



# TOWN OF SYLVA SUPPLEMENTAL BOARD OF COMMISSIONERS MEETING

Thursday, August 28, 2025 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. Planning Board Report
9. TWSA Board Report
10. Pinnacle Park Report

### NEW BUSINESS

11. Special Public Service Award Presentation
- [12.](#) Ordinance Amendment: Section 4, Article 1: Alcoholic Beverages
- [13.](#) Proclamation: Constitution Week 2025
- [14.](#) Special Event Street Closure Resolutions
  1. Treat Street--October 31, 2025

2. WCU Homecoming Parade--November 7, 2025

3. Christmas Parade--December 7, 2025

4. Greening Up the Mountains--April 25, 2026

5. July 4th Celebration--July 4, 2026

[15.](#) Fire Department Verification from Municipality Resolution

[16.](#) Resolution for Exemption from Qualification-Based Selection Process--Poteet Park Restroom

## **ADJOURNMENT**

## AN ORDINANCE TO AMEND CHAPTER 4 OF THE TOWN OF SYLVA CODE OF ORDINANCES: ALCOHOLIC BEVERAGES

**Article 1, Chapter 4 is written as follows:**

### ARTICLE I. - IN GENERAL

Sec. 4-1. - Adoption of state laws.

Sec. 4-2. - Consumption and possession in public places.

Sec. 4-3. - Consumption or possession of alcohol in public places upon board approved resolution.

Sec. 4-4. - Sale of malt beverages, unfortified wine, fortified wine and mixed beverages on Sunday mornings.

### **Sec. 4-5. Social district.**

(a) *Authorization.*

(b) *Designation; delineation of boundaries.*

(c) *Definitions.*

(d) *Applicability.*

(1) The provisions and terms contained in this section shall be applicable between the hours of 8:00 a.m. and 9:00 p.m. Monday through Saturday and 10:00 a.m. to 9:00 p.m. on Sunday. At all other times, the provisions and terms contained in this section are not in effect and all provisions of state and local laws concerning the possession and consumption of alcohol shall be in full force and effect.

(2) Any alcoholic beverage purchased for consumption in the Downtown Sylva Social District shall:

a. Only be consumed in the Downtown Sylva Social District.

b. Be disposed of before the person in possession of the alcoholic beverage exits the Downtown Sylva Social District.

(e) *Requirements for sale of alcoholic beverages.*

(f) *Requirements for possession and consumption of alcoholic beverages.*

(g) *Misdemeanor violation.* Any violation of this section shall be a Class 3 misdemeanor.

(Ord. of 2-10-2022, § 4-5; Ord. of 4-21-2022; Ord. of 9-8-2022)

### **Secs. 4-6—4-28. Reserved.**

**The ordinance is now after discussion and affirmative vote amended to state the following:**

### ARTICLE I. - IN GENERAL

Sec. 4-1. - Adoption of state laws.

Sec. 4-2. - Consumption and possession in public places.

Sec. 4-3. - Consumption or possession of alcohol in public places upon board approved resolution.

Sec. 4-4. - Sale of malt beverages, unfortified wine, fortified wine and mixed beverages on Sunday mornings.

### **Sec. 4-5. Social district.**

(a) *Authorization.*

(b) *Designation; delineation of boundaries.*

(c) *Definitions.*

(d) *Applicability.*

- (1) The provisions and terms contained in this section shall be applicable between the hours of 8:00 a.m. and 10:00 p.m. Monday through Saturday and 10:00 a.m. to 10:00 p.m. on Sunday. At all other times, the provisions and terms contained in this section are not in effect and all provisions of state and local laws concerning the possession and consumption of alcohol shall be in full force and effect.
- (2) Any alcoholic beverage purchased for consumption in the Downtown Sylva Social District shall:
  - a. Only be consumed in the Downtown Sylva Social District.
  - b. Be disposed of before the person in possession of the alcoholic beverage exits the Downtown Sylva Social District.

(e) *Requirements for sale of alcoholic beverages.*(f) *Requirements for possession and consumption of alcoholic beverages.*(g) *Misdemeanor violation.* Any violation of this section shall be a Class 3 misdemeanor.

