



**TOWN OF SYLVA  
BOARD OF COMMISSIONERS  
REGULAR MEETING**

Thursday, March 13, 2025 at 5:30 PM  
Board Room, 83 Allen Street Sylva, North Carolina

---

**AGENDA**

---

**CALL TO ORDER**

**APPROVAL OF AGENDA**

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

**APPROVAL OF CONSENT AGENDA**

1. March 13, 2025 Consent Agenda

**PUBLIC COMMENTS**

**REPORTS**

2. Mayor's Report
3. Commissioner's Report
4. Manager's Report

**PUBLIC HEARING**

5. Zoning Map Amendment Request--Sylva Church of God/Hights, Inc.
6. Zoning Map Amendment Request--Misty & Larman Taylor

**NEW BUSINESS**

7. Zoning Map Amendment Request--Sylva Church of God/Hights, Inc.
8. Zoning Map Amendment Request--Misty & Larman Taylor
9. Resolution of Intent to Close a Portion of an Unnamed Street off of Walter Ashe Road
10. Special Event Request--Private Wedding Alcohol Service @ Bridge Park
11. Applications for Board Seat Vacancy

**ADJOURNMENT**

*Town of Sylva*  
**CONSENT AGENDA**  
*March 13, 2025*

**1- APPROVE MINUTES:** February 13, 2025, **Regular Board Meeting**; February 13, 2025, **Budget Work Session**; February 27, 2025, **Regular Board Meeting**

**2- BUDGET AMENDMENT:**

#17 10-391-0000 Lease Liability Issued	\$ 57,097 Credit
10-510-7200 PD Capital Outlay Lease	57,097 Debit

**REF: To record a ROU Lease that would allow the Police Department to purchase body cameras for a term starting April 2025 and ending July 2029. This initial amendment allows for the lease contract to be signed for the full term of the lease. Only \$4,282.30 will be expended in the current year budget with the remainder paid for in annual installments.**

**4- REPORTS:**

- 1- Business Registration Permit as of **February 2025**
- 2- Vehicle Tax Report as of **January 31, 2025**
- 3- Ad Valorem Tax Report as of **January 31, 2025**
- 4- Statement of Revenues, Expenditures, Changes in Fund Balance as of **January 31, 2025**

**5- OTHER:**

- *Approve the 2024 Swimming Pool Report (attached)*

Tax Year 2022	Levy	Penalty	Subtotal	Charges	Interest
SGR Sylva Gross Receipts			0.00	667.42	
<b>Totals For Year 2022</b>			<b>0.00</b>	<b>667.42</b>	

Grand Totals	Levy	Penalty	Subtotal	Charges	Interest
			0.00	667.42	

Tax Summary  
as of January 31, 2025

(10-301-XX)	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	Total	Current Year	TOTALS
Starting Balances	48,668.17	20,666.09	11,217.88	9,177.70	6,102.32	5,377.00	4,626.93	2,726.05	1,747.04	1,275.70	111,584.88	\$2,176,717.75	10,281,000.00
July	-855.67	-202.88					-6.55				-1,065.10		-1,065.10
August	-833.26	-470.15	-760.85			-50.85					-2,115.11		-2,115.11
September	-4286.56	-232.91				-120.18					-4,639.65	-265,742.26	-270,381.91
October	-97.91	-197.31				-128.49					-423.71	-135,849.18	-136,272.89
November	-897.29	-1279.83				-73.13					-2,250.25	-328,991.79	-331,242.04
December	-2461	-216.56	-49.81								-2,727.37	-1,130,306.05	-1,133,033.42
January	-2905.12	-688.27	-144.19		-73.72						-3,791.30	-228,005.28	-231,796.58
February											0.00		0.00
March											0.00		0.00
April											0.00		0.00
May											0.00		0.00
June											0.00		0.00
July - June Totals	-12336.81	-3267.91	-954.85	0	-73.72	-372.65	-6.55	0	0	0	-17,012.49	-2,088,894.56	-2,105,907.05
Releases	-569.96	-554.74									-1,124.70	-2,294.89	-3,419.59
Add to Original Levy											0.00	102,803.24	102,803.24
Under Appeal											0.00		0.00
Bankruptcy											0.00		0.00
Refund/Adj											0.00		0.00
Subtotals	-12,906.77	-3,822.65	-954.85	0.00	-73.72	-372.65	-6.55	0.00	0.00	0.00	-18,137.19	-1,988,386.21	-2,006,523.40
EOY Adjustment													
(10-110-XX) Balance	\$35,761.40	\$16,843.44	\$10,263.03	\$9,177.70	\$6,028.60	\$5,004.35	\$4,620.38	\$2,726.05	\$1,747.04	\$1,275.70	93,447.69	\$188,331.54	\$281,775.23
Interest											Total		
July	25.09	5.08				118.40	0.05				148.62		148.62
August	60.48	105.57	13.04	50.00		70.15					299.24		299.24
September	338.54	10.50				4.82					353.86		353.86
October	34.12	1.48	120.00			1.51					157.11		157.11
November	119.37	230.19				0.55					401.43		401.43
December	270.79	37.92	94.19								402.90	86.37	489.27
January	359.97	102.8	5.81		122.28						590.86	1,385.52	1,976.38
February											-		-
March											-		-
April											-		-
May											-		-
June											-		-
Interest Collected	\$1,208.36	\$493.54	\$233.04	\$50.00	\$173.60	\$195.43	\$0.05	\$0.00	\$0.00	\$0.00	\$2,354.02	\$1,471.89	\$3,825.91
Submitted by: Amanda Murajda, Tax Collector											Collection Rate		91.7381%

**Top 10 Delinquent Accounts (2023 & prior)**

Name	Balance 1/31/2025
JTS Transport	\$ 10,552.82
DT Retail Properties	\$ 6,489.30
Dorothy Worley	\$ 6,366.81
Joe Wilson	\$ 6,089.01
Kelly Robinson	\$ 5,654.78
Jimmy Moore Trustee	\$ 5,569.63
Marjorie Herbert Smith	\$ 5,509.77
NCDOT	\$ 5,337.39
George Howell	\$ 5,211.32
Straiton	\$ 4,689.87

General Fund  
Statement of Revenues, Expenditures, and Changes in Fund Balances  
1/31/2025

		General Fund				Actual to	Statement		
		2024-2025	Previously	2024-2025	Current	2024-2025	Percent	Variance	
		Budgeted	Reported	YTD Actual	Month	Budget Balance	7		
<b>Revenues:</b>									
Ad valorem taxes	\$	2,309,930	1,933,211.52	2,177,587.31	\$ 244,375.79	\$ 132,342.69	94.27%	58.33%	35.94%
Other taxes and licenses	\$	6,200	5,325.00	5,325.00	\$ -	\$ 875.00	85.89%	58.33%	27.55%
Unrestricted intergovernmental	\$	2,853,147	1,260,275.90	1,541,705.48	\$ 281,429.58	\$ 1,311,441.52	54.04%	58.33%	-4.30%*
Permits and Fees	\$	18,000	7,025.80	8,743.30	\$ 1,717.50	\$ 9,256.70	48.57%	58.33%	-9.76%*
Restricted intergovernmental	\$	188,542	137,925.02	147,772.89	\$ 9,847.87	\$ 40,769.11	78.38%	58.33%	20.04%
Investment earnings	\$	74,750	157,480.34	184,710.88	\$ 27,230.54	\$ (109,960.88)	247.10%	58.33%	188.77%
Other revenues	\$	51,585	(45,595.25)	43,797.96	\$ 89,393.21	\$ 7,787.04	84.90%	58.33%	26.57%
<b>Total revenues</b>	\$	<b>5,502,154</b>	<b>3,455,648.33</b>	<b>4,109,642.82</b>	<b>653,994.49</b>	<b>\$ 1,392,511.18</b>	<b>74.69%</b>	<b>58.33%</b>	<b>16.36%</b>
<b>Expenditures:</b>									
General Government	\$	987,227	448,044.53	522,351.27	63,643.77	464,875.73	52.91%	58.33%	5.42%
Salaries & Benefits	\$	424,460	208,535.77	260,779.06	47,858.95				
Capital outlay	\$	-	-	-	-				
All other expenditures	\$	562,767	239,508.76	261,572.21	15,784.82				
Public Safety	\$	3,808,856	1,492,141.78	1,750,905.40	258,763.02	2,057,950.60	45.97%	58.33%	12.36%
Salaries & Benefits	\$	1,687,326	773,389.32	922,934.95	126,435.85				
Capital outlay	\$	749,977	112,184.43	114,039.43	1,855.00				
All other expenditures	\$	1,325,073	606,568.03	713,931.02	130,472.17				
Culture and Recreation	\$	127,650	32,056.33	36,400.28	4,343.95	91,249.72	28.52%	58.33%	29.82%
Salaries & Benefits	\$	36,050	11,293.24	13,679.60	2,386.36				
Capital outlay	\$	-	-	-	-				
All other expenditures	\$	91,600	20,763.09	22,720.68	1,957.59				
Transportation	\$	863,475	357,366.59	415,677.24	58,340.65	447,797.76	48.14%	58.33%	10.19%
Salaries & Benefits	\$	367,910	163,524.34	163,524.34	24,772.29				
Capital outlay	\$	85,500	8,499.00	14,699.00	6,200.00				
All other expenditures	\$	410,065	185,343.25	237,453.90	27,368.36				
Economic and Physical Development	\$	-	-	-	-	-	0.00%	0.00%	0.00%
Salaries & Benefits	\$	-	-	-	-				
Capital outlay	\$	-	-	-	-				
All other expenditures	\$	-	-	-	-				
Environmental Protection	\$	221,630	104,052.68	118,974.98	14,922.30	102,655.02	53.68%	58.33%	4.65%
Salaries & Benefits	\$	96,150	46,392.08	55,801.32	9,409.24				
Capital outlay	\$	-	-	-	-				
All other expenditures	\$	125,480	57,660.60	63,173.66	5,513.06				
<b>Total expenditures</b>	\$	<b>6,008,838</b>	<b>2,433,661.91</b>	<b>2,844,309.17</b>	<b>400,013.69</b>	<b>3,164,528.83</b>	<b>47.34%</b>	<b>58.33%</b>	<b>11.00%</b>
Revenues over expenditures	\$	(506,684)	1,021,986.42	1,265,333.65	253,980.80	(1,772,017.65)	-29.49%		
<b>Other financing sources (uses):</b>									
Transfers in	\$	592,756	548,006.00	-	-	-			
Appropriated fund balance	\$	836,200	-	-	-	-			
Transfers to other depts	\$	369,511	369,511.00	-	-	-			
PB Appropriated fund balance	\$	32,000	-	-	-	-			
Fund Balance rollover	\$	228	-	-	-	-			
Contributed Capital	\$	-	-	-	-	-			
Sale of Assets	\$	-	-	-	-	-			
Loan Proceeds	\$	-	-	-	-	-			
	\$	1,830,695	917,517.00	-	-	-			
Transfers to other funds:	\$	-	-	-	-	-			
Contributed to GF fund balance	\$	-	-	-	-	-			
Transfers out	\$	494,511	494,511.00	-	-	-			
Transfer to Capital Reserve	\$	829,500	829,500.00	-	-	-			
	\$	1,324,011	-	-	-	-			
<b>Total other financing sources (uses)</b>	\$	<b>506,684</b>	<b>1,324,011.00</b>	<b>-</b>	<b>-</b>	<b>-</b>			
Revenues and other sources over expenditures and other uses	\$	-	2,345,997.42	1,265,333.65	253,980.80	(1,772,017.65)			

