



TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, June 12, 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. June 12, 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--AWD Family Limited Partnership LLLP/Jackson County (Middle School)

NEW BUSINESS

6. Zoning Map Amendment Request--AWD Family Limited Partnership LLLP/Jackson County (Middle School)
7. FY 2025-2026 Budget Ordinance
8. FY 2025-2026 Fee Schedule
9. Ordinance Amendment--Chapter 22--License and Business Regulations
10. Special Event Request--SMHS Class of 2005--Alcohol Service
11. Resolution of Support--Fontana Regional Library

ADJOURNMENT

Town of Sylva
CONSENT AGENDA
June 12, 2025

1-APPROVE MINUTES: May 08, 2025, **Regular Board Meeting;** May 22, 2025
Regular Board Meeting; May 29, 2025, **Public Hearing**

2- BUDGET AMENDMENT:

#33 10-690-9900 OPEB Health Insurance	\$ 85,223 C
10-510-0600 PD Group Health Insurance	23,474 D
10-510-0610 PD HSA	3,200 D
10-560-0600 SD Group Health Insurance	37,903 D
10-560-0610 SD HSA	3,200 D
10-510-0620 PD HRA	17,211 D
10-560-0620 SD HRA	235 D

REF: EOY accounting entries to move the budget for OPEB expenses into their applicable departments to be reflected as of June 30th.

#26 10-510-0200 PD Wages/Salaries	\$ 22,000 C
10-510-0000 PD Comp/Vacation	5,000 D
10-510-0300 PD OT	17,000 D

REF: To cover overtime expenses due to being short staffed.

#27 19-531-0300 FD OT	\$ 5,000 C
19-531-0100 FD Wages/Salaries Auxiliary	5,000 D

REF: To cover the cost of auxiliary employee payroll.

#28 10-560-0200 SD Wages/Salaries	\$ 3,000 C
10-560-0300 SD Overtime	3,000 D

REF: To cover overtime expenses due to being short-staffed.

#29 10-335-0200 Sale of Capital Assets	\$ 171 C
10-329-0000 Interest on Investments	171 D

REF: To reflect the actual sale of capital assets.

3- REPORTS:

No Business Registration Permits as of **May 31, 2025**

1- Vehicle Tax Report as of **April 30, 2025**

2- Ad Valorem Tax Report as of **April 30, 2025**

3- Statement of Revenues, Expenditures, Changes in Fund Balance as of
April 30, 2025

4- OTHER:

- **The following Personal Property was declared surplus by (R2025-05) and sold by public action (Govdeals) on May 8, 2025. ~ 2016 Ford Police Interceptor (Vehicle #13) CA#0554 (Vin#1FM5K8AR4GGB12860) - \$2,625**
- **Modification to the Hurricane Helene Cash Flow Loan Program Loan Agreement with the NC Department of Treasurer ~ This modification is recommended by the School of Government and is more suitable for the accounting portion of the loan (See Attached).**

This Amendment has been pre-audited as required
by the Local Government Budget and Fiscal Control Act

Finance Officer

AMENDMENT
to
Loan Agreement between the State of North Carolina
(by and through the North Carolina Department of State Treasurer)
and the Town of Sylva

This amendment (“Amendment”) to the above-identified agreement is hereby made and entered into by the State of North Carolina, by and through the North Carolina Department of State Treasurer (“NCDST”), and the Town of Sylva (“Recipient”), as of the effective date established hereinbelow.

RECITALS

- A. Pursuant to the Hurricane Helene Cash Flow Loan Program created by the North Carolina General Assembly under the Disaster Recovery Act of 2024 – Part II, NCDST and Recipient entered the above-identified agreement to establish terms and conditions governing NCDST’s disbursement of loan proceeds to Recipient (the “Loan Agreement”).
- B. The terms of the Loan Agreement require Recipient to seek alternative sources of funding—namely, federal funding support, insurance proceeds, and private donations (generally, “Alternative Funding”)—to pay for the disaster response activities on which Recipient’s loan origination was based. The terms of the Loan Agreement also provide that, upon receiving any such Alternative Funding, Recipient must remit the equivalent amount of loan proceeds to NCDST: (i) within five business days in the case of federal funding support, and (ii) “promptly” in the case of insurance proceeds and private donations.
- C. Until recently, NCDST was unaware of certain facts and circumstances concerning the nature and timing of the Alternative Funding available to Recipient. In light of those facts and circumstances, NCDST has determined that the provisions of the Loan Agreement requiring Recipient to repay loan proceeds within five business days, or else “promptly,” each time Recipient receives Alternative Funding, are likely to have the unintended consequence of restricting, rather than securing, the cashflow liquidity available to Recipient in the months and years ahead, defeating the very purpose of the Cashflow Loan Program.
- D. In light of the above, and as provided in Section 10. of the Loan Agreement (pertaining to amendments), NCDST and Recipient now wish to enter this Amendment to modify those provisions of the Loan Agreement pertaining to the repayment obligations of Recipient in connection with its receipt of Alternative Funding.