(Ord. of 2-10-2022, § 4-5; Ord. of 4-21-2022; Ord. of 9-8-2022)

**Secs. 4-6—4-28. Reserved.**

This ordinance shall be in full force and effect upon its adoption on August 28, 2025.

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

Attest:

Approved as to form:

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

***Town of Sylva  
Proclamation  
Constitution Week 2025***

***WHEREAS***, September 17, 2025, marks the two hundred thirty-eighth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

***WHEREAS***, it is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and

***WHEREAS***, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17-23, as Constitution Week,

***NOW, THEREFORE, IT IS PROCLAIMED*** by the Town of Sylva Board of Commissioners, that September 17-23, 2025, is hereby designated as Constitution Week and all citizens are encouraged to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering lost rights may never be regained.

*Approved this the 28<sup>th</sup> day of August 2025.*

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*Johnny Phillips, Mayor*

*ATTEST:*

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*Amanda W. Murajda, Town Clerk*

**State of North Carolina**  
**Town of Sylva**

**RESOLUTION TO REQUEST A FESTIVAL PERMIT  
 FOR TREAT STREET  
 IN SYLVA, NORTH CAROLINA**

**WHEREAS**, the Town of Sylva Board of Commissioners has received a request from the Main Street Sylva Association requesting the Board undertake the formal steps necessary for the citizens of Sylva, North Carolina to conduct a festival in the downtown area on Main Street (NC 107/US 23 BUS.), on Friday, October 31, 2025 from 4:00 P.M. to 9:00 P.M.; and

**WHEREAS**, the Town of Sylva Board of Commissioners believes that it is in the best interest of the citizens of the Town of Sylva that they act favorably on said request and formally notify the NC Department of Transportation for the closing of said highway at said times for the conducting of a festival in Sylva, North Carolina.

**NOW, THEREFORE**, the Town of Sylva Board of Commissioners does hereby resolve as follows:

1. The North Carolina Department of Transportation be advised that the Town of Sylva Board of Commissioners hereby agrees to serve as the sponsoring governmental entity for the festival to be held in Sylva, North Carolina on Friday, October 31, 2025, from 4:00 P.M. to 9:00 P.M., with no rain date and at the location of downtown Sylva on Main Street (NC107/US 23 BUS.).
2. That the Town of Sylva Board of Commissioners agrees to be the governmental entity making a request for the closing of said highway at said times and for obtaining compliance with those requirements of the North Carolina Department of Transportation for the conducting of said parade and the rerouting traffic during those times when said highway is closed.
3. The Town of Sylva Board of Commissioners accepts full responsibility for the special event and recognizes that the Town of Sylva will be responsible for safety, traffic flow, traffic control, signage, and ensuring that decorations and all debris will be removed following the event.

Date: October 31, 2025

Time: 4:00 p.m. – 9:00 p.m.

Route Description: The festival will take place in the downtown area of Main Street. Main Street will be closed from 4:00 p.m. to 9:00 p.m. for the festival. Traffic will be routed along Jackson Street and then down to Evalina Street back to Main Street.

Adopted this the 28<sup>th</sup> day of August 2025.

\_\_\_\_\_  
 Johnny Phillips, Mayor  
 Town of Sylva

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 Amanda W. Murajda, Town Clerk  
 Town of Sylva

State of North Carolina  
Town of Sylva

**RESOLUTION TO REQUEST A PARADE PERMIT  
FOR A WESTERN CAROLINA UNIVERSITY HOMECOMING PARADE  
IN SYLVA, NORTH CAROLINA**

**WHEREAS**, the Town of Sylva Board of Commissioners has received a request from Western Carolina University requesting the Board undertake the formal steps necessary for the citizens of Sylva, North Carolina to conduct a parade in the downtown area on Main Street (NC 107/US 23 BUS.), on Friday evening, November 7, 2025, at 6:00 P.M.; and

**WHEREAS**, the Town of Sylva Board of Commissioners believes that it is in the best interest of the citizens of the Town of Sylva that they act favorably on said request and formally notify the NC Department of Transportation for the closing of said highway at said times for the conducting of a parade in Sylva, North Carolina.