Analysis:  
\* Timing of revenues received

**SWIMMING POOL REPORT**

2024

**REVENUES**

	<u>Account</u>	<u>Total Season</u>
Admissions	11-3612-410-01	44,236.00
Swim Lessons	11-3612-410-02	1,550.00
Concessions	11-3612-480-01	11,864.00
<b>TOTAL REVENUE</b>		<b>\$ <u>57,650.00</u></b>

**EXPENSES**

SALARIES & WAGES	11-6121-121-00	44,894.59
SOCIAL SECURITY	11-6121-181-00	2,988.67
UNEMPLOYMENT COMPENSATION	11-6121-185-00	376.41
WORKMAN'S COMPENSATION	11-6121-186-00	1,059.00
MEDICARE TAX	11-6121-187-00	698.96
SUPPLIES & MATERIALS	11-6121-260-00	17,907.02
CONCESSION SUPPLIES	11-6121-270-00	10,786.84
TELEPHONE	11-6121-321-00	3,495.32
WATER & UTILITIES	11-6121-331-00	30,148.76
CONTRACTED SERVICES	11-6121-393-00	15,374.00
TOWN OF SYLVA/INSURANCE	<b>PD. BY TOWN</b>	1,668.00
CAPITAL OUTLAY-EQUIPMENT	11-6121-550-00	-
CAPITAL OUTLAY-IMPROVEMENT	11-6121-550-01	<u>14,664.21</u>
<b>TOTAL EXPENSE</b>		<b>\$ <u>144,061.78</u></b>

TOTAL REVENUE	\$ 57,650.00
TOTAL EXPENSES	<u>\$ 144,061.78</u>
NET PROFIT/LOSS	<u>\$ (86,411.78)</u>
1/2 of Net Profit/Loss	\$ (43,205.89)
1/2 of \$1668 Insurance Paid by Town of Sylva	\$ 834.00
<b>Amount Due From Town of Sylva:</b>	<b>\$ (42,371.89)</b>

**INCLUDED ABOVE**

Michael Hopkins	6.44%
<b>WAGES</b>	6,824.46
<b>FICA</b>	423.12
<b>MEDICARE</b>	98.95
Joseph Lyon	4.57%
<b>WAGES</b>	2,103.06
<b>FICA</b>	130.39
<b>MEDICARE</b>	30.49



# TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, February 13, 2025 at 5:30 PM  
Board Room, 83 Allen Street Sylva, North Carolina

---

## MINUTES

---

**PRESENT:** Jonathan Brown, Commissioner  
Blitz Estridge, Commissioner  
Mary Gelbaugh, Mayor Pro-Tem  
Johnny Phillips, Mayor  
Brad Waldrop, Commissioner

Paige Dowling, Town Manager  
Amanda Murajda, Town Clerk  
Eric Ridenour, Town Attorney

**ABSENT:** Mark Jones, Commissioner

### CALL TO ORDER

*Mayor Phillips called the meeting to order at 5:30 p.m.*

**STAFF PRESENT:** Jake Scott (Public Works Director)

**VISITORS:** Daniel Manring and Joan Stearns.

### APPROVAL OF AGENDA:

*Commissioner Brown made a motion to approve the agenda. The motion carried with a unanimous vote.*

### APPROVAL OF CONSENT AGENDA

*Commissioner Waldrop made a motion to approve the consent agenda. The motion carried with a unanimous vote.*

**PUBLIC COMMENTS:** Daniel Manring addressed the board and invited them to TWSA’s annual meeting on March 4, 2025 at 4:00 p.m. Joan Stearns let the board know that a sign near her house had been fixed.

**MAYOR’S REPORT:** Mayor Phillips reminded the board to continue thinking of Commissioner Mark Jones during his health issues.

**COMMISSIONER’S REPORT:** Commissioner Brown noted he was happy to see positive communication on a possible skate park with the county. Manager Dowling read a resignation letter from Mark Jones and thanked him for his services. *Commissioner Waldrop made a motion to add an item to the agenda to accept Commissioner Jones resignation and discuss a schedule for replacement. The motion carried with a unanimous vote.*

### MANAGER’S REPORT:

 Manager Dowling reported the following:

- Departmental budget worksheets are due on Thursday.
- Dowling attended the NC City & County Manager’s conference in Winston Salem. Most sessions focused on disaster relief, resilience, and how to prepare in the future.
- Jake Scott and Dowling had a site visit with a FEMA site inspector last week to look at the slope failure behind Town Hall. The site inspector measured the damage to the wall, culvert, and parking lot. The measurements from the site visit are used to calculate what damages we are eligible to claim. The site inspector said it could take a couple of months to determine the amount of public assistance the Town is eligible for.
- Bryson Park Pavilion Update: The roofing is completed, and the siding should be finished this week. The fixtures have been delivered. The building is on schedule to be finished by the end of March.
- The fire truck contract has been signed and a preconstruction meeting will be held February 28<sup>th</sup>.
- Town offices are closed for President’s Day on Monday, February 17<sup>th</sup>. Trash will be collected on Tuesday.

Regular Board Meeting February 13, 2025

**NEW BUSINESS:**

**RESOLUTION OF SUPPORT—JACKSON COUNTY RECREATIONAL MASTER PLAN—SKATE PARK:**

*Commissioner Waldrop made a motion to approve a resolution of support for the Jackson County Recreational Master Plan to include a skate park. The motion carried with a unanimous vote.*

**MOUNTAIN PROJECTS BOARD APPOINTMENT:** Commissioner Mark Jones will no longer serve on the board and the seat must be filled with a Town commissioner. Commissioner Waldrop noted he would like to serve on that board.

*Commissioner Gelbaugh made a motion to appoint Commissioner Brad Waldrop to the Mountain Projects Board. The motion carried with a unanimous vote.*

**COMMISSIONER RESIGNATION AND REPLACEMENT SCHEDULE:** Commissioner Estridge made a motion to accept the resignation of Commissioner Mark Jones. The motion carried with a unanimous vote. Manger Dowling presented the board with a schedule for accepting applications and appointing a new commissioner.

The schedule is as follows:

February 20 & 27, 2025—Advertise vacancy in the Sylva Herald

March 5, 2025—Applications for Board vacancy due to Town Hall

March 13, 2025—Applications will be distributed to Board for review in open session. Candidate's names will not be shared before the March 13, 2025 meeting.

March 27, 2025—Board of Commissioners will vote by ballot to fill the vacancy.

Ballots will contain the board member's name and a list of candidates to choose from. The announcement of the vote must be public including board member's name and selection choice.

March 27, 2025—Newly appointed Commissioner attends budget meeting.

April 10, 2025—Newly appointed Commissioner will be sworn in.

**ADJOURNMENT:** Commissioner Waldrop made a motion to adjourn the meeting at 5:46 p.m. The motion carried with a unanimous vote.

\_\_\_\_\_  
Johnny Phillips  
Mayor

\_\_\_\_\_  
Amanda W. Murajda  
Town Clerk



**BUDGET WORK SESSION**  
Town of Sylva Board of Commissioners  
February 13, 2025

The Town of Sylva Board of Commissioners held a budget work session on February 13, 2025 at 1:00 p.m. hosted in the Board Room of Municipal Hall, 83 Allen Street, Sylva, N.C. and held electronically by Zoom meeting.

**PRESENT:** Jonathan Brown, Commissioner  
Mary Gelbaugh, Mayor Pro-Tem  
Blitz Estridge, Commissioner  
Johnny Phillips, Mayor  
Brad Waldrop, Commissioner  
Paige Dowling, Town Manager  
Amanda Murajda, Town Clerk

**ABSENT:** Mark Jones, Commissioner

Mayor Phillips called the budget work session to order at 1:00 p.m.

