and storage only.

The applicant is providing eight (8) parking spaces with one being ADA accessible. Only 5 spaces are required. For the drive through, five (5) spaces in the queue line are required by Town Code and at least 6 are provided around the building.

Storm Water Management

Storm water detention is required due to the increased impervious area of just over 1000 square feet. However, the site has so many underground utilities and other obstacles, it would be impractical to construct an underground detention area for such a small increase. The Applicant is requesting a waiver of the storm water detention requirements otherwise required by the Land Use Code.

Access

Access to the property will be through two existing driveways – one on Hwy 321 and one on Sunset. These driveways will allow for two-way traffic. Access to Maple Road will be eliminated. A small landscape wall will be installed with a landscape buffer to surround the east side of the property. NCDOT has recently approved the driveway permit application.

ARCHITECTURAL

The building will be one level but will have a second level façade above the front service area. The design includes lap siding, Eldorado stone, and a gray metal roof.

WAIVERS

The Applicant requests waiver of the storm water detention requirement due to the small increase in impervious area of 1001 sq feet.

PLANNING BOARD RECOMMENDATION

At their May 20, 2021 meeting, the Planning Board recommended approval of the Special Use Permit with the following waivers and conditions:

1. That the requested storm water detention waiver be approved.
2. That the Applicant incorporate any conditions related to the NCDOT driveway review process.
3. That the driveway access onto Sunset Drive be moved away from the Hwy 321 intersection as far up the site as possible.

ATTACHMENTS

1. Special Use Permit 2021-02 - draft
2. Site plan – with driveway revised
3. Architectural schematic plans
4. NCDOT driveway permit

NORTH CAROLINA

WATAUGA COUNTY

**TOWN OF BLOWING ROCK SPECIAL USE PERMIT
Viking Properties – Coffee Shop
SUP No. 2021-02**

On the date listed below, the Board of Commissioners of the Town of Blowing Rock met and held a public hearing to consider the following application:

Applicant: Viking Properties of Blowing Rock, LLC

Project Name: Viking Properties – Coffee Shop

Property Location: 7855 Valley Blvd

Tax Parcel No.: 2817-17-3703-000.

Property Owners of Record: John and Paula Medley

Proposed Use of Property: Drive-thru coffee shop

Current Zoning Classification of Property: GB, General Business

Meeting Date: August 10, 2021

Having heard all of the evidence and arguments presented at the above-referenced hearing, the Board finds that the application complies with all applicable requirements of the Code of Ordinances of the Town of Blowing Rock, and that, therefore, the application to make use of the above-described property for the purpose indicated is hereby approved, subject to all applicable conditions of the Land Use Code and the following additional conditions:

1. The Applicant shall complete the development of the subject property in accordance with the plans submitted and approved by this Board, which plans are dated (site: April 19, 2021, arch: April 20, 2021), except as amended by the following conditions. Where said plans are in conflict with the provisions of the Land Use Code, the provisions of the Land Use Code shall prevail, except as specifically provided herein. Copies of said plans are made a part hereof as if fully rewritten herein, and shall be maintained in the Special Use Permit file in the Town Clerk’s office. Any deviations from or changes in the plans must be pointed out to the Administrator in writing and specific written approval must be obtained as provided in the Blowing Rock Land Use Code.
2. The building shall be constructed according to the designs submitted and dated April 20, 2021, except as amended herein. Specific materials and colors shall be submitted to the Planning Director for approval before construction.
3. No outdoor dining tables or chairs are permitted on site.
4. All electric, phone, and cable utilities shall be placed underground. No building shall be constructed over any part of any utility easement.

5. The sewer line from the My Mountain Home building shall be connected to the 8 inch ductile iron public sewer along Hwy 321.
6. Prior to the commencement of any land disturbing activity, the Applicant shall be required to submit to the Town Engineer and receive approval of a grading plan and storm water management plan. The storm water management plan shall specifically address the handling of any on-site storm water as well as the off-site storm water that currently drains across the property.
7. The driveway configurations shall be designed to meet any criteria set forth by NCDOT after their final review, consistent with the approved driveway permit.
8. The Town Engineer and/or his designee shall inspect and test the installation of all public utilities and public streets to determine that the utilities and streets meet the standards established by the Town. The Applicant shall be obligated to reimburse the Town for the costs associated with said inspection and testing.
9. Due to the increased site impervious area being just over 1000 square feet and an adequate drainage system conveying directly to the stream, the storm water detention requirements are hereby waived.
10. An eight (8) foot wide semi-opaque buffer shall be planted along the rear property line adjacent to Maple Road. The plantings shall consist of shrubbery planted on an average of 4 feet apart and evergreen trees (Canadian Hemlock or Arborvitae) planted on average of 8 feet on center.

