



# TOWN OF SYLVA BOARD OF COMMISSIONERS WORK SESSION

Thursday, August 22, 2024 at 9:00 AM  
Board Room, 83 Allen Street Sylva, North Carolina

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## AGENDA

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### CALL TO ORDER

### APPROVAL OF AGENDA

*All items listed and adopted are for discussion or possible action*

### PUBLIC COMMENTS

### REPORTS

1. Mayor's Report
2. Commissioner's Report
3. Manager's Report
4. Public Works Department Report
5. Police Department Report
6. Fire Department Report
7. Main Street Report
8. TWSA Board Report

### NEW BUSINESS

9. Jackson County TDA Presentation--Nick Breedlove
- [10.](#) FY 2024-2025 Fee Schedule Amendment--Discussion Only

### ADJOURNMENT

## Town of Sylva Amended Fee Schedule FY 2024-2025

### Planning and Code Enforcement Permits and Fees:

#### RESIDENTIAL

Type	Fee	
Single Family	0-1,500 sq. ft.	\$50.00
	1,501-3,000 sq. ft.	\$75.00
	More than 3,000 sq. ft.	\$100.00
Multi-Family Units	\$40.00 per unit	
Manufactured Homes	Singlewide	\$50.00
	Doublewide	\$75.00
(Fees for replacement only)		
Accessory Buildings	\$50.00	
Additions/Renovations	(Rooms, Decks, Garage, etc.)	
	≤ 500 sq. ft.	\$50.00
	> 500 sq. ft.	\$75.00

#### NON-RESIDENTIAL USES: COMMERCIAL, BUSINESS, MIXED USE, INDUSTRIAL (Collected at Town Hall)

Occupancy Use Inspection (Commercial business opening or change of ownership)	\$100.00 (Paid to Town of Sylva prior to issuance of Business Registration Permit)
Business Registration Permit (Applicable to all businesses not licensed by the State of NC)	\$20.00
Itinerant Merchant License (less than 6 months)	\$100.00
Food Truck (6 months)	\$100.00
Peddler's License (less than 30 minutes in a 24-hour period)	\$25.00

#### NON-RESIDENTIAL USES: (Collected by Jackson County)

Large Structure (≥ 20,000 sq. ft.)	\$500.00	
Medium Structure (5,001-19,999 sq. ft.)	\$350.00	
Small Structure (≤ 5,000 sq. ft.)	\$250.00	
Additions/Renovations	≤ 500 sq. ft.	\$50.00
	> 500 sq. ft.	\$75.00

#### OVERLAY DISTRICTS

Planned Unit Development (PUD) & Mobile Home Parks	In Addition to CUP fee
Class 1 (2-11 Units)	\$150.00
Class 2 (12-24 Units)	\$250.00

Class 3 (25+ Units)	\$400.00	+\$25.00 per home above 2
<b>SUBDIVISION PLAT</b>		
Minor Subdivision	\$50.00	+\$20.00 per lot
Major Subdivision	\$250.00	+\$50.00 per lot
<b>DEMOLITION PERMIT</b>		
Residential	\$80.00	
Non-Residential	\$150.00	
<b>SIGN PERMIT</b>		
Single-Face	\$150.00	
Double-Face	\$200.00	
Illuminated	\$250.00	
Temporary	\$20.00	(Per event; fee covers two signs)
Sandwich Board	\$40.00	(Annual renewal required)
Off-Premise Sign	\$500.00	
<b>ABC PERMIT INSPECTIONS</b>		
On-Premise	\$100.00	
Off-Premise	\$100.00	
<b>SEXUALLY ORIENTED BUSINESS PERMIT</b>		
Establishment Permit	\$2,000.00	Annually
Entertainer Permit	\$250.00	Annually
<b>FLOOD PLAIN PERMIT</b>		
Residential	\$50.00	
Non-Residential	\$100.00	
<b>ZONING APPROVAL</b>		
Zoning Approval	\$45.00	
<b>FLOOD DAMAGE PREVENTION VARIANCE</b>		
Residential	\$200.00	
Non-Residential	\$350.00	
<b>ZONING ORDINANCE VARIANCE</b>		
Residential	\$250.00	
Non-Residential	\$350.00	
<b>SPECIAL USE PERMIT</b>		
Residential	\$250.00	
Non-Residential	\$350.00	
<b>ZONING ORDINANCE AMENDMENT</b>		
Amendment to Text	\$500.00	
Map Amendment	\$500.00	
<b>PUBLIC HEARINGS AND APPEAL HEARINGS</b>		
All	\$300.00	