NOW, THEREFORE, in consideration of the mutual promises set forth herein, the Parties do hereby agree as follows:

1. Modifications to Loan Agreement.

- (a) Subsection e. to section 3. of the Loan Agreement is hereby amended by deleting the stricken text and inserting the underlined text appearing below:

e. ~~Notwithstanding the Repayment Terms as stated on Page 1 of this Agreement, if RECIPIENT receives~~

~~funding support from the federal government for expenditures covered under the FEMA Public Assistance Worksheets used as the basis for this Agreement, RECIPIENT shall repay NCDST the equivalent amount of loan proceeds within five (5) business days of receipt of the federal funding support. RECIPIENT agrees to deliver repayment installments of the loan proceeds in the amounts and by the dates set forth in the Repayment Terms recited on Page 1 above, which are hereby incorporated by reference. Further, RECIPIENT understands and agrees that all loan proceeds provided to RECIPIENT under this Agreement must be repaid no later than the earlier of the following two dates: the five-year anniversary of the Loan Date; or (b) June 30, 2030.~~

- (b) Section 3., subsection g., of the Loan Agreement is hereby amended by deleting the stricken text and inserting the underlined text appearing below:

g. As provided in the Authorizing Act:

- (i) ~~RECIPIENT agrees to deliver repayment installments of the loan proceeds in the amounts and by the dates set forth in the Repayment Terms recited on Page 1 above, which are hereby incorporated by reference. Further, RECIPIENT understands and agrees that all loan proceeds provided to RECIPIENT under this Agreement must be repaid no later than the earlier of the following two dates: (a) the five-year anniversary of the Loan Date; or (b) June 30, 2030.~~ RESERVED.
- (ii) RECIPIENT shall use best efforts and take all reasonable steps to obtain alternative funds that cover the losses or needs for which the loan proceeds are being provided, including funds from insurance policies in effect, available federal aid, and private donations. RECIPIENT understands and agrees that the loan proceeds paid to RECIPIENT pursuant to this Agreement are in excess of any funds received by RECIPIENT from any of the following: (a) settlement of a claim for loss or damage covered under RECIPIENT's applicable insurance policy in effect; (b) federal aid; or (c) private donations.
- (iii) If RECIPIENT obtains alternative funds pursuant to subdivision (ii) of this subsection g., RECIPIENT shall ~~promptly~~ remit such funds to NCDST as soon as reasonably practicable thereafter, but no later than the earlier of the two dates established in subsection e. to this Section 3. Notwithstanding the preceding sentence, RECIPIENT shall not be required to repay to NCDST any amount in excess over the amount of loan proceeds provided under this Agreement.

2. Effect of Amendment.

- (a) Except as expressly provided herein, all terms, conditions and provisions of the Loan Agreement shall remain in full force and effect and are hereby ratified and confirmed by Recipient.
- (b) This Amendment is not intended to modify any term, condition or provision contained in any of the loan documents associated with RECIPIENT's Loan Agreement (the "Associated Loan Documents"). All terms, conditions and provisions of the Associated Loan Documents shall remain in full force and effect, modified only to the extent necessary to accomplish the purposes of this Amendment.
- (c) On and after the effective date hereof, unless the context clearly requires otherwise, any reference to the Loan Agreement contained in the Associated Loan Documents or in the Loan Agreement itself shall be interpreted as a reference to the Loan Agreement mended by this Amendment.