An eight (8) foot wide broken screen is required along the southern property line.

At least 3 shade trees shall be added to the site. The minimum caliper at planting shall be 3 inches.

11. The Applicant shall be responsible for the perpetual maintenance of all trees, plants, and landscaping required herein. Any dead, unhealthy, or missing vegetation, or any vegetation disfigured by severe pruning, shall be replaced with new vegetation.
12. Prior to the commencement of any earth disturbing activities or the issuance of any building permit, the Applicant shall provide the Town Attorney with a title opinion on the subject property that there are no easements, rights-of-way, restrictions, or any other matters of record that would prevent the Applicant from completing the project as proposed.
13. Before any building permit is issued, the Applicant shall submit a revised site plan, in such form as shall be required by the Zoning Officer, that incorporates the terms and conditions of this Special Use Permit. All utility easements shall be signed and recorded prior to final approval of the site and grading plan.
14. Failure to comply with any provision herein shall subject the Applicant to forfeiture of the Permit and a stop work order on any further construction.
15. The Applicant shall reimburse the Town for all required legal advertising and the cost of mailing notices to all adjoining property owners. Two site plan reviews are included in the basic permit fees. An additional amount of \$100.00 will be charged for each additional review of the same site plan. The review by the Town Engineer of the basic site plan is included in the basic permit fee structure. However, the Applicant shall reimburse the Town for the Engineer's design or review of storm water management plans, water supply plans, erosion control plans, grading plans, or other detailed plans. The Applicant shall also reimburse the Town for all on-site inspections conducted by the Town Engineer.
16. In the event it is determined by the Town that the Applicant is in violation of its erosion control plan or any other condition of this Permit, thereby causing the Town to employ the Town Engineer to review and inspect

the project, the Applicant shall be obligated to pay the Town Engineer for all time associated with his work on the project.

17. If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then this Permit shall be void and of no effect.

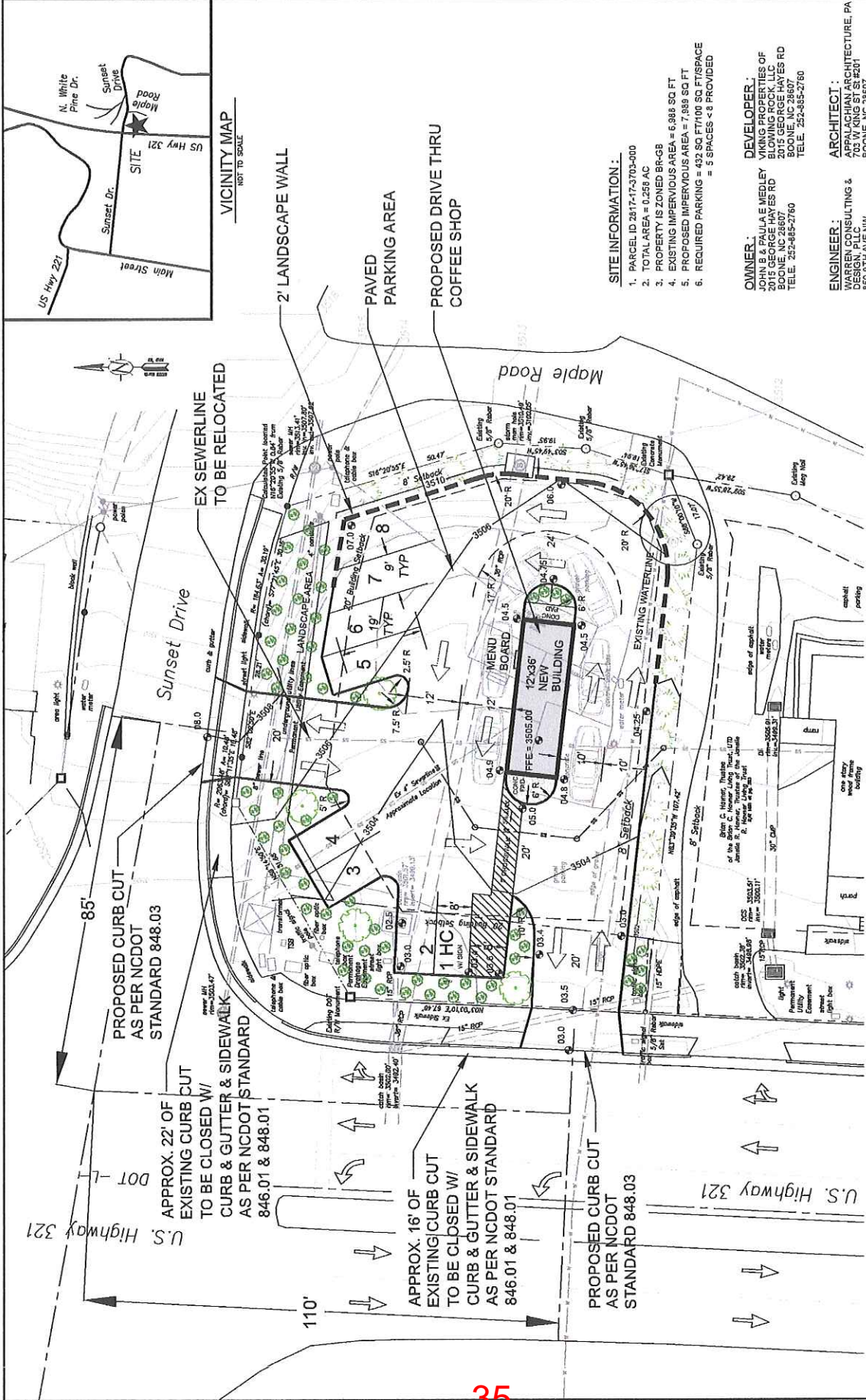
IN WITNESS WHEREOF, the Town of Blowing Rock has caused this Permit to be issued in its name and the undersigned being property owner(s) and/or agent(s) of the property owner(s) does hereby accept this Special Use Permit, together with all of its conditions as binding upon them and their successors in interest.