**STAFF PRESENT:** Lynn Bryant (Finance Officer), Jake Scott (Public Works Director), Bernadette Peters (Mainstreet Director), Mike Beck (Fire Chief), Robbie Carter (Assistant Police Chief) and Chris Hatton (Police Chief).

**VISITORS:** None.

Manager Dowling reviewed the budget schedule for the upcoming months as well as the following:

- Town's assets
- Vision and mission
- Accomplishments from FY 2024-2025
- Priorities from FY 2024-2025
- Ongoing Projects
- OPEB review and concerns

**PROJECTS UPDATE:**

Bryson Park Playground Equipment & Capital Improvements  
 Approved budget ordinance--\$3,000,000 + \$129,153 interest/sales tax  
 Funding Source: State Capital & Infrastructure Grant Fund (SCIF)  
 Expenditures & Encumbrances:  
 -To date--\$2,544,444  
 -Encumbrances:  
 -Playground Equipment: \$118,423  
 -Pavilion Improvements: \$289,990

Downtown Public Restroom  
 Approved budget ordinance--\$656,892  
 Funding Sources:  
 -State Capital & Infrastructure Grant Fund (SCIF): \$390,000  
 -ARPA Related Funds: \$215,749  
 Interest: \$8,900  
 Expenditures & Encumbrances:  
 -To Date: \$593,572  
 -Balance: \$63,320 (landscaping, tables, signage)

Bridge Park Stormwater Project  
 Approved Budget Ordinance: \$893,704  
 Funding Sources:  
 -ARPA Related Funds: \$516,447  
 -Jackson County TDA: \$367,757  
 • Interest: \$9,500  
 Expenditures:  
 -To Date: \$853,564  
 -Balance: \$40,140 (landscaping, signage)

**DISCUSSION:**

Lynn Bryant, Finance Officer, reviewed the Town's Financial Report as of 12/31/23. She noted areas of interest on the financial report presented to the board. Bryant reviewed the Town's investment accounts and explained the quarterly finance report. She also reviewed the general capital reserve funds for equipment, the Fisher Creek Analysis, state revenues, fund balance and the Revolving Loan Fund.

Bryant discussed current predictions from financial analysts. Sales tax revenue, currently at a high rate, and other categories of revenue are difficult to predict. The Town will need to be cautious in planning for future expenditures.

Amanda Murajda, Tax Collector, reported that the 2023-2024 tax collection rate was 97.88%. Murajda reviewed the effect of a tax rate pertaining to the 2025 revaluation. Numbers show that there is an increase in value over the previous year though the average growth from the previous revaluation is negative 0.8%. The last revaluation had positive growth of around 1.5%. This is why it is so important to be careful in setting the tax rate during a revaluation year. Although it looks as if the Town would be bringing in more revenue, this is a market adjustment for current services and costs of the Town. To maintain the current level of services the Town cannot reduce the current tax rate.

**Department Needs**

## Administration:

- 2 Laptops w/monitors--\$7,156

## Public Works:

- Garbage Truck--\$259,502
- Radios--\$4,592

## Police

- Maintain vehicle replacement schedule of 2 vehicles--\$66,300
- Community Care Program—Social Worker--\$87,000
- Body camera replacement--\$11,420 annually

## Fire Department

- Pumper Truck--\$600,000 (currently 3 years behind replacement schedule)
- 2 Additional Personnel from County

**Department Wants**

## Public Works

- Leaf Vacuum--\$122,936
- Snow Plow--\$11,000

## Fire Department

- First Responder command vehicle--\$45,000
- Replace carpet on 2<sup>nd</sup> Floor of station--\$25,000
- Improvement to training grounds--\$20,000

## Board:

- Additional fire department personnel.
- Full-time Community Care Social Worker for the police department.
- Alternate source of funding for Community Care Social Worker.
- Main Street police officer--full or part-time.
- Budget line item for additional community cares social workers in future as alternative to additional police officers.
- No additional hiring of employees until the budget allows after the road construction of Highway 107.
- No tax increase of any kind.
- Renovations of the Poteet Park bathrooms.
- The water fountain functioning at Poteet Park.
- Poteet Park additions for empty volleyball space. (Once the honored years of the grant are over.)
- Skate Park--collaboration/task force with Jackson County to secure a location ideally, in the town limits, for a skate park and seek funding.

February 13, 2025 Budget Work Session

- Chipper Curve Road sidewalk.
- Revisiting any sidewalks that are in need of repair. Example: Landis Street & Downtown
- Freshly painted crosswalks in town and Mill Street pavers fixed.
- Welcome to Sylva signs (entering town from different directions).
- Economic Development Committee budget line item--\$5,000
- Enhance communication with citizens on information about the R 5600 project as efficiently as possible.
- Budget line item that illustrates the Town's commitment to additional store front enhancements in downtown. (Grant funding should be the objective, but seeing this in the budget would indicate a commitment on behalf of the town to help improve and maintain storefronts with or without grants. Absent ordinances requiring building owners to do this, the town must take responsibility.)
- Alternative location for GUTM, Treat Street, etc. (to maximize ease, safety, participation, and less impacts (example: more utilization of Mark Watson Park, the Bridge Park, vendors vehicles staying with participants during event/different streamlined layout.)

**ADJOURNMENT:** *Commissioner Waldrop made a motion to adjourn the meeting at 2:45 p m. The motion carries with a unanimous vote.*

\_\_\_\_\_  
Johnny Phillips  
Mayor

\_\_\_\_\_  
Amanda Murajda  
Town Clerk



## TOWN OF SYLVA BOARD OF COMMISSIONERS WORK SESSION

Thursday, February 27, 2025 at 9:00 AM  
Board Room, 83 Allen Street Sylva, North Carolina

---

### MINUTES

---

**PRESENT:** Jonathan Brown, Commissioner  
Blitz Estridge, Commissioner  
Mary Gelbaugh, Mayor Pro-Tem  
Johnny Phillips, Mayor  
Brad Waldrop, Commissioner

Paige Dowling, Town Manager  
Amanda Murajda, Town Clerk  
Eric Ridenour, Town Attorney

**ABSENT:**

#### CALL TO ORDER

Mayor Phillips called the meeting to order at 9:00 a.m.

**STAFF PRESENT:** Jake Scott (Public Works Director), Bernadette Peters (Main Street Director), Mike Beck (Fire Chief), Robbie Carter (Assistant Police Chief) and Chris Hatton (Police Chief).

**VISITORS:** Sara White, Sarah Hirsch, Ricardo Ball and Sarah West.

#### APPROVAL OF AGENDA

Commissioner Estridge made a motion to approve the agenda. The motion carried with a unanimous vote.

#### PUBLIC COMMENTS

None.

#### MAYOR'S REPORT

Mayor Phillips expressed his support for the Community Care program.

#### COMMISSIONER'S REPORT

Commissioner Brown noted that PBS aired a wonderful program on the Community Care Program. He added that Jackson County was working on a skate park plan.

**MANAGER'S REPORT:** Manager Dowling reported the following:

- Budget Process: Department heads have submitted their budget worksheets. Administration is working to compile them. The next budget work session will be March 27<sup>th</sup> immediately after the morning board meeting.
- Vacancy: Applications for the Board vacancy are due to Town Hall March 5<sup>th</sup>. The applications we receive will be distributed to the Board March 13<sup>th</sup>. These will be distributed in open session for review. The Board will vote by ballot on March 27<sup>th</sup> to fill the vacancy. The newly appointed commissioner will be sworn in April 10<sup>th</sup>. The new commissioner will participate in the March 27<sup>th</sup> budget work session after being selected.
- A preconstruction meeting for the new firetruck is February 28<sup>th</sup>.
- The March 13<sup>th</sup> agenda will have two separate requests for zoning map amendments.
- Allison Joseph has resigned from the Planning Board. The Board needs to be thinking of a replacement to fill the remainder of her term. The term will expire on December 31, 2026.
- Clearing for utilities along NC 107 started yesterday (Feb. 24). The former Jackson Vet Clinic building is scheduled to be torn down the first week of March. This is the last remaining structure to be removed. The construction let date is July 16, 2025.
- TWSA's Annual Meeting is Tuesday, March 4<sup>th</sup> at 4:00 p.m.
- Greening Up the Mountains vendor spaces are full. The festival is Saturday, April 26<sup>th</sup> from 10:00 a.m. – 4:00 p.m.

Regular Board Meeting February 27, 2025

**PUBLIC WORKS DEPARTMENT REPORT:** Jake Scott reported the following:

- Bryson Park Update: new roof, siding and interior framing completed; tile, shading structures and site furnishings soon.
- Preliminary pricing being established for FEMA on the wall failure behind Town Hall.
- Litter sweep will take place over the next few weeks.

**POLICE DEPARTMENT REPORT:** Chris Hatton, Police Chief, reported the following:

- Working with community groups on local needs for housing.
- Still have one personnel vacancy.
- NC SOG will be filming in Town in a few weeks on the Community Care program.
- Reviewed calls for service.

**FIRE DEPARTMENT REPORT:** Mike Beck, Fire Chief, reported the following:

- Calls for service have increased.
- A preconstruction meeting for the new fire truck will be Friday, February 28<sup>th</sup>.

**MAIN STREET REPORT:** Bernadette Peters reported the following:

- GUTM vendor spots are now full.
- Conducting meetings for merchant networking.
- The Main Street program received national accreditation again this year.

