Parks & Community Enrichment Committee

MAY 13, 2026

Approval of Agenda

Approval of Minutes

Public Forum

Subcommittee Updates

PACE COMMITTEE MEMBERS

Subcommittee Updates

Policy and Project Subcommittee

1. Traffic Calming Policy

Subcommittee Updates

- Education and Outreach Subcommittee
  - Town Entrance/Identification Signage
  - Woodfin Signs - Google Earth

Community Garden Update

KATIE COX – GARDEN REPRESENTATIVE AND PACE MEMBER

Community Garden Update

All 12 rental raised beds have been improved and rented

Since mid-March, volunteer workdays held every Saturday 10-noon

In April, volunteers completed a trash pickup along Lookout Rd and collected 3 bags of trash and a tire

Received donations of veg and herb plant starts from Bountiful Cities

Received donation of 4 large blueberry bushes from BB Barnes nursery and planted on 5/2

Received donation of a custom-built solar dehydrator (for drying herbs, veg, flowers without electricity)

Built 5 community beds and planted 2 with potatoes, 1 with peas and strawberries, 1 with 3 sisters guild, and 1 with tomatoes or peppers.

We are working with RiverLink, the Cooperative Extension, and the Town on a rain garden installation that will capture the runoff from the parking area.

Pollinator plants that were planted on slope along Lookout Rd last fall/winter are springing up and looking great!





Special Events Policy

ADRIENNE ISENHOWER – PROJECT AND FACILITIES DIRECTOR

Overview

Section I. Purpose

Section 2. Definitions

Section 3. Application of this Policy

Section 4. Special Events Permit

Section 5. Charges and Fees

Section 6. Rules, Regulations and Requirements for Special Events

Section 7. Public Safety

Section 8. Provision of Town of Woodfin Services and Operational Support

Section 9. General Restrictions

Section 10. Disclaimer of Liability; Indemnity; Conditions

Rules and Regulations

1. Event organizer must always be onsite
   - Protect property from damages
   - Responsible for removal of event banners/flyers immediately after event
2. Must arrange for proper refuse disposal after event
3. Tents and canopies must be weighted down on all corners (no stakes)
   - Must not entirely block streets/traffic
   - Must be labeled by National Fire Protection Agency if over open flame
4. Pets only authorized by application review
   - Exceptions for service animals
5. Alcohol only allowed if approval by Town Council during permit review process

Emergency Services and Large Events

1. Emergency medical services required based on attendees

- Under 300: Responsible for accessing 911
- Between 300-1,000: Responsible for accessing 911 AND basic first aid station provided
- Over 1,000 : First aid station staffed by NC certified EMTs or Paramedics

2. Trained crowd control managers for events with more than 1,000 attendees

- One crowd manager for each 250 attendees

3. Events with more than 1,000 attendees require severe weather plan

Exempt Activities

- Funerals
- Educational activities under immediate direction of school administrative personnel
- Normal governmental functions
- Town of Woodfin sponsored events
- Official observations for national holidays,
- Group demonstrations or lawful picketing on sidewalks
- News/public affairs events with at least three days notice to police department

Taylor's Wave Event Policies

Unsponsored events

- Local schools, summer camps, nonprofits
- No town resources required
- No exclusive use of wave or park facilities
- Organizers must communicate safety guidelines to participants (PFDs, use at your own risk)

Sponsored events

- Monthly hometown throwdown, formal freestyle competitions, US Team events
- 50 or more participants with exclusive use of wave
- Requires formal special use permit

Sponsored Events at Taylor's Wave

Must provide event and park logistics plan

- Timeline, site map, activities schedule, and parking requirements

Pre-event logistics meetings with town officials encouraged

Certificate of Insurance required

Town may require "good neighbor" practices

- Mailing/hand delivering flyers, community meetings, social media advertisement

Requires damage deposit (amount to be determined)