**NOW, THEREFORE**, the Town of Sylva Board of Commissioners does hereby resolve as follows:

1. The North Carolina Department of Transportation be advised that the Town of Sylva Board of Commissioners hereby agrees to serve as the sponsoring governmental entity for a parade to be held in Sylva, North Carolina on Friday evening, November 7, 2025 at 6:00 P.M., with no rain date and at the location of downtown Sylva on Main Street (NC107/US 23 BUS.).
2. That the Town of Sylva Board of Commissioners agrees to be the governmental entity making a request for the closing of said highway at said times and for obtaining compliance with those requirements of the North Carolina Department of Transportation for the conducting of said parade and the rerouting traffic during those times when said highway is closed.
3. The Town of Sylva Board of Commissioners accepts full responsibility for the special event and recognizes that the Town of Sylva will be responsible for safety, traffic flow, traffic control, signage, and ensuring that decorations and all debris will be removed following the event.

Date: November 7, 2025

Time: 6:00 p.m. – 7:30 p.m.

Route Description: The parade will originate at Mark Watson Park and travel east on NC 107/US 23 BUS to the intersection of Main Street and Mill Street. Walking participants will turn onto Mill Street and proceed west back to Bridge Park. The WCU Marching Band will continue to travel east on NC107/US 23 BUS to Jackson Paper. Traffic will be routed to Municipal Drive during the parade.

Adopted this the 28<sup>th</sup> day of August 2025.

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Johnny Phillips, Mayor  
Town of Sylva

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Amanda W. Murajda, Town Clerk  
Town of Sylva

**State of North Carolina  
Town of Sylva**

**RESOLUTION TO REQUEST A PARADE PERMIT  
FOR A CHRISTMAS PARADE IN SYLVA, NORTH CAROLINA**

**WHEREAS**, the Town of Sylva Board of Commissioners has received a request from the Main Street Sylva Association requesting the Board undertake the formal steps necessary for the citizens of Sylva, North Carolina to conduct a parade in the downtown area on Main Street (NC 107/US 23 BUS.), on Sunday afternoon, December 7, 2025, at 3:00 P.M.; and

**WHEREAS**, the Town of Sylva Board of Commissioners believes that it is in the best interest of the citizens of the Town of Sylva that they act favorably on said request and formally notify the NC Department of Transportation for the closing of said highway at said times for the conducting of a parade in Sylva, North Carolina.

**NOW, THEREFORE**, the Town of Sylva Board of Commissioners does hereby resolve as follows:

1. The North Carolina Department of Transportation be advised that the Town of Sylva Board of Commissioners hereby agrees to serve as the sponsoring governmental entity for a parade to be held in Sylva, North Carolina on Sunday afternoon, December 7, 2025, at 3:00 P.M., with no rain date at the location of downtown Sylva on Main Street (NC107/US 23 BUS.).
2. That the Town of Sylva Board of Commissioners agrees to be the governmental entity making a request for the closing of said highway at said times and for obtaining compliance with those requirements of the North Carolina Department of Transportation for the conducting of said parade and the rerouting traffic during those times when said highway is closed.
3. The Town of Sylva Board of Commissioners accepts full responsibility for the special event and recognizes that the Town of Sylva will be responsible for safety, traffic flow, traffic control, signage, and ensuring that decorations and all debris will be removed following the event.

Date: December 7, 2025

Time: 3:00 p.m. – 5:00 p.m.

Route Description: The parade will line up on Chipper Curve Rd and travel backwards on Main Street and end at Mark Watson Park. Traffic will be routed to Municipal Drive during the parade.

Chipper Curve Road will be closed from 12:00 p.m. to 5:00 p.m. for parade line-up. Grindstaff Cove Road will be closed from the intersection of Old Dillsboro Road to Mill Street from 3:00 p.m. to 5:00 p.m. West Main Street from Dillsboro will be closed at the intersection of Mark Watson Park. Traffic will be routed to Dillsboro Road and then to Grindstaff Cove Road.

Adopted this the 28<sup>th</sup> day of August 2025.