**PLANNING BOARD REPORT:**

- The Planning Board will meet February 27<sup>th</sup> to review two zoning map amendment requests

**TWSA BOARD REPORT:**

- TWSA's annual meeting is March 4, 2025

**NEW BUSINESS**

**PRESENTATION FROM UNIDXS:** Ricardo Ball, UNIDXS Executive Director, gave a presentation to the board about the organization's mission and services provided. UNIDXS is a non-profit organization dedicated to promoting inclusion, diversity and the rights of the Latinx community, as well as for anyone in need in the WNC region.

**RESOLUTION IN SUPPORT OF NCDOT HIGH IMPACT LOW-COST FUNDS—SKYLAND DRIVE:** NCDOT is able to use funding called High Impact Low Cost Funds for resurfacing that was done on Skyland Drive when the sidewalk was completed. Resurfacing was not part of the original contract, but the scope was broadened and combined with another project in Maggie Valley in order to attract bidders. Passing this resolution will help align the Town's portion of the construction costs with what we have budgeted. NCDOT is paying 80% of the cost of the sidewalk and the Town is paying 20% of the cost. The Town's expenditures for the Skyland Drive sidewalk will total \$377,009.84. *Commissioner Brown made a motion to approve the resolution, and the motion carried with a unanimous vote.*

**ORDINANCE ADOPTING AND ENACTING NEW CODE OF ORDINANCES:** Every ten years municipalities recodify the Code of Ordinances. Essentially, we contract with a company to make sure all amendments have been added to the Code of Ordinance, that the ordinances match what is published online, that the references and links are still valid, and that our ordinances do not conflict with state laws. The Board needs to adopt the ordinance in the agenda packet to officially recodify the Town's Code of Ordinances. *Commissioner Waldrop made a motion to adopt the new code of ordinances, and the motion carried with a unanimous vote.*

**CLOSED SESSION:** *Commissioner Waldrop made a motion to enter closed session pursuant to NCGS. 143-318-11(a)(6) for the Town Manager's Evaluation at 9:45 a.m. The motion carried with a unanimous vote.*

*Commissioner Waldrop made a motion to come out of closed session. The motion carried with a unanimous vote and the Board entered into regular session at 10:06 a.m. No action was taken during closed session.*

**ADJOURNMENT:** *Commissioner Waldrop made a motion to adjourn the meeting at 10:06 a.m. The motion carried with a unanimous vote.*

---

Johnny Phillips  
Mayor

---

Amanda W. Murajda  
Town Clerk

**Town of Sylva, North Carolina  
Zoning Map Amendment Request  
Staff Report – February 13, 2025**

**Applicant:** Sylva Church of God – Property Owners; Hights, Inc. (purchaser)

**Property Location:** 130 Sunrise Park, 131 Sunrise Park, Sylva NC 28779; PIN 7641-37-9289 & 7641-47-1241

**Current Property Zoning:** High Density Residential - HDR

**Ordinance Section for which the Text Amendment is requested:** Article 3 - Procedures - Section 3.9.B – Zoning and Map Amendments

**Description of Request:**

The applicant is requesting a map amendment that would designate the subject properties as General Business (GB) District.

**Background:**

The General Business District (GB) is the largest district within Sylva’s commercially zoned jurisdiction. The GB District offers a broad range of permitted (use-by-right) and special uses (SUP) such as lodging, retail/commercial, restaurants, public/civil, accessory dwellings and recreational uses. Property improvements in this district are subject to development standards as set forth in the zoning ordinance including building setbacks, landscaping, architectural standards, sidewalk construction, parking, storm water treatment, etc.

The subject properties are located on both sides of Sunrise Park (road), approximately 720 lf south of Highway 107/Sunrise Park intersection. The total land area for both properties is 0.72 acres with a main church structure, formally the Church of God (west side) and two accessory dwellings. Access to this property is from the public right-of-way of Sunrise Park (S.R. 1355), Ensley Street and Conley Street. This property is adjacent to properties to the northeast that are in the GB District and are not located within the 100-year flood plain. This property is served by Tuckasegee Water & Sewer Authority for public utilities.

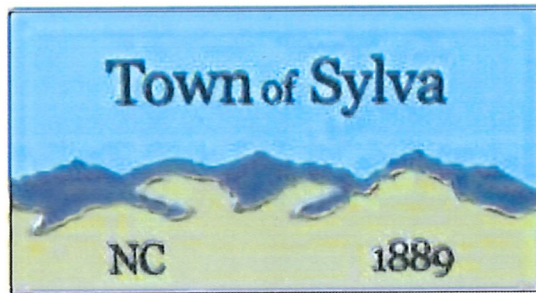
**Application Response:**

The applicant is requesting that the existing Town of Sylva Zoning Map be amended to designate the subject property (portion of the 0.72 acres after subdivision) to the General Business District.

**Staff Findings:**

The requested map amendment would not constitute “spot zoning” as the properties to the northeast are zoned GB District.

The Town’s adopted Land Use Plan for 2040 establishes that this property will be in the future *Civic and Cultural District* and the encouraged land uses for this future district include: Public and private green space; Recreation (passive or active); forested land; buildings, structures and/or commercial uses that support or activate parks and recreation facilities; government/social service facilities, places of worship, and educational facilities. However, if the map amendment request is approved (GB), these properties will be in the future *Community Corridor District* with encouraged land uses for this district being mixed-use buildings, institutional uses, walkable neighborhood commercial (retail, office, personal services), large scale commercial, business centers, community services and civic/educational services. In addition, this requested map amendment will create available property and opportunity in the current GB District that may be needed to serve the community during/after the proposed Highway 107 improvement project.



83 Allen Street, Sylva, NC 28779

## APPLICATION FOR ZONING TEXT OR MAP AMENDMENT

Submit this completed application and all supporting documentation that may be helpful in the review process. In order to ensure that the proposed text amendment or map amendment complies with the Town of Sylva's regulations, we recommend that the applicant review the Town of Sylva Zoning Ordinance prior to application submittal. The request for a Zoning text or Zoning Map amendment may only be initiated by the Town Board of Commissioners, the Town Planning Board, Planning Staff, the owner of property in the Town of Sylva or a citizen of the Town of Sylva.

All responses in this application must be legible and filled out completely. Illegible and/or incomplete applications will be returned to the applicant. The application fee for a text amendment or map amendment is set forth in the Town of Sylva's fee schedule, is non-refundable and must be submitted with the completed application. For map amendment requests, a current survey prepared and sealed by an NC Registered Surveyor will be required. Applications are not accepted via facsimile or email. Please submit application, fees and supporting documentation to the Town of Sylva, 83 Allen Street, Sylva, NC 28779 via hand delivery or U.S. Mail.

Application deadlines are 30 days prior to the Town of Sylva's Planning Board next scheduled meeting. The applicant will be notified of scheduled hearing dates and times. The average text or map amendment petition timeline is 45 days from date of application to Town Hall. Depending on the complexity of the request, it is not unusual for a petition to take up to 6 months to be considered before the Town Board of Commissioners. Hearing schedules are not guaranteed and subject to change.

**Conditional Zoning Districts (CD)** are a zoning tool, permitted in accordance with NCGS 160D-703.b., which may be utilized to create new unique, site-specific districts for uses or developments that may have particular benefits and/or impacts on both the immediate area and the community as a whole. The development of these uses may require deviation of the general district standards. The applicant must provide an initial Master Site Plan and zoning proposal that includes all proposed uses and standards for the conditional zoning district being proposed. It is not the intention of Conditional Zoning to circumvent, reduce, or eliminate particular regulations as they would normally be applied to any particular district or use but rather provide flexibility and design standards unique to the subject property and use.

This negotiated approach between the applicant and the Town through a legislative decision allows maximum flexibility to tailor regulations to a particular site and project. Special restrictions have been placed on Conditional zoning. Conditional Zoning Districts occur at the owner's request and conditions cannot be imposed without the owner's agreement. The individual conditions and site-specific standards that can be imposed are limited to those that are needed to bring a project into compliance with town ordinances and adopted plans and to those addressing the impacts reasonably expected to be generated by the use of the site. The town must assure that all of the factors defining reasonable spot zoning are fully considered and that the public hearing record reflects that consideration.

Conditional Zoning shall be subject to the specific procedural rules located in Articles 3 and 5.

**PLEASE COMPLETE ALL SECTIONS OF THE APPLICATION;  
INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT;  
INDICATE "NOT APPLICABLE" OR "N/A" WHERE APPROPRIATE**

**Contact Information:**

Applicant/Agent: HIGHTS, Inc. - (Paul Heckert)

(This person will be the contact person and will receive all mailings)

Address: PO Box 869 Callowhee NC 28723

Phone: 828.508.5669 Fax: 828.475.0400

Email: Paul@hights.org

Property Owner(s): Sylvan Church of God (Tim Pressly)

(If the owner is different than the applicant)

Address: 32 Ensley St. Sylva NC 28779

Phone: 828.226.0420 Fax: N/A

Email: Youth pastor@aol.com

**Property Information:**

Property Location/Address(es): ① 131 Sunrise park : ② 130 Sunrise park  
Sylva NC 28779

Tax Parcel Identification Number(s): ① 7641-47-1241 ② 7641-37-9289

Current Use of Property(ies): Church ; Rental Home

Acreage to be Rezoned: ① .302 + ~~0.10~~ .242 (.41 current)

Deed Book ① 1778 ② 2155 Page: ① 221-223 ② 764-779 Lot / Tract Size: ① .32 ② .242 (acres)

Property Street Frontage / Width: 550' (Street) Property Depth: 150'

Flood Plain: N/A FIRM Panel: N/A

**Zoning Information:**

Current Zoning District(s): R-3

Requested Zoning District(s): B-2

Purpose of Zoning Change (optional): To Allow For proposed  
Commercial usage for Youth Mental Health  
and Basic Needs services for low income  
families



**Spot Zoning Statement:**

In the space below, please indicate whether the proposed rezoning *will* or *will not* constitute a spot zoning and explain *why* the proposed rezoning *will* or *will not* constitute a spot zoning. (For more information on spot zoning, refer to the attachment on spot zoning).