- Refundable after post event evaluation meeting

General Policies and Good Practice

- North Carolina state law (NCGS §75A-10) prohibits operating nonmotorized, as well as motorized, watercraft while under the influence of alcohol or drugs.
- The US Coast Guard boating-safety rule requires that children under age 13 wear an appropriate personal flotation device when on any recreational vessel underway.
- US Coast Guard approved personal flotation devices (PFDs) are highly recommended for all occupants or operators over age 13 on, or in, any recreational vessel on the French Broad River in Woodfin.
- Motorized watercraft is prohibited in the Whitewater and Bypass Channels.
- Sale or consumption of alcohol is prohibited in any municipal park (Woodfin Code Sec 22-1), except by Special Event Permit.
- Use of tobacco products is prohibited in any municipal park.
- Please do your part to protect plants and wildlife.
- Put in and take out watercraft at Woodfin's Riverside Park only at designated access points.
- Keep the river and park clean. Secure your gear to avoid scattering garbage. Recycle as appropriate.
- Commercial operations are prohibited at Woodfin Riverside Park and Taylor's Wave, except by permit for Commercial Use of Park Property.
- All floaters should remember that any whitewater reach contains numerous natural and potentially unseen hazards which may require active navigation to safely transit.
- Fishing is permissible outside a 100-foot buffer zone both upstream and downstream of Taylor's Wave.

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Section 4. Special Events

"The Event Organizer should complete the application with required attachments and return it to the Town Manager or their designee no later than 45 days prior to an event."
Suggestion: Specify timeline for staff to approve or deny.

Staff recommendation: Allow 10 business days for review.

For special events that include a request for a temporary closure of a state-maintained street, applicants are advised that the North Carolina Department of Transportation requires closure notification be ~~B Determination and Issuance…"~~
…*be submitted for approval no later than 120 days prior to the event."*

Section 4. Special Events

"All immediate affected property and business owners have been notified"
Comment: Why is this? Do they have the right to veto an event? Who is responsible for notifying?

"The individual making the application is a responsible individual with no criminal record"

Comment: Who determines if the person is responsible?

Event Emergency Risk Management Plan should take into account "responsible alcohol service"

Comment: Don't you need a special NC permit to serve alcohol at an event?

If the applicant is representing a group…the permit will be issued in the name of a specific individual

Comment: Should there be a separate section for organizations or groups?

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Section 6. Rules, Regulations and Requirements for Special Events

Suggestion: Clarify that alcohol is only allowed by council approval

Staff recommendation: Alcohol. The sale, distribution, possession and consumption of beer, wine and other alcoholic beverages within public areas is prohibited, **unless permitted by waiver approved by Town Council.**

Suggestion: Add section regarding noise ordinance

Staff recommendation: All events are subject to the Town's noise and lighting ordinances.

"No pets shall be allowed in the event area during special events unless authorized as part of application review"

Comment: Why is this if dogs are normally allowed at the park?

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Section 7. Public Safety

Suggestion: Add rules about weather events

- Event postponed?
- New permit required?
- Fees refunded?
- **Staff recommendation: Add cancellation policy section to include the following:**
    1. **Application fees are refundable if events cancelled at least 30 days in advance.**
    2. **No refunds for weather events, unless facilities officially closed by town.**
    3. **May reschedule event with 90 days of original date with no new fees**

Suggestion: What certification are we requiring with basic first aid?

Staff recommendation: Training through various organizations for emergency response such as CPR, AED usage, and treating

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Appeals. Applicants denied a permit may appeal before the Woodfin Town Council at a regularly scheduled meeting by filing with the Town Clerk.
Suggestion: Add deadline for filing appeal and timeline on length of appeal process

Staff recommendation: "…within 60 days of denial".

Revocation or Denial of Permit. The application for any permit may be denied and any permit issued under this Article may be revoked…
Suggestion: Add requirement for denial to be in writing and provide details

Staff recommendation: Revocation or denial of permit must be provided in writing to applicant with reasons listed for decision.