3. **Effective Date.** The provisions of this Amendment shall become effective upon the date on which NCDST has received the following:

(a) This Amendment, duly executed and delivered by Recipient and NCDST; and

(b) A certified copy of a resolution authorizing execution of this Amendment substantially in the form of Exhibit A, duly executed and delivered by RECIPIENT.

4. **Counterparts.** This Amendment may be executed in counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument. One or more counterparts of this Amendment may be delivered by facsimile or in Portable Document Format (PDF) sent by electronic mail, with such delivery having the same effect as delivery of an original counterpart. Signatures provided by facsimile transmission, in PDF sent by electronic mail, or by electronic signature such as DocuSign, shall be deemed to be original signatures.

IN WITNESS WHEREOF, each of the Parties hereto has caused its duly authorized representative, as applicable, to execute this Amendment Number One as of the dates written below.

North Carolina Department of State Treasurer

Town of Sylva

Name: _____

Name: _____

Title: _____

Title: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

EXHIBIT A**RESOLUTION TO APPROVE AMENDMENT TO LOAN AGREEMENT BETWEEN THE STATE OF NORTH CAROLINA
(BY AND THROUGH THE NORTH CAROLINA DEPARTMENT OF STATE TREASURER) AND THE
TOWN OF SYLVA****WITNESSETH:**

WHEREAS, the Town of Sylva previously approved and entered into a loan agreement (“Loan Agreement”) and promissory note with the State of North Carolina, by and through the North Carolina Department of State Treasurer (“NCDST”), in connection with the Hurricane Helene Cash Flow Loan Program created by the North Carolina General Assembly under the Disaster Recovery Act of 2024 – Part II (Session Law 2024-53, as amended by Session Law 2024-57); and

WHEREAS, NCDST has agreed to modify those provisions of the Loan Agreement pertaining to the repayment obligations of the Town of Sylva upon the Town of Sylva’s receipt of “Alternative Funding” (as that term is defined in the Amendment), towards the end of maximizing the cashflow liquidity available to the Town of Sylva for disaster response activities in the months and years ahead (“Amendment to Loan Agreement”).

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF SYLVA, NORTH CAROLINA:

1. That the Amendment to Loan Agreement presented by the North Carolina Department of State Treasurer is hereby approved.
2. That the Manager, Clerk, or Authorized Representative is authorized to execute the attached Amendment to Loan Agreement (or one substantially equivalent thereto) and to take such other actions as necessary to secure disaster recovery loan funding from the State of North Carolina.

Adopted, this the 14th day of June, 2025

Town of Sylva

By: _____
Johnny Phillips, Mayor

Attest: _____
Amanda Murajda, Clerk

Tax Year 2022	Levy	Penalty	Subtotal	Charges	Interest	Subtotal	Total
SGR Sylva Gross Receipts			0.00	586.08		586.08	586.08
Totals For Year 2022			0.00	586.08		586.08	586.08

Grand Totals	Levy	Penalty	Subtotal	Charges	Interest	Subtotal	Total
			0.00	586.08		586.08	586.08

Tax Summary
as of April 30, 2025

(10-301-XX)	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	Total	Current Year	TOTALS
Starting Balances	48668.17	20666.09	11217.88	9177.7	6102.32	5377	4626.93	2726.05	1747.04	1275.7	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	-668.27	-144.19		-73.72						-3,791.30	-228,005.28	-231,796.58
February	-997.25	-1.4	-145.27		-207.78						-1,351.70	-57,113.87	-58,465.57
March	-2244.11	-1907.71	-365.22	-61.06	-88.38						-4,666.48	-44,926.35	-49,592.83
April	-3286.2	-200.7	-146.52	-262.37	-64.69	-65.18					-4,025.66	-18,356.97	-22,382.63
May											0.00		0.00
June											0.00		0.00
July - June Totals	-18864.37	-5377.72	-1611.86	-323.43	-434.57	-437.83	-6.55	0	0	0	-27,056.33	-2,209,291.75	-2,236,348.08
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	-19,434.33	-5,932.46	-1,611.86	-323.43	-434.57	-437.83	-6.55	0.00	0.00	0.00	-28,181.03	-2,108,783.40	-2,136,964.43
EOY Adjustment													
(10-110-XX) Balance	\$29,233.84	\$14,733.63	\$9,606.02	\$8,854.27	\$5,667.75	\$4,939.17	\$4,620.38	\$2,726.05	\$1,747.04	\$1,275.70	83,403.85	\$67,934.35	\$151,338.20
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			51.32	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	140.21	0.11	4.73		2.22						147.27	1,539.89	1,687.16
March	271.57	409.98	70.34	145.9	0.66						898.45	1,567.89	2,466.34
April	430.52	19.37	17.95	28.6	32.16	37.55					566.15	844.00	1,410.15
May													
June													
Interest Collected	\$2,050.66	\$923.00	\$326.06	\$224.50	\$208.64	\$232.98	\$0.05	\$0.00	\$0.00	\$0.00	\$3,965.89	\$5,423.67	\$9,389.56
Submitted by: Amanda Murajda, Tax Collector												Collection Rate	97.0198%