Proposed Rezoning is not Spot Zoning.  
Parcels are adjacent to Commercial District

**Town of Sylva LAND USE PLAN CONSISTENCY**

All rezoning requests must be consistent with the Town of Sylva's Land Use Map

Current Land Use Classification(s): Civic : Parks

This rezoning request is:  Consistent with the Town's Land Use Map.

NOT consistent with the Town's Land Use Map.

**IF THE REZONING REQUEST IS NOT CONSISTENT WITH THE LAND USE MAP:**

A Land Use Map Amendment is *REQUIRED*. All rezoning requests **MUST BE CONSISTENT** with the Town of Sylva's Land Use Map and/or the Town's Land Use Plan. All Land Use Amendments must be consistent with one or more of the adopted Land Use Plan Policies located within the Town's Land Use Plan Update document and/or demonstrate a change in the character of the area that warrants a departure from the adopted Land Use Plan. In the space below, please explain *why* the proposed Land Use Amendment will be consistent with the Town of Sylva's Land Use Plan and how the character of the area has changed (A copy of the Town of Sylva's Land Use Plan and Map can be viewed at Town Hall).

proposed commercial usage is civic/non profit

### Authorization:

**Note: If the person requesting of The Town of Sylva, to take action on a particular piece of property is not the owner of the property, or under contract to purchase, then the actual owner of the land must complete this form with his/her signature notarized. If the property owner is the applicant please complete the section below and sign as indicated.**

Fax, Scan or Copied images of the original document will not be accepted.

I, Sylva Church of God <sup>By Tim Pressley</sup> (Land owner name) am the owner of the property located in the Town of Sylva Zoning Jurisdiction at:

Street address: 32 Enslg St Property PIN: 7641-47-1241; 7641-37-9289

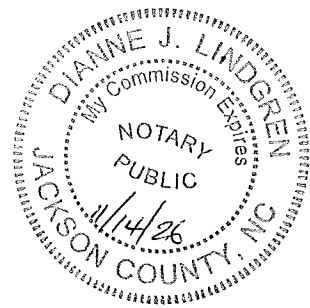
I hereby authorize HIGHTS, INC. (Paul Heckert) (owner or applicant's name) to appear with my consent before the Town of Sylva Planning Board and Board of Commissioners in order to request a rezoning for the above noted location. I authorize the Town of Sylva to advertise and the applicant to present this matter in my name as the owner of the property. I hereby authorize the Town Officials to enter my property to conduct relevant site inspections as deemed necessary to process the application. All information submitted and required as part of the approval process shall become public records. I, as the land owner, hereby CERTIFY THAT THE INFORMATION CONTAINED HERIN IS TRUE TO THE BEST OF MY KNOWLEDGE; AND BY ACCEPTING THIS REZONING, if approved, shall in every respect conform to the terms of this application and to provisions of the Statutes and Ordinances regulating development in the Town of Sylva. Any VIOLATION of the terms above stated and/or Town Ordinances or Regulations will result in civil penalties. If there are any questions, you may contact me at:

Street Address: 32 Enslg Street  
City / State / Zip Code: Sylva NC 28734  
Phone Number: 828 226 0420  
Email Address: youthposter@AOL.com  
Owners Signature: Tim Pressley

Sworn to and subscribed before me, this the 20 day of DECEMBER, 2024

Dianna J. Lidger  
Notary Public

My commission expires: 11/14/2026



## 130 and 131 Sunrise Park

- 1) In the attached Survey that has not yet been recorded we are requesting the rezone for labeled 130 & 131 Sunrise Park
- 2) Current Zoning is R-3 Requesting Change to B-2
- 3) Parcel adjacent directly north is zoned B-2, Adjacent parcels in all other directions are zoned R-3
- 4) Land and buildings are currently used for church and gathering space. Proposed Rezone is consistent with its usage since 1975. Rezone is very close to Highway 107 and with the expansion of the road this property is close by and makes consistent
- 5) HIGHTS Currently delivers weekly food boxes to 200 families and serves 600 at risk youth annually. The lack of available commercial zoned buildings in Sylva is hampering our growth to serve more families
- 6) Community impact would be minimal. Property is adjacent to a busy road. Building usage is currently 3-11pm Friday, Saturday, and Sunday. HIGHTS Usage would shift this to weekdays typically during normal business hours.
- 7) Infrastructure Impact would be limited. Road impact would be limited due to the already busy nature of the road adjacent to property. Rezone will allow for increased access to services for Jackson Counties low-income population.
- 8) Proposed Rezone directly lines up with the town's land use map that designates this lots as 'civic/ Park'



February 27, 2025

TOWN OF SYLVA PLANNING BOARD

**Statement of Consistency pursuant to G.S. 160D**

Re: Proposed zoning map amendment from High-Density Residential (HDR) to General Business (GB) for parcels identified by PIN# 7641-37-9289 and 7641-47-1241.

The Town of Sylva Planning Board has found the zoning map amendment to parcels identified by PIN# 7641-37-9289 and 7641-47-1241 to be supported by the Town of Sylva 2040 Land Use Plan.

We find the proposed amendment to to be consistent with The Plan for Sylva corridor specifications found on page 32 of the Town of Sylva 2040 Land Use Plan. More specifically:

- Community Corridor: The requested map amendment would not constitute “spot zoning” as the subject properties will be in accordance with the Town’s adopted Land Use Plan for 2040. This plan establishes that these properties will be in the future Community Corridor District. The encouraged land uses for this future district include:
  - Mixed-use buildings
  - Institutional uses
  - Walkable neighborhood commercial (retail, office, personal services)
  - Large scale commercial, business centers, community services and civic/educational services

We therefore consider the proposed zoning map amendment to be reasonable and in the public interest.

Signed: *Melissa Madrona*

Melissa Madrona, Chairman, Town of Sylva Planning Board



March 13, 2025

TOWN OF SYLVA BOARD OF COMMISSIONERS

**Statement of Consistency pursuant to G.S. 160D**

Re: Proposed zoning map amendment from High-Density Residential (HDR) to General Business (GB) for parcels identified by PIN# 7641-37-9289 and 7641-47-1241.

The Town of Sylva Board of Commissioners has found the zoning map amendment to parcels identified by PIN# 7641-37-9289 and 7641-47-1241 to be supported by the Town of Sylva 2040 Land Use Plan.

We find the proposed amendment to be consistent with The Plan for Sylva corridor specifications found on page 32 of the Town of Sylva 2040 Land Use Plan. More specifically:

- Community Corridor: The requested map amendment would not constitute “spot zoning” as the subject properties will be in accordance with the Town’s adopted Land Use Plan for 2040. This plan establishes that these properties will be in the future Community Corridor District. The encouraged land uses for this future district include:
  - Mixed-use buildings
  - Institutional uses
  - Walkable neighborhood commercial (retail, office, personal services)
  - Large scale commercial, business centers, community services and civic/educational services

We therefore consider the proposed zoning map amendment to be reasonable and in the public interest.

Signed: \_\_\_\_\_

Johnny Phillips, Mayor, Town of Sylva

**Town of Sylva, North Carolina  
Zoning Map Amendment Request  
Staff Report – February 13, 2025**

**Applicant:** Misty and Larman Taylor – Property Owners

**Property Location:** 28 and 42 Path Finder Lane, Sylva NC 28779; PIN's 7641-66-6143 and 7641-66-7045

**Current Property Zoning:** High Density Residential - HDR

**Ordinance Section for which the Text Amendment is requested:** Article 3 - Procedures - Section 3.9.B – Zoning and Map Amendments

**Description of Request:**

The applicant is requesting a map amendment that would designate the subject properties as General Business (GB) District.

**Background:**

The General Business District (GB) is the largest district within Sylva's commercially zoned jurisdiction. The GB District offers a broad range of permitted (use-by-right) and special uses (SUP) such as lodging, retail/commercial, restaurants, public/civil and recreational uses. Property improvements in this district are subject to development standards as set forth in the zoning ordinance including building setbacks, landscaping, architectural standards, sidewalk construction, parking, storm water treatment, etc.

The subject properties are located on the south side of Pathfinder Lane and approximately 100 lf east of the Walter Ashe Road/Path Finder Lane intersection. These properties total 0.70 acres in land area with one existing residential dwelling and a vacant property. Access to these properties are from the public right-of-way of Walter Ashe Road (S.R. 1352) and the private access of Path Finder Lane. These properties are adjacent to properties to the east and north that are in the GB District and are not located within the 100-year flood plain. These properties are or can be served by Tuckasegee Water & Sewer Authority for public utilities.

**Application Response:**

The applicant is requesting that the existing Town of Sylva Zoning Map be amended to designate these two properties (0.70 acres total) to the General Business District.

**Staff Findings:**

The requested map amendment would not constitute "spot zoning" as the properties to the east and north are zoned GB District.