Traffic Calming Policy

ADRIENNE ISENHOWER – PROJECT AND FACILITIES DIRECTOR

PACE POLICY AND PROJECT SUBCOMMITTEE

Qualifications

The street is paved and is serving predominantly single-family residential neighborhoods
The posted speed limit is 35 mph or less
25% of the traffic on the street must exceed the posted speed limit by more than 10 mph, as determined from field analysis
Residents live on the specific street of concern
The street is NOT maintained by NCDOT or considered a major or minor thoroughfare

Procedures

Provide petition with signatures from at least 75% properties affected

- Include map with locations of proposed traffic calming measures

Town will conduct a traffic study via field observation and site visits (new installs and removals)

Results reviewed by town officials and results provided to applicant within 30 days

Device Options

Level 1

Non-Physical / Low-Cost Traffic Calming Measures

- Increased enforcement by the Woodfin Police Department
- Additional Neighborhood Awareness Campaign
- Installation of temporary Radar Speed Display Devices

Level 2

Low Impact / Moderate Cost Traffic Calming Measures

- Signage and advance warning device addition/changes
- Add/change pavement markings – Including crosswalks
- Adding on-street parking

Level 3

High Impact / Higher Cost Traffic Calming Measures

- Speed bumps
- Center island/median installation
- Chicanes
- Choker/neckdowns
- Intersection diversion (partial closure)

Section 2. Qualification

The following requirements must be met in order to qualify for consideration of a traffic study or installation of any traffic calming measures:

C. 25% of the traffic on the street must exceed the posted speed limit by **more than 10 mph,** as determined from field analysis

Suggestion: Change to more than **5 mph**

Staff Recommendation: Staff agrees with change. Do committee members agree?

D. Residents live on the specific street of concern

Suggestion: Amend to "Residents live on *or near* the specific street of concern

Staff Recommendation: We can amend this section, but the policy still requires 75% of residents along street to agree with request.

Section 3. Neighborhood Awareness Campaign

Neighbors should remind other neighbors to pay attention to their driving habits and of their mutual responsibility to the residents living in the community.
Suggestion: It should be the duty of the town to curb speeding issues.

Staff Recommendation: This is the first step in the process. The town will be involved throughout and will address speeding issues when necessary.

Groups of residents can walk the neighborhood with door hangers and talk to neighbors about neighborhood traffic safety
Suggestion: Add signage about traffic safety. Example: Slow Down: Kids at Play.

Staff Recommendation: Signage may be an option if Level 2 traffic calming is recommended.

Section 3. Neighborhood Awareness Campaign

It is the responsibility of the neighborhood representative to begin this process and to keep the Town staff apprised of the methods that are being employed. In some instances, the town may waive the requirement for a neighborhood awareness campaign.

Suggestion: This seems counterintuitive to working with the Town directly.

Staff Recommendation: Reword section to read, "Town staff will be responsible for assisting neighborhood representative to begin this process and will monitor the methods that are being employed. The town may waive the requirement for a neighborhood awareness campaign when there is a demonstrated urgent need or emergency.

Section 4. Procedure for Initiating a Traffic Study

A petition bearing the signatures of at least 75% of the properties within the affected block(s) that traffic calming measures are being requested must be provided.
Comment: Why is this a requirement? Do renters and apartment buildings count?

Staff Recommendation: This ensures that a majority of the residents along the street of the request or aware and in agreement. Renters and apartments do count.

Section 7. Funding

The Town Council and/or Town Manager may recommend 50% cost-share or 100% private funding.

Suggestion: This will prevent people from requesting the study in the first place

Staff Recommendation: The policy states that funding is not guaranteed, so these are just listed as options for residents, not requirements.

Level 3 measures implemented as funds become available at discretion of Town Council

Suggestion: New developments required to pay for traffic calming study and associated fees

Staff recommendation: This should be addressed through a different policy/ordinance