TOWN OF BLOWING ROCK

By: _____
Charlie Sellers, Mayor

ATTEST: _____
Hilari H. Hubner, Town Clerk

(CORPORATE SEAL)



- SITE INFORMATION:**
1. PARCEL ID 2817-17-3703-000
 2. TOTAL AREA = 0.258 AC
 3. PROPERTY IS ZONED BR-G8
 4. EXISTING IMPERVIOUS AREA = 6,888 SQ. FT.
 5. PROPOSED IMPERVIOUS AREA = 7,989 SQ. FT.
 6. REQUIRED PARKING = 432 SQ. FT./100 SQ. FT. SPACE = 5 SPACES x 8 PROVIDED

OWNER:
WILLIAM M. MEBLEY
VIKING PROPERTIES OF
BLOWING ROCK, LLC
2015 GEORGE HAYES RD
BOONE, NC 28607
TELE: 252-485-2760

DEVELOPER:
WILLIAM M. MEBLEY
VIKING PROPERTIES OF
BLOWING ROCK, LLC
2015 GEORGE HAYES RD
BOONE, NC 28607
TELE: 252-485-2760

ENGINEER:
WARREN CONSULTING &
DESIGN, PLLC
808 9TH AVE NW
HICKORY, NC 28601
TELE: 828-285-2405

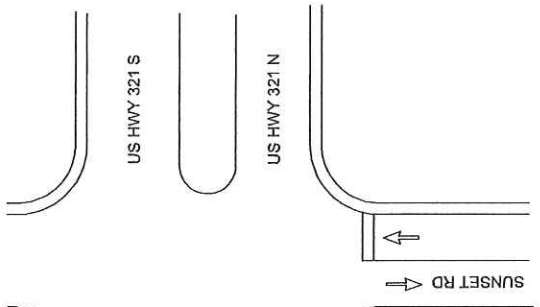
ARCHITECT:
ARCHITECTURE, PA
703 W. KING ST.
BOONE, NC 28601
TELE: 828-285-2405

GENERAL NOTES:

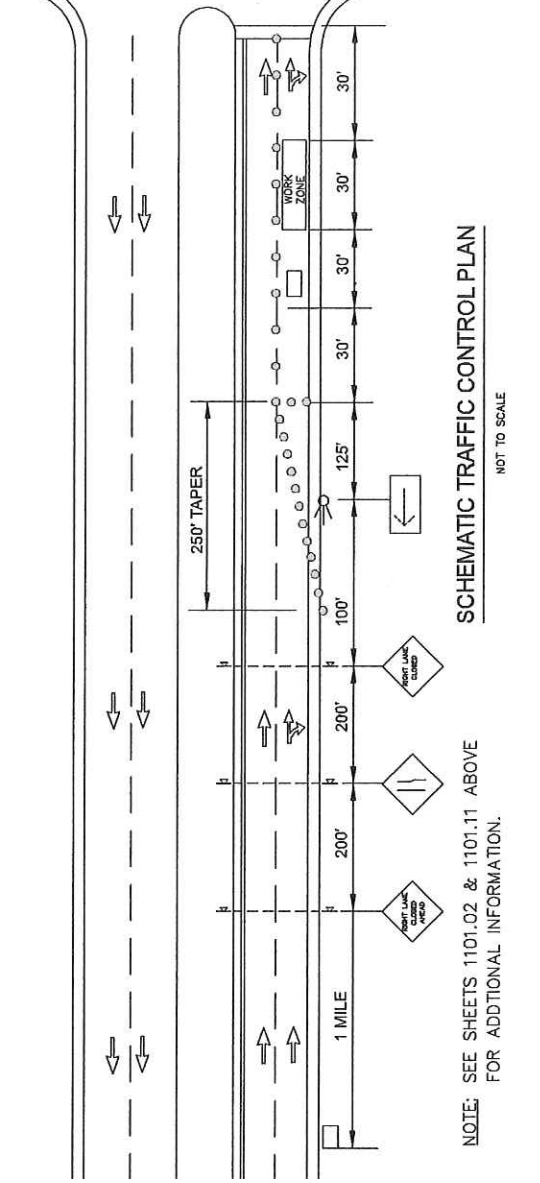
1. DEVELOPMENT OF THE PROJECT SHALL BE AS INDICATED HEREON AND AS REQUIRED BY THE PERMIT.
2. ALL UTILITIES SHALL BE LOCATED UNDERGROUND.
3. BASE INFORMATION FROM BLOWING ROCK GIS, SURVEY BY APPALACHIAN SURVEYORS, PA AND ON-SITE OBSERVATIONS.
4. EXACT DIMENSIONS OF PROPOSED BUILDING.

NOTE: SEE DETAIL SHEET C2 FOR NCDOT STANDARDS FOR DRIVEWAY & TRAFFIC CONTROL





SCHEMATIC TRAFFIC CONTROL PLAN
NOT TO SCALE



NOTE: SEE SHEETS 1101.02 & 1101.11 ABOVE
FOR ADDITIONAL INFORMATION.

ENGLISH STANDARD DRAWING FOR TRAFFIC CONTROL DESIGN TABLES "L" DISTANCE AND CHANNELIZING DEVICE TAPER CRITERIA

STATE OF NORTH CAROLINA
DEPT. OF TRANSPORTATION
DIVISION OF HIGHWAYS
RALEIGH, N.C.

TRAFFIC CONTROL DEVICE	MINIMUM TAPER LENGTH (FEET)	MINIMUM TAPER RATIO	MINIMUM TAPER WIDTH (FEET)
CONCRETE TAPER	100	1:1	10
WOOD TAPER	100	1:1	10
PLASTIC TAPER	100	1:1	10
CONCRETE TAPER	100	1:1	10
WOOD TAPER	100	1:1	10
PLASTIC TAPER	100	1:1	10

GENERAL NOTES:
1. TAPER SHALL BE CONSTRUCTED TO MEET THE CRITERIA SET FORTH IN THIS TABLE.
2. TAPER SHALL BE CONSTRUCTED TO MEET THE CRITERIA SET FORTH IN THIS TABLE.
3. TAPER SHALL BE CONSTRUCTED TO MEET THE CRITERIA SET FORTH IN THIS TABLE.

ENGLISH STANDARD DRAWING FOR TEMPORARY LANE CLOSURES DIVIDED MULTI-LANE ROADWAY - 1 LANE CLOSED (FOR ROADWAYS < 60 MPH)

STATE OF NORTH CAROLINA
DEPT. OF TRANSPORTATION
DIVISION OF HIGHWAYS
RALEIGH, N.C.

GENERAL NOTES:
1. TAPER SHALL BE CONSTRUCTED TO MEET THE CRITERIA SET FORTH IN THIS TABLE.
2. TAPER SHALL BE CONSTRUCTED TO MEET THE CRITERIA SET FORTH IN THIS TABLE.
3. TAPER SHALL BE CONSTRUCTED TO MEET THE CRITERIA SET FORTH IN THIS TABLE.

ENGLISH STANDARD DRAWING FOR CONCRETE CURB, GUTTER AND CURB & GUTTER

STATE OF NORTH CAROLINA
DEPT. OF TRANSPORTATION
DIVISION OF HIGHWAYS
RALEIGH, N.C.