The Town's adopted Land Use Plan for 2040 establishes that these properties will be in the future *Urban Neighborhood District*. The encouraged land uses for this future district include: primarily residential: small lot single family, townhome residential, two-, three- or four-family units, and multifamily; civic and educational uses that support community residents, live-work units, small scale in-home businesses and small scale public open space (e.g. active pocket parks, passive open space, greenways). However, if the map amendment request is approved, these properties will be in the future *Community Corridors District* with encouraged land uses for this district being mixed-use buildings, institutional uses, walkable neighborhood commercial (retail, office, personal services), large scale commercial, business centers, community services and civic/educational services. In addition, this requested map amendment will create available property and opportunity in the GB District that may be needed to serve the community during/after the proposed Highway 107 improvement project.

**Contact Information:**

Applicant/Agent: Bobby Dove

(This person will be the contact person and will receive all mailings)

Address: PO Box 11453

Phone: 803-518-3682 Fax: —

Email: BDOVE@DDINCORP.COM

Property Owner(s): Misty Taylor & Larman Taylor

(If the owner is different than the applicant)

Address: PO Box 1113 Cullowhee NC

Phone: 828-226-1677 Fax: —

Email: mistyTaylor78@gmail.com

**Property Information:**

Property Location/Address(es): 28 & 92 Pathfinder Ln Sylva, NC

Tax Parcel Identification Number(s): 7641-66-6143 & 7641-66-7045

Current Use of Property(ies): Residential Housing

Acreage to be Rezoned: .787 Acres

Deed Book: 2072 / 2345 Page: 509 / 87 Lot / Tract Size: .787 (acres)

Property Street Frontage / Width: APPROX 236 FT Property Depth: APPROX 158 FT

Flood Plain: NOT IN Flood plain FIRM Panel: ALONG PATHFINDER

**Zoning Information:**

Current Zoning District(s): HDR - High Density Residential

Requested Zoning District(s): GB - General Business

Purpose of Zoning Change (optional): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Spot Zoning Statement:**

In the space below, please indicate whether the proposed rezoning will or will not constitute a spot zoning and explain why the proposed rezoning will or will not constitute a spot zoning. (For more information on spot zoning, refer to the attachment on spot zoning).

The proposed Rezoning will not constitute a Spot Zoning as Adjacent Properties to the North and West are Zoned General Business

**Town of Sylva LAND USE PLAN CONSISTENCY**

All rezoning requests must be consistent with the Town of Sylva's Land Use Map

Current Land Use Classification(s): HDR High Density Residential

This rezoning request is:  Consistent with the Town's Land Use Map.

NOT consistent with the Town's Land Use Map.

**IF THE REZONING REQUEST IS NOT CONSISTENT WITH THE LAND USE MAP:**

A Land Use Map Amendment is *REQUIRED*. All rezoning requests **MUST BE CONSISTENT** with the Town of Sylva's Land Use Map and/or the Town's Land Use Plan. All Land Use Amendments must be consistent with one or more of the adopted Land Use Plan Policies located within the Town's Land Use Plan Update document and/or demonstrate a change in the character of the area that warrants a departure from the adopted Land Use Plan. In the space below, please explain why the proposed Land Use Amendment will be consistent with the Town of Sylva's Land Use Plan and how the character of the area has changed (A copy of the Town of Sylva's Land Use Plan and Map can be viewed at Town Hall).

Please See Attached Comments

Added to this Application are Aerial Property Reports showing their zoning, 2040 Future Land use plan, 0107 NCDOT Construction plan and A Recent Survey of 28 & 42 Pathfinder Ln.



**Authorization:**

**Note: If the person requesting of The Town of Sylva, to take action on a particular piece of property is not the owner of the property, or under contract to purchase, then the actual owner of the land must complete this form with his/her signature notarized. If the property owner is the applicant please complete the section below and sign as indicated.**

**Fax, Scan or Copied images of the original document will not be accepted.**

I, Misty Shuler Taylor Lerman M Taylor (Land owner name) am the owner of the property located in the Town of Sylva Zoning Jurisdiction at:

Street address: 28 Pathfinder Ln Sylva, NC Property PIN: 7641-66-6143; 7641-66-7045

I hereby authorize Forest Small, LLC (owner or applicant's name) to appear with my consent before the Town of Sylva Planning Board and Board of Commissioners in order to request a rezoning for the above noted location. I authorize the Town of Sylva to advertise and the applicant to present this matter in my name as the owner of the property. I hereby authorize the Town Officials to enter my property to conduct relevant site inspections as deemed necessary to process the application. All information submitted and required as part of the approval process shall become public records. I, as the land owner, hereby CERTIFY THAT THE INFORMATION CONTAINED HERIN IS TRUE TO THE BEST OF MY KNOWLEDGE; AND BY ACCEPTING THIS REZONING, if approved, shall in every respect conform to the terms of this application and to provisions of the Statutes and Ordinances regulating development in the Town of Sylva. Any VIOLATION of the terms above stated and/or Town Ordinances or Regulations will result in civil penalties. If there are any questions, you may contact me at:

Street Address: 28 Pathfinder Ln PO Box 1113 Collowhee, NC 28723

City / State / Zip Code: Sylva, NC 28779

Phone Number: 828-226-1677

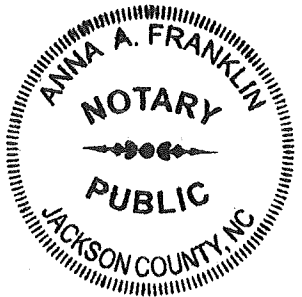
Email Address: misty.taylor78@gmail.com

Owners Signature: Misty Shuler Lerman Frank Taylor

Sworn to and subscribed before me, this the 24<sup>TH</sup> day of October, 2024

Anna A. Franklin  
Notary Public

My commission expires: 7/30/2027



The purpose of this request is to have 28 & 42 Pathfinder Ln. zoning changed from HDR ( High Density Residential ) to GB ( General Business ). The attached documents marked "A" show the surrounding properties along with their zoning. The west and north properties are already zoned GB. There is also a NCDOT right of way property to the north which sits between HWY 107 and 28 & 42 Pathfinder Ln. which "loosely" constitutes 28 & 42 pathfinder Ln. as first tier to the main thoroughfare. The property to the south and behind 28 & 42 Pathfinder is zoned HDR and is vacant. The property to the east is zoned HDR and is being used for apartments and has its valuation method as commercial. The property to the east of 7641-66-8093 is zoned GB. Its parcel ID is 7641-65-9844, and it was originally zoned HDR but was recently approved to be rezoned to GB. As for the 2040 future land use map, 28 & 42 Pathfinder are not consistent with the 2040 map which shows the area as "Urban Neighborhood". However, parcel 7641-65-9844 was not consistent either, but was approved for a GB rezone.

The dwellings on this property are minimalist at best and have no value. I also don't believe anyone would purchase these parcels to build a new residential dwelling or multi-family complex in this particular spot. The added tax revenue of a commercial building and business along with the jobs it could produce would be a great benefit the town of Sylva.







February 27, 2025

TOWN OF SYLVA PLANNING BOARD

**Statement of Consistency pursuant to G.S. 160D**

Re: Proposed zoning map amendment from High-Density Residential (HDR) to General Business (GB) for parcels identified by PIN# 7641-66-6143 and 7641-66-7045.

The Town of Sylva Planning Board has found the zoning map amendment to parcels identified by PIN# 7641-66-6143 and 7641-66-7045 to be supported by the Town of Sylva 2040 Land Use Plan.

We find the proposed amendment to to be consistent with The Plan for Sylva corridor specifications found on page 32 of the Town of Sylva 2040 Land Use Plan. More specifically:

- Community Corridor: The requested map amendment would not constitute “spot zoning” as the subject properties will be in accordance with the Town’s adopted Land Use Plan for 2040. This plan establishes that these properties will be in the future Community Corridor District. The encouraged land uses for this future district include:
  - Mixed-use buildings
  - Institutional uses
  - Walkable neighborhood commercial (retail, office, personal services)
  - Large scale commercial, business centers, community services and civic/educational services

We therefore consider the proposed zoning map amendment to be reasonable and in the public interest.

Signed: *Melissa Madrona*

Melissa Madrona, Chairman, Town of Sylva Planning Board



March 13, 2025

TOWN OF SYLVA BOARD OF COMMISSIONERS

**Statement of Consistency pursuant to G.S. 160D**

Re: Proposed zoning map amendment from High-Density Residential (HDR) to General Business (GB) for parcels identified by PIN# 7641-66-6143 and 7641-66-7045.

The Town of Sylva Board of Commissioners has found the zoning map amendment to parcels identified by PIN# 7641-66-6143 and 7641-66-7045 to be supported by the Town of Sylva 2040 Land Use Plan.

We find the proposed amendment to be consistent with The Plan for Sylva corridor specifications found on page 32 of the Town of Sylva 2040 Land Use Plan. More specifically:

- Community Corridor: The requested map amendment would not constitute “spot zoning” as the subject properties will be in accordance with the Town’s adopted Land Use Plan for 2040. This plan establishes that these properties will be in the future Community Corridor District. The encouraged land uses for this future district include:
  - Mixed-use buildings
  - Institutional uses
  - Walkable neighborhood commercial (retail, office, personal services)
  - Large scale commercial, business centers, community services and civic/educational services

We therefore consider the proposed zoning map amendment to be reasonable and in the public interest.