Top 10 Delinquent Accounts (2024 & prior)

Name	Balance 4/30/2025
JTS Transport	\$ 10,769.09
Dorothy Worley	\$ 6,476.34
Joe Wilson	\$ 6,189.27
Kelly Robinson	\$ 5,763.29
Marjorie Herbert Smith	\$ 5,612.49
David George Howell	\$ 5,325.17
Angela George	\$ 4,797.29
James Stratton	\$ 4,774.05
Ray Wilson	\$ 4,133.66
Shahala Brewing	\$ 3,501.95

General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
4/30/2025

		General Fund				Actual to	Statement	
		2024-2025	Previously	2024-2025	Current	Budget	Period	Variance
		Budgeted	Reported	YTD Actual	Month	Budget Balance	10	
Revenues:								
Ad valorem taxes	\$	2,309,930	\$ 2,314,555.30	\$ 2,355,939.44	\$ 41,384.14	\$ (46,009.44)	101.99%	83.33% 18.66%
Other taxes and licenses	\$	6,200	5,880.00	7,235.00	\$ 1,355.00	\$ (1,035.00)	116.69%	83.33% 33.36%
Unrestricted intergovernmental	\$	2,853,147	2,053,679.69	2,324,249.32	\$ 270,569.63	\$ 528,897.68	81.46%	83.33% -1.87%
Permits and Fees	\$	18,000	13,871.81	17,439.81	\$ 3,568.00	\$ 560.19	96.89%	83.33% 13.55%
Restricted intergovernmental	\$	188,542	120,333.93	136,496.89	\$ 16,162.96	\$ 52,045.11	72.40%	83.33% -10.94%
Investment earnings	\$	74,750	239,376.16	266,754.54	\$ 27,378.38	\$ (192,004.54)	356.86%	83.33% 273.53%
Other revenues	\$	51,585	55,052.18	52,635.57	\$ (2,416.61)	\$ (1,050.57)	102.04%	83.33% 18.70%
Total revenues	\$	5,502,154	4,802,749.07	5,160,750.57	358,001.50	\$ 341,403.43	93.80%	83.33% 10.46%
Expenditures:								
General Government	\$	980,227	641,422.66	715,454.21	74,031.55	264,772.79	72.99%	83.33% 10.34%
Salaries & Benefits	\$	424,460	352,299.12	357,557.66	32,258.44			
Capital outlay	\$	-	-	-	-			
All other expenditures	\$	562,767	289,123.54	357,896.55	41,773.11			
Public Safety	\$	3,865,953	2,183,607.71	2,413,557.61	233,156.72	1,452,395.39	62.43%	83.33% 20.90%
Salaries & Benefits	\$	1,691,516	1,189,745.03	1,306,910.18	119,068.73			
Capital outlay	\$	753,477	174,303.96	136,332.22	-			
All other expenditures	\$	1,325,073	819,558.72	970,315.21	114,087.99			
Culture and Recreation	\$	127,650	85,681.53	90,419.51	4,737.98	37,230.49	70.83%	83.33% 12.50%
Salaries & Benefits	\$	33,650	17,075.57	18,827.09	1,751.52			
Capital outlay	\$	10,474	10,473.95	10,473.95	-			
All other expenditures	\$	83,526	58,132.01	61,118.47	2,986.46			
Transportation	\$	870,475	511,180.31	570,418.59	59,238.28	300,056.41	65.53%	83.33% 17.80%
Salaries & Benefits	\$	367,910	249,527.23	272,485.82	22,958.59			
Capital outlay	\$	85,500	14,699.00	14,699.00	-			
All other expenditures	\$	417,065	246,954.08	283,233.77	36,279.69			
Economic and Physical Development	\$	-	-	-	-	-	0.00%	0.00% 0.00%
Salaries & Benefits	\$	-	-	-	-			
Capital outlay	\$	-	-	-	-			
All other expenditures	\$	-	-	-	-			
Environmental Protection	\$	481,132	150,318.18	161,319.31	11,001.13	319,812.69	33.53%	83.33% 49.80%
Salaries & Benefits	\$	96,150	55,801.32	76,397.96	6,221.94			
Capital outlay	\$	259,502	-	-	-			
All other expenditures	\$	125,480	94,516.86	84,921.35	4,779.19			
Total expenditures	\$	6,325,437	3,572,210.39	3,951,169.23	382,165.66	2,374,267.77	62.46%	83.33% 20.87%
Revenues over expenditures	\$	(823,283)	1,230,538.68	1,209,581.34	(24,164.16)	(2,032,864.34)	-32.14%	
Other financing sources (uses):								
Transfers in	\$	852,258	852,258.00	44,750.00	-			
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	\$	-	-	-	-			
Lease Liability	\$	57,097	-	-	-			
Sale of Assets	\$	-	-	-	-			
Loan Proceeds	\$	-	-	-	-			
Transfers to other funds:	\$	2,147,294	1,221,769.00	44,750.00	-	-		
Contributed to GF fund balance	\$	-	-	-	-			
Transfers out	\$	494,511	494,511.00	-	-			
Transfer to Capital Reserve	\$	829,500	829,500.00	-	-			
Total other financing sources (uses)	\$	823,283	(102,242.00)	44,750.00	-	-		
Revenues and other sources over expenditures and other uses	\$	-	1,128,296.68	1,254,331.34	(24,164.16)	(2,032,864.34)		