SECTIONAL VIEW OF CURB AND GUTTER
SECTIONAL VIEW OF CURB AND GUTTER
SECTIONAL VIEW OF CURB AND GUTTER

ENGLISH STANDARD DRAWING FOR CONCRETE SIDEWALK

STATE OF NORTH CAROLINA
DEPT. OF TRANSPORTATION
DIVISION OF HIGHWAYS
RALEIGH, N.C.

DETAILS EXPANSION JOINTS IN CONCRETE SIDEWALKS

GENERAL NOTES:
1. SIDEWALK SHALL BE CONSTRUCTED TO MEET THE CRITERIA SET FORTH IN THIS TABLE.
2. SIDEWALK SHALL BE CONSTRUCTED TO MEET THE CRITERIA SET FORTH IN THIS TABLE.

ENGLISH STANDARD DRAWING FOR DRIVEWAY TURNOUT DRIVEWAY TURNOUT OVER CURB TYPE

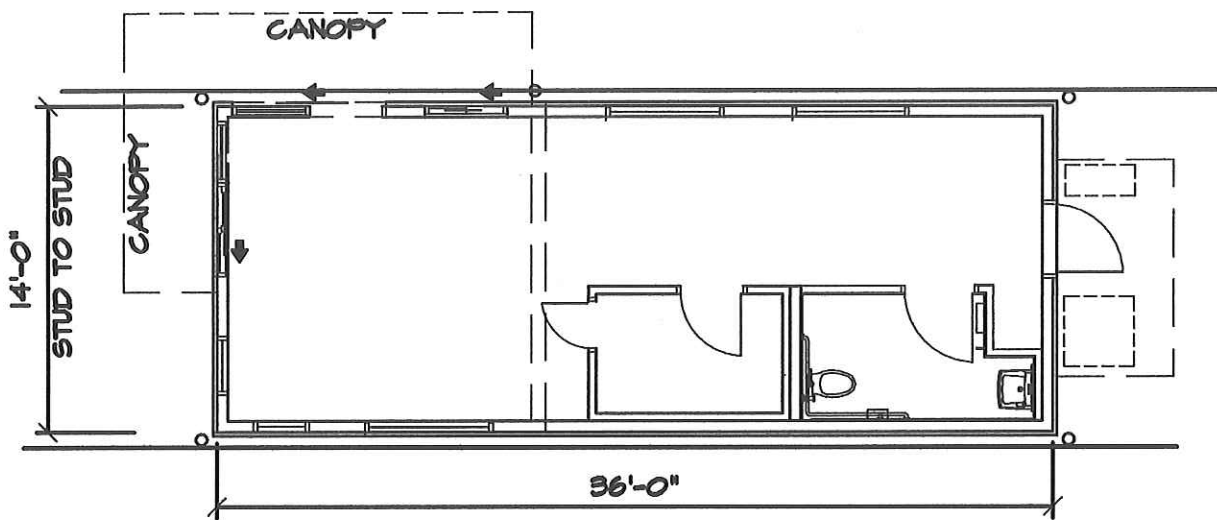
STATE OF NORTH CAROLINA
DEPT. OF TRANSPORTATION
DIVISION OF HIGHWAYS
RALEIGH, N.C.

GENERAL NOTES:
1. DRIVEWAY SHALL BE CONSTRUCTED TO MEET THE CRITERIA SET FORTH IN THIS TABLE.
2. DRIVEWAY SHALL BE CONSTRUCTED TO MEET THE CRITERIA SET FORTH IN THIS TABLE.

ENGLISH STANDARD DRAWING FOR DRIVEWAY TURNOUT

STATE OF NORTH CAROLINA
DEPT. OF TRANSPORTATION
DIVISION OF HIGHWAYS
RALEIGH, N.C.