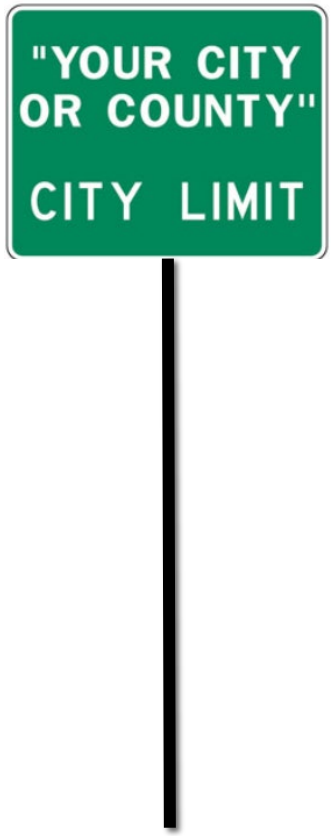
Lennie’s Law Update

ADAM SMITH - CHAIRMAN

Wayfinding and Town Entrance Signage

RICKY HURLEY– PLANNING DIRECTOR

Community Signage







Community Signage







Community Signage







Community Signage

- **Type of signage**
  - Community identification (Town)
  - Wayfinding/Directional (NCDOT)
- **Placement**
  - Right of Way
  - Private Property
  - Easement
- **Implementation**
  - Identify quick wins
  - NCDOT coordination

- **Costs**
  - Site acquisition
  - Installation
  - Maintenance
  - Replacement
  - Insurance
  - Beautification
  - Sponsorships
  - Legal & fees

Committee Reappointments

ADRIENNE ISENHOWER – PROJECT AND FACILITIES DIRECTOR

Thank you for your service!

CHRIS, CORAL, AND ERIC

WE APPRECIATE ALL YOU HAVE DONE!

WE WILL MISS YOU!





Reappointments and New Members

Parks & Community Enrichment Committee

Name	Position	Address	Phone	Email	Sub-Committee	Term	Term #	Date Appt.	Service
Vacant	Member	100 Oak Knoll Rd, Asheville	(828) 230-0170	coral@darbycommunications.com	Education/Outreach	7/2024 - 7/2027	2	3/16/2021	3/16/2021-7/1/2027
Vacant	Vice Chair (3/25)	100 Jonestown Road, Woodfin	(828) 319-7216	embarsotti@gmail.com	Education/Outreach	7/2023 - 7/2026	1	1/17/2023	1/1/2023-7/1/2026
Vacant	Member	82 Green Oak Rd, Woodfin	(828) 242-4816	chrisbubenik@gmail.com	Policy/Planning	7/2023-7/2026	2	3/16/2021	3/16/21-7/1/2026
David Clarke	Member	35 Pelzer Drive, Asheville	(828) 545-2902	dclarke@fbriveracademy.org	Education/Outreach	7/2023 - 7/2026	1	5/16/2023	7/1/2023-7/1/2026
Katie Cox	Member	29 Green Oak Road, Woodfin	(813) 470-8376	earth2katie@gmail.com	Policy/Planning	7/2025-7/2026	1	2/18/2025	3/1/2025-7/1/2026
Melissa Drennan	Member	9 Skyland Circle, Woodfin	(828) 279-2743	mdrennan@ntca.org	Education/Outreach	7/2025-7/2026	1	2/18/2025	3/1/2025-7/1/2026
Gerald Green	Member	6 Morning Fog Way, Woodfin	(828) 216-6819	geraldgreen0614@gmail.com	Policy/Planning	7/2024 - 7/2027	2	3/16/2021	3/16/2021-7/1/2027
Adam Smith	**Chair** (7/25)	22 Pelzer Street, Woodfin	(828) 407-7122	mtnbiker5586@gmail.com	Policy/Planning	7/2025-7/2026	1	2/18/2025	3/1/2025-7/1/2026

Applications are being accepted for three vacant seats – plan to fill in July

Staff Reports

ADRIENNE ISENHOWER

Silver-Line Park

- Contract approved by Council on 4/14 for FEMA repairs and restroom construction
- Preconstruction meeting held last week of April with town staff
- Equinox Environmental is meeting on site this week to discuss construction details
- Construction slated to begin in the next couple of weeks

Taylor’s Wave and Riverside Park

- Agreement with property owner for access to west side complete!
- On-site meeting with Norfolk Southern held
  - No flaggers will be required during construction
- Working on repositioning coffer dam to begin work on bypass channel
- Still on schedule to be completed by Fall
- Contract approved by Town Council for options for Riverside Park
  - Finish parking area structures
  - Complete existing park improvements
  - Installation of site amenities

Feasibility Studies

Woodfin to Weaverville

- Final report expected this month

Riverside Drive

- Pop-up event at Woodfin 5k and UNCA
- Survey available!
- Steering committee meeting schedule for ???
- Next steps

Adjourn