Analysis:

* Timing of Sales Tax and Grants



TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, May 8, 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
Joseph Waldrum, 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 5:30 p.m.

STAFF PRESENT: Robbie Carter (Asst. Police Chief)

VISITORS: Dowdy Bradley

APPROVAL OF AGENDA:

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

APPROVAL OF CONSENT AGENDA

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

PUBLIC COMMENTS: None.

MAYOR'S REPORT: Mayor Phillips reported that he scheduled a meeting with Manager Dowling, Chief Hatton and a representative from the Governor's office.

COMMISSIONER'S REPORT: Commissioners reported the following:

Waldrop—Greening Up the Mountains was a fantastic event.

Estridge—Vendors from Greening Up the Mountains reported that the event was a great success.

Brown— The Pinnacle Park Board met to discuss new trails, the hiring of an intern who will work 300 hours over the summer and the board raised \$2,300 at GUTM.

MANAGER'S REPORT: Manager Dowling reported the following:

- Dowling thanked the entire Town staff and the Hasketts for a successful Greening Up the Mountains.
- The Town received a certificate of occupancy on the restroom at Bryson Park. The remaining elements are grading, sidewalk along the pavilion, resurfacing the basketball court, a new fence, installing the water fountain, and finalizing playground and fixture installation. It will likely be mid-July before the Town can open the park.
- Dowling attended the WNC Managers Association budget roundtable on April 25th.
- Open enrollment is May 13th at 7:00 a.m. for supplemental health benefits.
- The Town's year-end spending deadline is May 15th.
- Performance evaluations are due by May 15th.

PUBLIC HEARING—STREET CLOSING: PORTION OF UNNAMED STREET OFF WALTER ASHE ROAD:

Mayor Phillips opened the public hearing at 5:35 p.m. Manager Dowling explained the hearing was for a request from Mr. Dowdy Bradley to close a portion of an unnamed street off Walter Ashe Road that goes in front of his house, behind UPS, and to the corner of the Enmark station. The area is shown in red on the map in the agenda packet. This portion of the street is reserved on paper, but the actual section of the street does not exist.

Comments: None.

Being no further comment, Commissioner Brown made a motion to close the public hearing at 5:37 p.m. The motion carried with a unanimous vote.