**Recreation Fees:**

<b>POTEET PARK AND BRYSON PARK RENTAL</b>		
Town Residents	\$25.00	Per two hours
Non-Town Residents	\$50.00	Per two hours
<b>BRIDGE PARK PAVILION RENTAL</b>		
Town Residents	Two Hours	\$30.00

	Four Hours	\$50.00
	Eight Hours	\$100.00
	Alcohol (per vendor)	\$25.00
	Cost of Officers (if applicable)	
	Food Trucks (flat rate for up to 6)	\$75.00
	Vendor Tents (rate for up to 30)	\$100.00
Non-Town Residents	Two Hours	\$50.00
	Four Hours	\$75.00
	Eight Hours	\$125.00
	Alcohol (per vendor)	\$25.00
	Cost of Officers (if applicable)	
	Food Trucks (flat rate for up to 6)	\$75.00
	Vendor Tents (rate for up to 30)	\$100.00

**PUBLIC WORKS MISCELLANEOUS:**

**STREET/SIDEWALK CUT PERMIT**

Streets	\$75.00
Sidewalks	\$100.00

**DRIVEWAY ACCESS PERMIT**

Residential	\$25.00
Non-Residential	\$100.00

**HAZARD ABATEMENT**

All	\$200.00
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**RECYCLING BINS**

Residential (both bins and lids)	\$40.00
Lid (individual replacement)	\$10.00
Bin (individual replacement)	\$15.00

**PUBLIC WORKS COST BASIS FOR EQUIPMENT AND MANPOWER:**

**LABOR CHARGE (PER HOUR):**

During Normal Work Hours	\$35.00 per person
After Normal Work Hours	\$53.00 per person

**EQUIPMENT CHARGE (PER HOUR):**

Backhoe	\$50.00
Bucket Truck	\$65.00
Dump Truck	\$40.00
Knuckleboom Truck	\$75.00
Trackhoe	\$65.00
Water Truck	\$60.00 + Water Charge
Ton Truck	\$40.00
Weed Eater OR Leaf Blower	\$20.00
Mower	\$40.00
Sweeper	\$65.00

**POLICE DEPARTMENT COST BASIS FOR MANPOWER**

<b>LABOR CHARGE PER HOUR:</b>	
During Normal Work Hours	\$42.00
After Normal Work Hours	\$63.00
<b>PARKING FINES AND FEES:</b>	
Parking in Handicapped Space	\$150.00
Parking in Fire Lane	\$50.00
Downtown Employee (B-1/DTB)	\$50.00
Handicapped Plaque Not Displayed	\$25.00
Parking in Loading Zone	\$25.00
Parking Across Line	\$25.00
Parking in Roadway (Posted)	\$25.00
Parking in Restricted Area	\$15.00
Double Parking	\$15.00
Parking in Prohibited Area	\$15.00
Parking too Close to Intersection	\$15.00
Parking in Wrong Direction	\$15.00
Parking in Alley Way	\$15.00
Improper Parking	\$15.00
Parking in No Parking Zone	\$15.00
Parking Too Close to Fire Hydrant	\$15.00
Dumpster in Parking Area	\$50.00

**FIRE DEPARTMENT COST BASIS FOR MANPOWER**

<b>LABOR CHARGE PER HOUR:</b>	
During Normal Work Hours	\$26.00
After Normal Work Hours	\$38.00

**ADMINISTRATIVE MISCELLANEOUS:**

<b>ZONING ORDINANCE COPIES</b>	
Hard Copy	\$20.00
Internet Copy	Free
<b>CODE OF ORDINANCES (Municipal Code Corporation)</b>	
Internet Copy	Free
<b>GENERAL</b>	
Copies	\$0.10 Per Sheet

Adopted this the 12th day of September 2024.

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Johnny Phillips, Mayor

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Amanda Murajda, Town Clerk