Signed: \_\_\_\_\_

Johnny Phillips, Mayor, Town of Sylva

**RESOLUTION OF INTENT  
2025-04**

**A RESOLUTION DECLARING THE INTENTION OF THE  
BOARD OF COMMISSIONERS OF THE TOWN OF SYLVA  
TO CONSIDER THE PARTIAL CLOSING OF AN UNNAMED STREET OFF OF  
WALTER ASHE ROAD**

**WHEREAS**, N.C.G.S. §160A-299 authorizes the Board of Commissioners to close public streets and alleys; and

**WHEREAS**, by recording of a plat by Southern Land Auction Company, Plat Book 2, Page 6 of the Jackson County Public Registry, a copy of which is attached hereto as Exhibit B and incorporated by reference, certain streets were established ; and

**WHEREAS**, a portion of an unnamed street located off of Walter Ashe Road has not previously been opened nor accepted by the Town of Sylva; and

**WHEREAS**, the Board of Commissioners considers it advisable to conduct a public hearing for the purpose of giving consideration to the closing of a portion of an unnamed street off of Walter Ashe Road, the same being that street shaded on the attached Exhibit A.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Town of Sylva that;

- (1) A public hearing will be held at 5:30 pm on the 8th day of May, 2025, at Sylva Municipal Hall to consider a resolution closing the following street that borders property owned by Lyman Bradley, PIN# 7641-65-7531 and that bisects the property owned by BT OH LLC (United Parcel Service, PIN# 7641-75-1740) as follows:
  - a. That portion of the platted but unopened and unnamed street off of Walter Ashe Road that extends across the southern portion of the lands of SOCOL Company, Inc. from the lands of Bradley (PIN# 7641-65-7531) and OPM Holdings LLC (PIN# 7641-65-9844) in an easterly direction an approximate 274' and thence in a northeasterly direction an approximate 204' to the lands of Enmark Stations, Inc (PIN# 7641-75-2661) as more particularly depicted as the area shaded in red on the attached Exhibit A.
- (2) The Town Clerk is hereby directed to publish this Resolution of Intent once a week for four successive weeks in the Sylva Herald.
- (3) The Town Clerk is further directed to transmit by registered or certified mail to each owner of property abutting upon said streets a copy of this Resolution of Intent.

- (4) The Town Clerk is further directed to cause adequate notices of this Resolution of Intent and the scheduled public hearing to be posted as required by N.C.G.S. §160A-299.
  
- (5) In the event that such resolution is adopted, all right, title and interest in the previously dedicated right of way shall be presumed to vested in those persons owning lots or parcels of land adjacent to the street or alley, and the title of such adjoining landowners, for the width of the abutting land owned by them, shall extend to the centerline of the street in accordance with N.C.G.S. §160A-299(c),

This the 13<sup>th</sup> day of March, 2025.

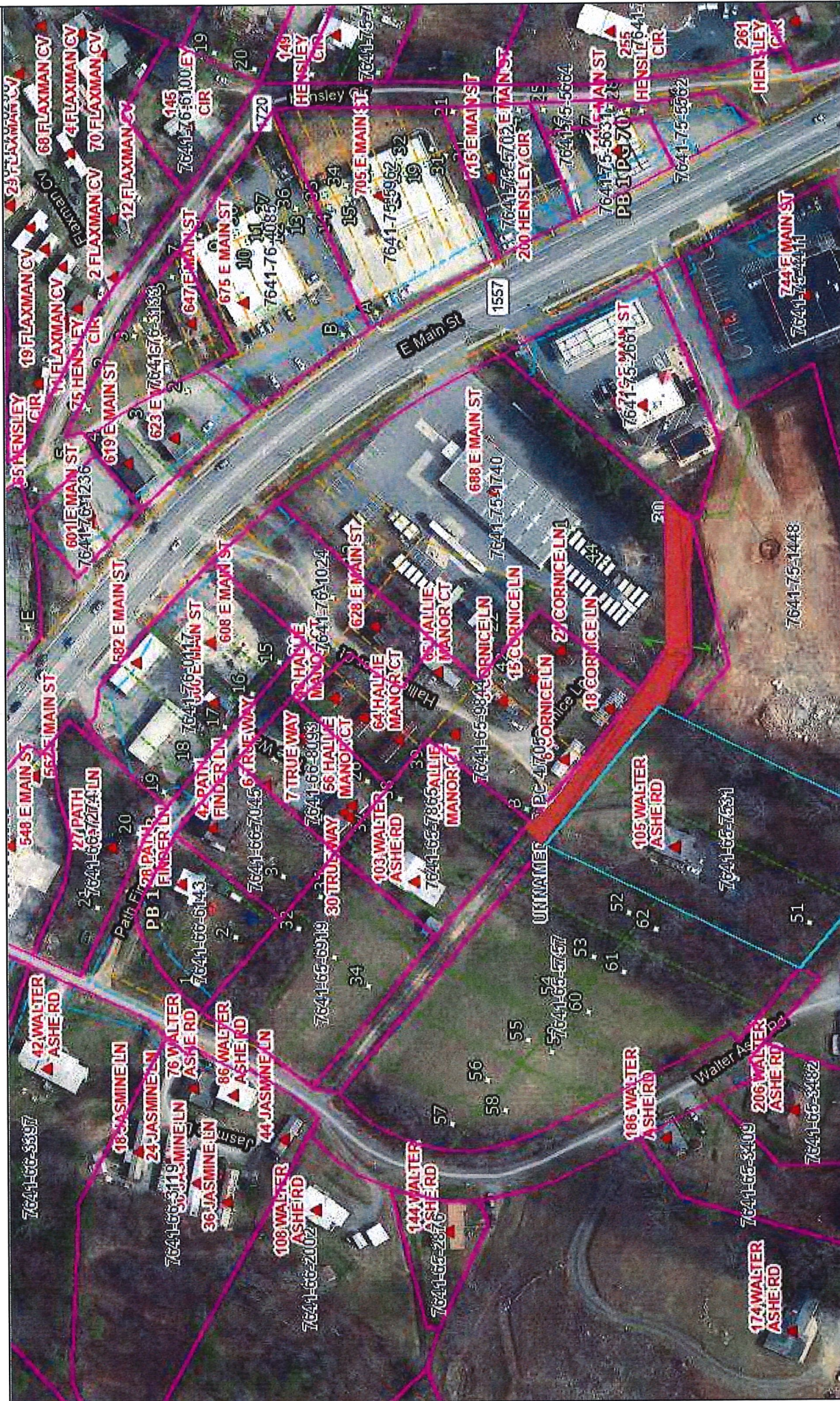
\_\_\_\_\_  
Johnny Phillips, Mayor

ATTESTED BY:

\_\_\_\_\_  
Amanda W. Murajda, Town Clerk



# Proposed Street Closure--Unnamed Portion off Walter Ashe Rd.--Exhibit A



**Areas**

- Override 1
- Address\_Points
- Centerlines

**Parcel Annotation**

- Dimension
- Easement
- Hydro
- Lot Number

**Miscellaneous Parcel Lines**

- Road
- State
- Sub
- Easement
- Hooks
- Leader Line
- Lot Line

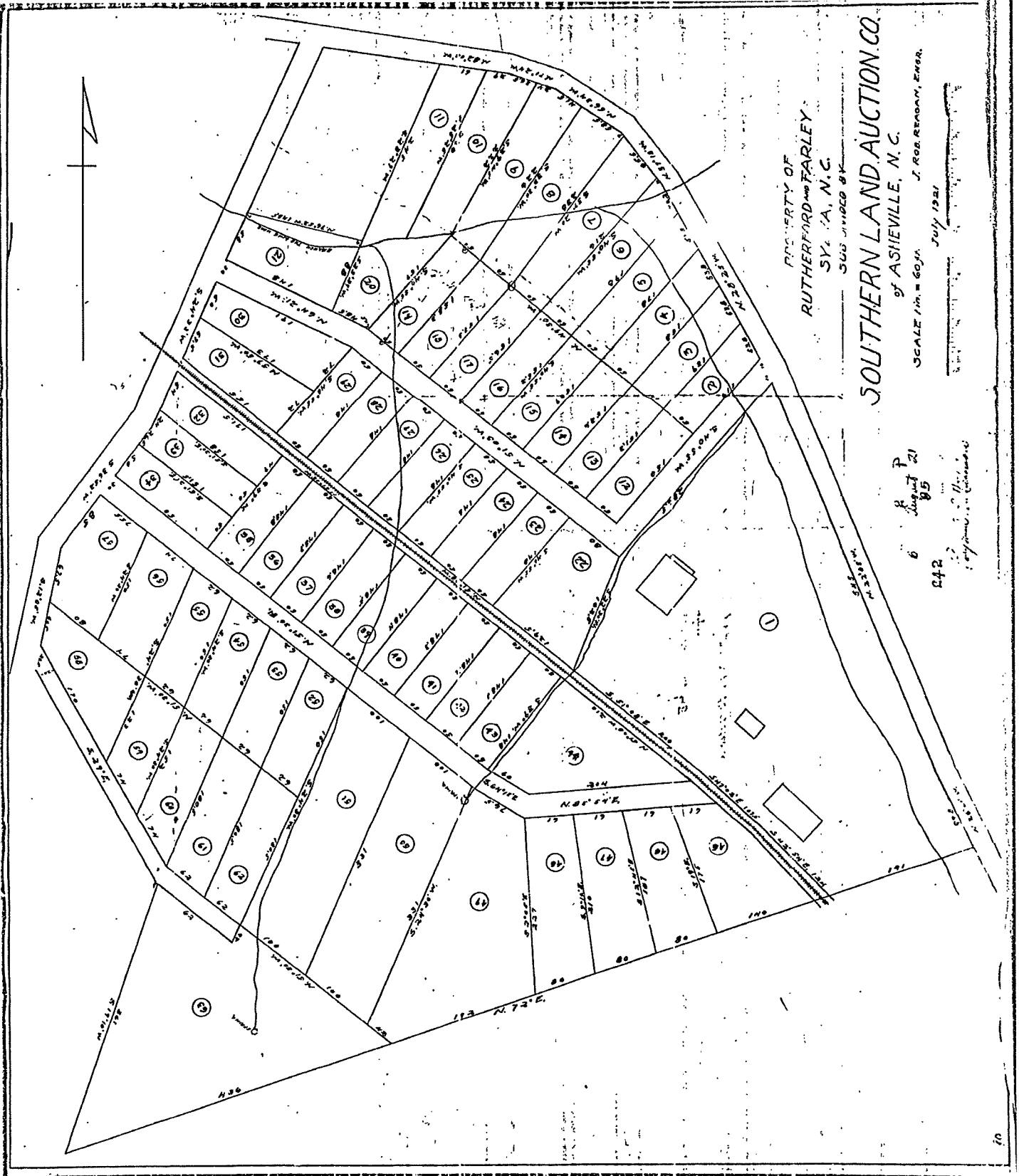
**Subdivision**

- ROW
- Deed Plot
- Jackson\_bou...