NEW BUSINESS:

STREET CLOSING—PORTION OF UNNAMED STREET OFF WALTER ASHE ROAD: *Commissioner Estridge made a motion to approve the street closing for a portion of an unnamed street off of Walter Ashe Road. The motion carried with a unanimous vote.*

FORMAL PRESENTATION OF FY 2025-2026 BUDGET: Manager Dowling formally presented the FY 2025-2026 budget to the board and reminded them of the public hearing scheduled for May 29, 2025, at 5:30 p.m.

EVENT RESOLUTION: This event resolution is for a July 4th road closure in the event the Police Department needs to detour traffic during the fireworks. This detour is not always necessary depending on the size of the crowd. The resolution needs to be approved by the Board so the Town can send it to NCDOT. By adopting the resolution, the Town is accepting responsibility for safety, traffic flow, traffic control, and signage during an event detour. *Commissioner Brown made a motion to approve the resolution. The motion carried with a unanimous vote.*

CANCEL JUNE 26, 2025, REGULAR BOARD MEETING: *Commissioner Waldrop made a motion to cancel the June 26, 2025 regular board meeting. 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)(2) at 5:49 p.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 5:52 p.m. No action was taken during closed session.

ADJOURNMENT: *Commissioner Waldrop made a motion to adjourn the meeting at 5:52 p.m. The motion carried with a unanimous vote.*

Johnny Phillips
Mayor

Amanda W. Murajda
Town Clerk



TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, May 22, 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: Joseph Waldrum, Commissioner

CALL TO ORDER

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

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

VISITORS: Luther Jones, Jay Spiro and Sara White.

APPROVAL OF AGENDA

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

PUBLIC COMMENTS

Luther Jones address the board and expresses his concerns regarding the Fontana Regional Library system.

MAYOR'S REPORT

None.

COMMISSIONER'S REPORT: Commissioners reported the following:

Waldrop—Thanked those who attended the County Commissioner's meeting regarding the library

MANAGER'S REPORT: Manager Dowling reported the following:

- Budget: The public hearing on the budget is Thursday, May 29th at 5:30 p.m. The budget is scheduled to be adopted June 12th.
- A proposed rezoning public hearing will be held on June 12th for the parcel of land in the ETJ for the middle school. The County is requesting a zoning map amendment from General Business to Institutional. The Planning Board unanimously voted to recommend the Town Board approve this request.
- R-5600: The let date on the R-5600 project is now November 18, 2025. Funding is still committed. This delay is due to utilities.
- Town offices will be closed Monday, May 26, 2025, for Memorial Day.
- The employee wellness fair will be held on June 10th from 7:30 a.m.-9:00 a.m.
- Open enrollment for supplemental benefits was held May 13th.

PUBLIC WORKS DEPARTMENT REPORT: Jake Scott, Public Works Director, reported the following:

- The department has been working to clean up from the weekend storm that caused damage across town. A new landslide area was discovered on Allen Street, but it appears to be surface runoff. Engineers will evaluate it and let Jake know their findings.
- Bryson Park renovations are on schedule.
- Charles Street and Fincannon Road are scheduled for resurfacing.

- The Public Works Department and Emergency Management will be working on a proposed helicopter site at Pinnacle Park.
- The department still has one vacancy.

POLICE DEPARTMENT REPORT: Robbie Carter, Assistant Police Chief, reported the following:

- Two vacancies remain in the department.
- The department received new body camera equipment and thanked the board for their support.
- The department received new radars to upfit the entire patrol fleet.
- Sgt. Flesch completed traffic crash reconstruction certification.
- The Sergeant promotion process is upcoming to fill a vacancy.
- Reviewed calls for service.

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

- Calls for service have increased and currently stand at around 585 since January, approximately 100 more than the same time last year.

MAIN STREET REPORT: Bernadette Peters reported the following:

- Hosted the NC Main Street regional directors meeting.
- Concerts on the Creek begin Friday, May 23rd.
- Quarterly merchant meeting is May 22, 2025, at 5:30 p.m. at Martha's Place.

TWSA BOARD REPORT:

- Budget was approved Tuesday, May 20th.
- The Clearwell project is moving forward and on schedule.

PINNACLE PARK REPORT:

- None.