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Johnny Phillips, Mayor  
Town of Sylva

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Amanda W. Murajda, Town Clerk  
Town of Sylva



**RESOLUTION TO REQUEST A FESTIVAL PERMIT  
FOR GREENING UP THE MOUNTAINS  
IN SYLVA, NORTH CAROLINA**

**WHEREAS**, the Town of Sylva Board of Commissioners has received a request from the Main Street Sylva Association requesting the Board undertake the formal steps necessary for the citizens of Sylva, North Carolina to conduct a festival in the downtown area on Main Street (NC 107/US 23 BUS.), on Saturday, April 25, 2026, from 6:00 A.M. to 5:00 P.M.; and

**WHEREAS**, the Town of Sylva Board of Commissioners believes that it is in the best interest of the citizens of the Town of Sylva that they act favorably on said request and formally notify the NC Department of Transportation for the closing of said highway at said times for the conducting of a festival in Sylva, North Carolina.

**NOW, THEREFORE**, the Town of Sylva Board of Commissioners does hereby resolve as follows:

1. The North Carolina Department of Transportation be advised that the Town of Sylva Board of Commissioners hereby agrees to serve as the sponsoring governmental entity for the festival to be held in Sylva, North Carolina on Saturday, April 25, 2026, from 6:00 A.M. to 5:00 P.M., with no rain date and at the location of downtown Sylva on Main Street (NC107/US 23 BUS.).
2. That the Town of Sylva Board of Commissioners agrees to be the governmental entity making a request for the closing of said highway at said times and for obtaining compliance with those requirements of the North Carolina Department of Transportation for the conducting of said parade and the rerouting traffic during those times when said highway is closed.
3. The Town of Sylva Board of Commissioners accepts full responsibility for the special event and recognizes that the Town of Sylva will be responsible for safety, traffic flow, traffic control, signage, and ensuring that decorations and all debris will be removed following the event.

Date: April 25, 2026

Time: 6:00 a.m. – 5:00 p.m.

Route Description: The festival will take place in the downtown area of Main Street. Main Street will be closed from 6:00 a.m. to 5:00 p.m. for the festival. Traffic will be routed along Jackson Street and then down to Evalina Street back to Main Street.

Chipper Curve Road from the intersection of Harold Street to the intersection of Municipal Drive at the Sylva Fire Department will be closed at said time and traffic using Chipper Curve Road will be routed to Allen Street or Skyland Drive

Municipal Drive from the intersection at the Sylva Fire Department to the intersection of Allen Street will be closed at said time and traffic using Municipal Drive will be routed to Main Street and then Grindstaff Cove Road

Adopted this the 28<sup>th</sup> day of August 2025.

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Johnny Phillips, Mayor  
Town of Sylva

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Amanda W. Murajda, Town Clerk  
Town of Sylva

**RESOLUTION TO REQUEST A FESTIVAL PERMIT  
FOR JULY 4<sup>TH</sup> CELEBRATION  
IN SYLVA, NORTH CAROLINA**

**WHEREAS**, the Town of Sylva Board of Commissioners has received a request that they undertake the formal steps necessary for the citizens of Sylva, North Carolina to conduct a July 4<sup>th</sup> celebration in the downtown area on Main Street (NC 107/US 23 BUS.) and Mill Street, on Saturday, July 4, 2026, from 5:00 P.M. to 10:30 P.M.; and

**WHEREAS**, the Town of Sylva Board of Commissioners believes that it is in the best interest of the citizens of the Town of Sylva that they act favorably on said request and formally notify the NC Department of Transportation for the closing of said streets at said times for the conducting of a July 4<sup>th</sup> celebration in Sylva, North Carolina.