SECTIONAL VIEW OF DRIVEWAY TURNOUT
SECTIONAL VIEW OF DRIVEWAY TURNOUT



SUNSET DRIVE COFFEE SHOP
 VIKING PROPERTIES OF
 BLOWING ROCK, LLC

APPALACHIAN
 ARCHITECTURE, PA
 APPALACHIAN
 ARCHITECTURE, PA
 BILL DIXON, NCARB
 708 W. KING ST.
 SUITE 201
 BOONE, NC 28607
 828 265 2403
 FAX: 828 265 2406
 WEBSITE WWW.APPALARCH.COM

▲ DATE: 8/5/21

▲ ● REVISIONS:

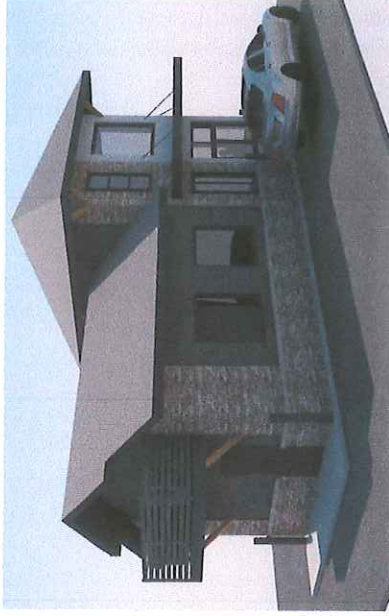
FLOOR PLAN

● DRAWN BY: KSC
 ● CHECKED BY: BD
 ● REVISED SHEET: A1

A=1




1 Left Perspective
SCALE: 1/16" = 1'-0"



3 Left Rear Perspective
SCALE: 1/16" = 1'-0"



2 Right Perspective
SCALE: 1/16" = 1'-0"


APPALACHIAN ARCHITECTURE, PA
 1000 W. MAIN ST. SUITE 200
 HUNTSVILLE, TN 37403
 TEL: 615.261.1177
 FAX: 615.261.1178
 WWW.APPALACHIANARCHITECTURE.COM

APPALACHIAN ARCHITECTURE, PA
 1000 W. MAIN ST. SUITE 200
 HUNTSVILLE, TN 37403
 TEL: 615.261.1177
 FAX: 615.261.1178
 WWW.APPALACHIANARCHITECTURE.COM

DATE: 08/20/21
 DRAWN BY: []
 CHECKED BY: []
 SCALE: []
 SHEET TITLE: []



ELEVATIONS
 SUNSET DRIVE COFFEE SHOP
 VIKING PROPERTIES OF
 BLOWING ROCK, LLC
 BLOWING ROCK, NORTH CAROLINA

DRAWN BY: []
 CHECKED BY: []
 SHEET TITLE: **A-6**
 OF 6



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J. ERIC BOYETTE
SECRETARY

August 4, 2021

Mr. Britt Medley
Owner
Viking Properties of Blowing Rock, LLC
2015 George Hayes Rd
Boone, NC 28607

SUBJECT: Approved Driveway Access Permit: D112-095-21-00033
US 321 (Valley Blv'd)
Watauga County


Dear Mr. Medley:

Attached for your files is a copy of the driveway access permit that has been properly executed. The driveway permit covers the following:

Installation of a 20' wide driveway (entrance/exit) on US 321 N (Valley Blv'd) approximately 95 lf south of the centerline of the 321/Sunset Road (NS) intersection for a new drive thru coffee shop. A second 20' wide driveway (entrance/exit) will be constructed off Sunset Drive (NS). Both driveways will be constructed in accordance with NCDOT Standard Drawing No. 848.03. Grading on the north side of the property will be sloped toward an existing catch basin on the Valley Blv'd side of the property. Drainage from the south side of the property will drain into a swale running east to west between this property and the adjacent property to the south. An existing 15" HDPE will carry that stormwater offsite. See attached plans for details.

APPROVED SUBJECT TO: Attached Special Provisions

Sincerely,

DocuSigned by:

Ivan Dishman, PE
District Engineer

IHD:hcf

Attachments

cc: Travis Chrisawn, PE, County Maintenance Engineer

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
BOONE DISTRICT OFFICE
P.O. BOX 1460
BOONE, NC 28607

Telephone: (828) 268-6022
Fax: (828) 265-5414
Customer Service: 1-877-368-4968

Location:
1829 HWY. 194 NORTH
BOONE, NC 28607

Website: www.ncdot.gov

TO: Mayor Charlie Sellers and the Blowing Rock Town Council

FROM: Kevin Rothrock, Planning Director

SUBJECT: Ordinance 2021-09 Psychics/Tattoos/Arcades

DATE: August 4, 2021

One of the recommendations of the 321 Vision Study was to examine regulations for psychics, tattoo parlors, and arcades. There was some consensus that there should be regulations on placement of these types of land uses or even to prohibit them entirely from the Town of Blowing Rock jurisdiction.

Attached please find draft language in Ordinance 2021-09 that would prohibit psychics/palm readers from the jurisdiction as well as tattoo parlors and body piercing studios. The draft ordinance also limits arcades as an accessory use in the GB, General Business zoning district as a Special Use. In both tables, the new highlighted text is underlined and previous language is struck through.