NEW BUSINESS

ABC BOARD APPOINTMENT: Mayor Phillips' seat on the ABC Board expires June 30th. He has served one full term on the ABC Board, which started July 2022. Mayor Phillips would like to be appointed to serve this upcoming 3-year term. *Commissioner Estridge made a motion to reappoint Mayor Phillips to a second term on the ABC Board. The motion carried with a unanimous vote.*

Jackson County appointed David Nolan as Chairman of the ABC Board, therefore the Town will need to also appoint the Chairman. Both the Town and the County appoint the Chairman each year. *Commissioner Estridge made a motion reappoint David Nolan as Chairman. The motion carried with a unanimous vote.*

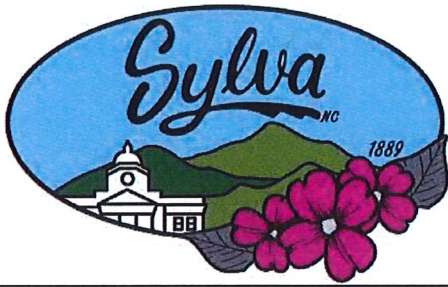
ROTARY CLUB PEACE POLE DISCUSSION: Rotary has raised \$4,300 and hired David Burris to craft a 6 ft. tall metal sculpture with a 6" X6" base. The sculpture says "May Peace Prevail on Earth" in English, Spanish, and Cherokee. Rotary initially wanted to install it at Bridge Park, but we do not have space for permanent sculptures at Bridge Park. Manager Dowling and Jake Scott suggested placing the Peace Pole on the concrete behind the new public restroom and Rotary has approved that location. Jay Spiro, Rotary representative, discussed the history of a peace pole with the board.

SPECIAL EVENT REQUEST—THE JACKSON COUNTY FARMERS MARKET—ALCOHOL SERVICE: The Jackson County Farmers Market has submitted an alcohol request for Bridge Park September 20, 2025, for a salsa contest fundraiser. Innovation will provide alcohol. This application is before the board because it is a request to have alcohol on town owned property. *Commissioner Waldrop made a motion to approve the request. The motion carried with a unanimous vote.*

ADJOURNMENT: *Commissioner Waldrop made a motion to adjourn the meeting at 9:24 a.m. The motion carried with a unanimous vote.*

Johnny Phillips
Mayor

Amanda W. Murajda
Town Clerk



TOWN OF SYLVA BOARD OF COMMISSIONERS BUDGET HEARING

Thursday, May 29, 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
Joseph Waldrum, 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 5:30 p.m.

STAFF PRESENT: Lynn Bryant (Finance Officer)

VISITORS: None.

APPROVAL OF AGENDA

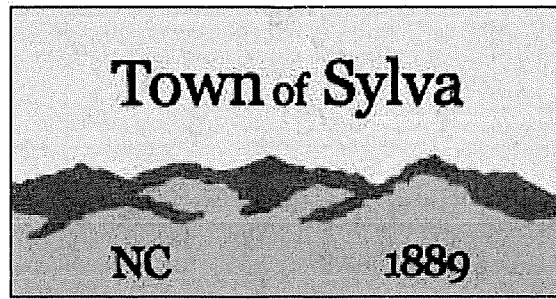
Commissioner Waldrum made a motion to approve the agenda. The motion carried with a unanimous vote.

PUBLIC HEARING—FY 2025-2026 BUDGET: *Commissioner Brown made a motion to open the public hearing on the FY 2025-2026 budget at 5:30 p.m. The motion carried with a unanimous vote. Being no comment, Commissioner Gelbaugh made a motion to close the hearing at 5:31 p.m. The motion carried with a unanimous vote.*

ADJOURNMENT: *Commissioner Waldrop made a motion to adjourn the meeting at 5:32 p.m. The motion carried with a unanimous vote.*

Johnny Phillips
Mayor

Amanda W. Murajda
Town Clerk



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: Kevin King, Jackson County Manager

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

Address: 401 Grindstaff Cove Road

Phone: 828-631-2295

Fax:

Email: kevinking@jacksonnc.org

Property Owner(s): AWD Family Limited Partnership LLLP

(If the owner is different than the applicant)

Address: 3601 Hatchers Run, Greensboro, GA 30642

Phone:

Fax:

Email:

Property Information:

Property Location/Address(es): 899 Hwy 107, Sylva, NC 28779

Tax Parcel Identification Number(s): 7640-85-7027

Current Use of Property(ies): Vacant

Acreage to be Rezoned: 58.60

Deed Book: 1872 Page: 79 Lot / Tract Size: 58.6 (acres)

Property Street Frontage / Width: approx. 1,255 ft. Property Depth: approx. 2,324 ft.