**NOW, THEREFORE**, the Town of Sylva Board of Commissioners does hereby resolve as follows:

1. The North Carolina Department of Transportation be advised that the Town of Sylva Board of Commissioners hereby agrees to serve as the sponsoring governmental entity for the July 4<sup>th</sup> celebration to be held in Sylva, North Carolina on Saturday, July 4, 2026, from 5:00 P.M. to 10:30 P.M., with no rain date and at the location of downtown Sylva on Mill Street.
2. That the Town of Sylva Board of Commissioners agrees to be the governmental entity making a request for the closing of said streets at said times and for obtaining compliance with those requirements of the North Carolina Department of Transportation for the conducting of said celebration and the rerouting traffic during those times when said streets are closed.
3. The Town of Sylva Board of Commissioners accepts full responsibility for the special event and recognizes that the Town of Sylva will be responsible for safety, traffic flow, traffic control, signage, and ensuring that decorations and all debris will be removed following the event.
4. Social District: During the Independence Day Celebration, only July 4, 2025, social district hours will be extended until 10:30 P.M.

Date: July 4, 2026

Time: 5:00 p.m. – 10:30 p.m.

Route Description: The July 4<sup>th</sup> celebration will take place in the downtown area of Mill Street.

Keener Street will be closed from the intersection of Savannah Drive to the intersection of Jackson Street. Traffic traveling East coming into town on West Main Street (US 23) will be diverted up Savannah Drive where it will then follow the detour by turning left behind the Jackson County Library. The detour will continue behind the library passing Ridgeway Street and onto Keener Street. As traffic travels down the hill on Keener Street it will be diverted right onto Jackson Street. From Jackson Street, Main Street can be accessed from Landis, Spring, or Evalina Street.

Keener Street between Savannah Drive and Jackson Street at the fountain and the portion of Main Street (US 23B) located on the 700 block will be closed due to heavy pedestrian traffic.

In the event excess traffic warrants a full closure, the following will take place:

Mill Street will be closed from 5:00 p.m. to 10:30 p.m. from the intersection of Allen Street to the intersection of Grindstaff Cove Road. Railroad Avenue will be closed from the intersection of Allen Street to the intersection of Grindstaff Cove Road. All traffic on both streets will be rerouted from Allen Street to Grindstaff Cove Road for the celebration. Chipper Curve Road will be closed from the intersection of Harold Street to the intersection of Highway 107. Municipal Drive will be closed from the intersection of Highway 107 to the intersection of Allen Street.

Spring Street, Landis Street, and Schulman Street will be closed between Mill Street and  
Street. Savannah Drive will be closed from the Jackson County Library to Main Street.

Item 14.

Adopted this the 28<sup>th</sup> day of August 2025.

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Johnny Phillips, Mayor  
Town of Sylva

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Amanda W. Murajda, Town Clerk  
Town of Sylva

## Verification from Municipality Resolution

**WHEREAS**, the Sylva Fire Department serves as an Agency of the Town with both paid employees and volunteers; and

**WHEREAS**, the Sylva Fire Department has requested confirmation of this Agency relationship; and

**WHEREAS**, this Agency's relationship is long-standing and generally acknowledged.

**NOW, THEREFORE**, be it resolved, that the Town of Sylva does hereby confirm this Agency's relationship and does verify by this Resolution that relationship.

Approved this 28<sup>th</sup> day of August, 2025.

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Johnny Phillips, Mayor

ATTEST:

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Amanda W. Murajda, Town Clerk

**RESOLUTION FOR EXEMPTION FROM ARCHITECT/ENGINEER/SURVEYOR  
QUALIFICATION-BASED SELECTION PROCESS**

**Whereas,** G.S. 143-64.31 requires the initial solicitation and evaluation of firms to perform architectural, engineering, surveying, construction management-at-risk services, and design-build services (collectively “design services”) to be based on qualifications and without regard to fee; and

**Whereas,** the Town of sylva proposes to enter into one or more contracts for design services for work on the Poteet Park Restroom Renovation; and

**Whereas,** G.S 143-64.32 authorizes units of local government to exempt contracts for design services from the qualifications-based selection requirements of G.S 143-64.31 if the estimated fee is less than \$50,000; and

**Whereas,** the estimated fee for design services for the above-described project is approximately \$6,000; and

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

1. The above-described project is hereby made exempt from the provisions of G.S. 143-64.31.
2. This resolution shall be effective upon adoption.

Approved this the 28<sup>th</sup> day of August, 2025.

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Johnny Phillips, Mayor

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Amanda W. Murajda, Town Clerk