At the July meeting, Planning Board made a recommendation to approve the draft ordinance as presented.

ORDINANCE NO. 2021-09

AN ORDINANCE TO PROHIBIT TATTOO PARLORS, BODY PIERCING STUDIOS, PSYCHIC BUSINESSES, AND LIMITING ARCADES

WHEREAS, in 2019, the Town adopted a study of Valley Blvd/Hwy 321 which provided recommendations for development regulations and strengthening of commercial design standards;

WHEREAS, the Planning Board reviewed the recommendations of the Valley Blvd study and reviewed and approved the draft ordinance herein which prohibits tattoo parlors, body piercing studios, psychic/palm reading businesses from the Town’s jurisdiction; and

WHEREAS, the Planning Board reviewed the recommendations of the Valley Blvd study and reviewed and approved the draft ordinance herein which limits arcade uses as an accessory use in the General Business zoning district in the Town’s jurisdiction; and

WHEREAS, this modification ordinance and the amendments herein, are consistent with the 2014 Comprehensive Plan and the Valley Blvd Study.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Blowing Rock, North Carolina, that:

Section 1. The Table of Permissible Uses in Chapter 16, Article 10 is hereby revised to read as follows:

3.000 Office, Clerical, Research and Services Not Primarily Related to Goods or Merchandise															
Uses Description	R-A	R-15	R-10S	R-10D	R-10M	R-10M	R-6M	R-MH	CB	CB	GB	GB	HMC	HSG	PGS
3.200 Operations conducted within or outside fully enclosed building															
3.211 Tattoo parlors and body piercing studios/establishments															
3.212 Psychic reading, palmistry, card or tea reading, fortune telling, or similar services															

Section 2. The Table of Permissible Uses in Chapter 16, Article 10 is hereby revised to read as follows:

Uses Description	R-A	R-15	R-10S	R-10D	R-10M	R-6S	R-6M	R-MH	CB	TC	GB	OI	HMC	HSG	PGS
6.000 Recreation, Amusement, Entertainment															
6.140 Any establishment where three or more video games are available for the use of the public Arcades as an accessory to a principle use											S				

Section 3. Severability; Conflict of Laws. If this ordinance or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the ordinance which can be given separate effect and to that end, the provisions of this ordinance are declared to be severable. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

Section 4. Effective Date. This ordinance shall be effective upon adoption.

Adopted this the ____ day of _____, 2021

Charlie Sellers, Mayor

ATTEST: _____
Hilari H. Hubner, Town Clerk

Staff Report – Regular Agenda Item – Action Requested

To: Mayor Charlie Sellers and the Blowing Rock Town Council

From: Shane Fox, Town Manager

Subject: Valley View Road – Culvert Failure

Date: August 10, 2021

Request: It has been requested by Public Works Director Matt Blackburn to approve necessary funds to repair a road culvert failure that has occurred on Valley View Road. The failure is due to the structural failure of an existing road culvert.

Discussion/Proposal: Public Works Director Matt Blackburn and Doug Chapman with McGill and Associates Engineering has obtained several quotes for repairs at the location and will provide a presentation to review the results of those quotes, and present an overview of the problem area, the requested solution/repair and answer any questions.

Attachments: Budget Amendment #2021-08

Qty	Description	Material	Mat'l + tax	Labor /		Unit Pricing	Item Total
				Equip			
General							
1	LS	Mobilization					
1	LS	Porta John					
							Total: \$1,600.00
Ditch Pipe							
44	CY	Cleanout Ditch					
300	LF	12 HDPE					
200	SY	Install Fabric					
64	TN	ABC Stone for backfill					
200	SY	Reclaim Ditch					
1	LS	Dress and Seed with Matting					
							Total: \$11,640.00
Slide Repair							
1	LS	Traffic Control					
4	CY	Strip Topsoil					
1	LS	Clear and Grub					
85	CY	Excavate and Export					
10	CY	Asphalt Removal					
							Total: \$8,100.00
Install Gabion Baskets							
16	EA	9' Gabion Baskets					
16	EA	6' Gabion Baskets					
200	HR	Labor					
40	HR	Trackhoe					
1	LS	Protect Utilities					
32	TN	ABC Stone Base					
200	SY	Fabric					
							Total: \$24,520.00
Storm Drainage							
30	LF	18" Hdpe Storm Drain					
12	LF	24" Hdpe Storm Drain					
1	EA	3X3X12 Concrete Drainage Structure					
100	SY	Drainage Fabric					
10	TN	Cl B Rip Rap					
							Total: \$7,326.00
Asphalt Repair							
20	TN	(4") Asphalt					
32	TN	ABC Stone Base					
1	LS	Striping					
							Total: \$6,920.00
							Total: \$60,106.00



To: Shane Fox, Mayor Sellers, and Members of Town Council
From: Nicole Norman, Finance Officer
Subject: Budget Amendment Ordinance to Account for Various Items
(Ordinance #2021-10)
Date: August 10, 2021

Enclosed please find a Budget Amendment Ordinance for the fiscal year 2021-2022 for your consideration.