**Item 9.**

\*WARNING: THIS IS NOT A SURVEY!  
 This map is prepared for inventory of real property within Jackson County from recorded deeds, plats, and records. Users of this map are hereby notified that the information on this map should be consulted to Jackson County or any County assumes no legal responsibility for the content.

Exhibit B



# TOWN OF SYLVA

Parks and Recreation Department  
83 Allen Street Sylva, N.C. 28779

Phone: (828) 586-2719 Fax: (828) 586-8134 E-mail: [townclerk@townofsylva.org](mailto:townclerk@townofsylva.org)

## BRIDGE PARK PAVILION/OUTDOOR SPECIAL EVENT PERMIT APPLICATION

EVENT Date October 18, 2025

Today's Date Jan 1, 2025

Name of Organization Private wedding Phone# 850 694 8410

Primary Organizer Contact:

Name Emmy Schneider-Green Event Day Phone# 850 694 8410

Address 149 Hillcrest St, Sylva NC 28779

Email Address emmyk314@gmail.com

Primary Event Category:

**\*\*Note\*\* 60-Day Advance Notice is Required for Events that will need a Road Closure!!**

- Assembly/Rally     Race/Run/Walk     Festival
- Concert     Block Party     Performance
- Educational     Filming/Photography     Other: Wedding reception

Name of Event Wedding of Emmy Schneider-Green and Cameron Walker

Mission/Purpose of Event Wedding reception with fam/friends Estimated # Attending 120  
*(determines if police presence will be required at the applicant's expense)*

Event Time(s) Opening 3 PM AM/PM - Closing 7 PM AM/PM

Set-up Date(s) Oct 18th Set-up Time(s) 11 AM AM/PM --                      AM/PM

Primary On-Site Contact Emmy Schneider-Green Mobile Phone# 850 694 8410

Describe Event We're wanting to host a wedding reception with local food and music, cake, and dancing with our friends and family in Bridge Park. We're local and have spoken prior to someone in your office about this several months ago, and are working now with Lazy Hiker to get them as our official beer provider -- just waiting on their official okay, but have spoken in person

List quantity of structures & equipment on-site (Ex. Tents; Stakes; Generators; Inflatables, etc.)

Procuring perhaps ten tables and chairs for 100 from Lisa McBride, otherwise will likely have a DJ with their own speakers and equipment, beer from Lazy Hiker (not entirely sure what items they will need, as we're still in conversation with them). Weather pending, might have 4-5 tents as backup in case of rain.



List of Fees:

\*NOTE: All fees must be paid before the reservation is approved.

Park Reservation Fees

Vendor Fees

\_\_\_ \$30.00 for two hours (Town Residents)

\_\_\_ \$100 for up to 30 tent/table vendors

\_\_\_ \$50.00 for two hours (non-Town Residents)

\_\_\_ \$75 for up to six food vendors. Please List:

~~\_\_\_~~ <sup>X</sup> \$50.00 for four hours (Town Residents)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ \$75.00 for four hours (non-Town Residents)

\_\_\_ \$100.00 for eight hours (Town Residents)

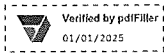
<sup>X</sup> \$25 for each alcohol vendor, Qty: 1

<sup>X</sup> \$125.00 for eight hours (non-Town Residents)  
11am - 7pm = 8

~~\$~~ 150.00  
\$ 75.00 TOTAL for BOTH Columns

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the policies, rules, and regulations. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the Sylva Town Manager.

Name of Applicant Emmy Schneider-Green

Signature Emmy Schneider-Green 

Date 1/1/2025

Town Official Approval \_\_\_\_\_ Date \_\_\_\_\_

Official Use Only

- Certificate of Liability Insurance Coverage
- Copy of NC License to Sell Alcohol

Resolution Approval Date: \_\_\_\_\_

Food Vendors - Limited to a Total of 6

- Available Electricity: 2 50-amp connections, 2 30-amp connections, 4 double 120v receptacles.
- Trucks/trailers: must be parked in the left paved lot as you face the stage, along Scott's Creek. A maximum of 6 can be staged there. All tow vehicles must be disconnected and moved to a parking space.
- Tent and cart food vendors not requiring electricity may set up along Scott's Creek in the grass on the back side of the right paved lot as you face the stage. A maximum of 4 can be staged there.
- All food vendors must have an active "Itinerant Merchant Permit" with the Town of Sylva.

Parking

- Vendor tents must be **staked into the grass or weighted.**
- No vendor tents may be staged in the right-paved parking lot as you face the stage without approval.
- Applicants who are expecting **large crowds** should consider providing a **shuttle service** as parking is limited.
- We recommend you avoid parking on Main and Mill Streets to allow merchant customers to park there.
- **Public Parking Suggestions: Poteet Park, Mark Watson Park, Jackson County Library, Bicentennial Park (Keener Street) or request private lots by permission (Pinnacle Relief on Grindstaff Cove Road, First United Methodist Church on Jackson Street)**

**Restrooms:** Public restrooms are available from dawn until dusk at Poteet Park or at the corner of Allen Street and Mill Street & Railroad Avenue. Depending on your crowd size, you may want to consider renting porta-potties. Please let Town Staff know if you intend to do that in order to coordinate the location.



LAZYHIK-01

Item 10.

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/6/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Wayah Insurance Group, Inc. PO Box 999 Franklin, NC 28744	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): <b>(828) 524-4442</b>	FAX (A/C, No): <b>(828) 369-5917</b>
	<b>E-MAIL ADDRESS:</b>	
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A : Employers Mutual Casualty Co</b>		<b>21415</b>
<b>INSURED</b>  Lazy Hiker LLC 188 West Main Street Franklin, NC 28734	<b>INSURER B :</b>	
	<b>INSURER C :</b>	
	<b>INSURER D :</b>	
	<b>INSURER E :</b>	
	<b>INSURER F :</b>	

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		6A34651	6/17/2024	6/17/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 LIQUOR LIABILITY \$ 1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			6E34651	6/17/2024	6/17/2025	BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED      RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	6H34651	6/17/2024	6/17/2025	<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

### CERTIFICATE HOLDER

### CANCELLATION

Town of Sylva  
83 Allen Street  
Sylva, NC 28779

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



**ABC**  
COMMISSION  
NORTH CAROLINA

00225841CM  
Malt Beverage Special Event  
Macon  
LLC Manager Managed

# 00225841DG

THIS CERTIFIES THAT **Lazy Hiker LLC**  
**Lazy Hiker Brewing Company**  
**188 West Main Street**  
**Franklin, NC 28734**

THIS PERMIT IS NOT TRANSFERABLE.

IS AUTHORIZED BY THIS PERMIT TO  
**CONDUCT TASTINGS AND SALES AT MALT BEVERAGE SPECIAL EVENTS**  
on the above named premises as set forth in Chapter 18B of the General Statues and the related rules promulgated by the  
Alcoholic Beverage Control Commission. This permit is subject to revocation, suspension or annulment.

*James C. Spivey*  
Chairman



**ABC**  
COMMISSION  
NORTH CAROLINA

00225841CM - 999  
Brewery  
Macon  
LLC Manager Managed

# 00225841BM

THIS CERTIFIES THAT **Lazy Hiker LLC**  
**Lazy Hiker Brewing Company**  
**188 West Main Street**  
**Franklin, NC 28734**

THIS PERMIT IS NOT TRANSFERABLE.

IS AUTHORIZED BY THIS PERMIT TO  
**MANUFACTURE MALT BEVERAGES**  
on the above named premises as set forth in Chapter 18B of the General Statues and the related rules promulgated by the  
Alcoholic Beverage Control Commission. This permit is subject to revocation, suspension or annulment.

*James C. Spivey*  
Chairman



**ABC**  
COMMISSION  
NORTH CAROLINA

00225841CM - 999  
Malt Beverage Wholesaler  
Macon  
LLC Manager Managed

# 00225841BW

THIS CERTIFIES THAT **Lazy Hiker LLC**  
**Lazy Hiker Brewing Company**  
**188 West Main Street**  
**Franklin, NC 28734**

THIS PERMIT IS NOT TRANSFERABLE.

IS AUTHORIZED BY THIS PERMIT TO  
**RECEIVE, TRANSPORT AND SELL AT WHOLESALE, APPROVED MALT BEVERAGE**  
on the above named premises as set forth in Chapter 18B of the General Statues and the related rules promulgated by the  
Alcoholic Beverage Control Commission. This permit is subject to revocation, suspension or annulment.

*James C. Spivey*  
Chairman