Section 1 (General Fund) is to appropriate fund balance (\$73,300 total) towards road failure repairs at Valley View Rd. (includes construction, contingency and engineering).

Section 2 (General Capital Projects Fund) is to allocate funds (\$73,300 total) towards road failure repairs at Valley View Rd.

Please let me know if you need further details on the proposed amendment.

**2021-2022
Budget Amendment Ordinance 2021-10**

Be it ordained by the Town Council of the Town of Blowing Rock, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

Section 1. To amend the General Capital Fund, the appropriations are to be changed as follows:

<u>Acct. No.</u>		<u>Current Appropriation</u>	<u>Decrease</u>	<u>Increase</u>	<u>Proposed Appropriation</u>
10-00-4200-505	Transfer to Capital Projects	\$ 400,000	\$ -	\$ 73,300	\$ 473,300
			<u>\$ -</u>	<u>\$ 73,300</u>	

This will result in a net increase of \$73,300 in the appropriations of the General Capital Fund. As a result, the following revenue will be increased.

<u>Acct. No.</u>		<u>Current Appropriation</u>	<u>Decrease</u>	<u>Increase</u>	<u>Proposed Appropriation</u>
10-00-3400-399	Fund Balance Appropriation	\$ 200,000	\$ -	\$ 73,300	\$ 273,300
			<u>\$ -</u>	<u>\$ 73,300</u>	

Section 2. To amend the General Capital Fund, the appropriations are to be changed as follows:

<u>Acct. No.</u>		<u>Current Appropriation</u>	<u>Decrease</u>	<u>Increase</u>	<u>Proposed Appropriation</u>
20-20-5000-366	Road Failure Repairs- Contingency	\$ -	\$ -	\$ 6,000	\$ 6,000
20-20-5000-367	Road Failure Repairs- Engineering	\$ -	\$ -	\$ 7,200	\$ 7,200
20-20-5000-365	Road Failure Repairs- Construction	\$ -	\$ -	\$ 60,100	\$ 60,100
			<u>\$ -</u>	<u>\$ 73,300</u>	

This will result in a net increase of \$73,300 in the appropriations of the General Capital Fund. As a result, the following revenue will be increased.

<u>Acct. No.</u>		<u>Current Appropriation</u>	<u>Decrease</u>	<u>Increase</u>	<u>Proposed Appropriation</u>
20-00-3400-331	Transfer from General Fund	\$ 2,083,953	\$ -	\$ 73,300	\$ 2,157,253
			<u>\$ -</u>	<u>\$ 73,300</u>	

Section 3. Copies of this budget amendment shall be furnished to the Clerk to the Town Council and to the Finance Officer for their implementation.

Adopted this 10th day of August, 2021.

Attested by: _____
Charles Sellers, Mayor

Hilari Hubner, Town Clerk

Staff Report – Regular Agenda Item – Action Requested

To: Mayor Charlie Sellers and the Blowing Rock Town Council

From: Shane Fox, Town Manager

Subject: Town Council Meeting – Time limit

Date: August 10, 2021

Request: It has been requested by the mayor and several members of the Town Council to adopt a Town Policy to establish a time in which to conclude a regular Town Council meeting.

Discussion/Proposal: Currently the Blowing Rock Town Council meets every second Tuesday at 6:00pm with no time limit to conclude the regular Council meeting. Other municipalities have adopted policies limiting the time length of meetings and establishing guidelines to follow in the event of a time expiration. In order to adopt a town policy, we need to first establish a meeting conclude time, i.e., 9:30 or 10pm, etc. Secondly, at what time do we no longer start an item for discussion and/or action, i.e., 30 minutes prior to the established conclude time. Thirdly, in the event a meeting is concluded due to the expiration of time, when do we continue the agenda for action, i.e., the next regularly scheduled meeting, a special meeting, an establish time, etc.

Attachments: N/A