Flood Plain: Zone X FIRM Panel: 7640

Zoning Information:

Current Zoning District(s): General Business (GB)

Requested Zoning District(s): Institutional (I)

Purpose of Zoning Change (optional): The purpose for the requested change is to allow the new

Jackson County Middle School to be constructed on the property.

APPLICATION REQUIREMENTS:

Item 5.

All written materials and photographs must be a minimum of 8½"x11" paper; maps, surveys and plans must be submitted on a minimum 11"x17" paper. For the first level of review with the Town of Sylva Planning Board, the applicant must supply one (1) original and ten (10) copies of the completed application, supporting documents, photographs and materials. For Clerk advertisement and Board of Commissioners consideration, the Planning Staff may request additional documents as necessary. Please plan to attend all meetings and be prepared to answer questions or present information as necessary to the Planning Board or Town Board of Commissioners. Failure to attend may result in a delay or denial of your application.

1. **Legal description and property survey:** For a Major map amendment or if the applicant is seeking to subdivide a property to amend, attach a complete legal description (metes and bounds) of the property. Provide an existing survey of the property, with a scale indicating dimensions. If the applicant is seeking a text amendment, please attach a tax map with PIN number.
2. **Requested zoning change and use:** Indicate the current zoning classification and the proposed zoning classification being requested.
3. **Adjacent property zoning and land use:** Provide the current zoning and land use for the parcels immediately adjacent to the subject property (include all directions – north, south, east and west). Do not include right-of-way when considering adjacent uses.
4. **Land use and future development:** Describe how land use and future development conditions have changed that make the existing zoning designation unsuitable; include detail as to why a rezoning would be compatible with the character of the area.
5. **Public need:** Indicate the perceived need for the additional land to be zoned to the requested classification stated above.
6. **Community impact:** Describe the impact the proposed rezoning would generate on the adjacent properties and the surrounding neighborhoods/communities/businesses. Include in your discussion: transportation, utilities, storm water management, fire, public safety, open space, topography, density, property access and economic development. Provide in detail why or why not (and if so, how) the proposed rezoning will affect the surrounding properties.
7. **Infrastructure demand:** Describe the impact the proposed rezoning would have on public services, facilities and infrastructure (e.g. schools, parks, recreational services, roads, senior services, etc.). Provide in detail estimated demand for existing and/or new services based upon build-out and population projections.
8. **Zoning Ordinance and Comprehensive Plan compliance:** Explain how the proposed rezoning or development will be in compliance with Town's Land Use Plan and/or Comprehensive Plan.

Notification:

Item 5.

All property and business owners within 100 feet of the property being considered for a text or map amendment must be mailed an Adjacent Property Owner Notification a minimum 10 days prior to the Town of Sylva Planning Board and Town Board of Commissioners meetings. The applicant is responsible for supplying a list of the names and mailing address for these properties and businesses affected by the possible text or map amendment change. In addition, the applicant must supply two (2) set of stamped, addressed #10 envelopes for each property and business owner within a 100' radius. The return address should read:

Town of Sylva
83 Allen Street
Sylva, NC 28779

SPOT ZONING

SPOT ZONING DEFINED:

"A zoning ordinance, or amendment, which singles out and reclassifies a relatively small tract owned by a single person and surrounded by a much larger area uniformly zoned, so as to impose upon the smaller tract greater restrictions than those imposed upon the larger area, or so as to relieve the small tract from restrictions to which the rest of the area is subjected, is called spot zoning."

How to determine whether a particular rezoning is spot zoning when a relatively small tract of land is:

- o Zoned differently from the surrounding area
- o Not taking into account the larger community context
- o Not in accordance with the comprehensive plan

Factors to Consider:

1. Size of Rezoning Area

The smaller the area/tract the more likely the rezoning can be considered a spot zoning. The size of the tract must be looked at in context for the larger area.

2. Compatibility with the Plan

How consistent is the rezoning with the Land Use Plan(s). Relationship of the Town's Land use policies and objectives. Is the land suitable for the following:

- o Development (e.g., topography, soil types, wetland locations, and flood areas)
- o Availability of Services (e.g., water, sewer, roads)
- o Existing and Needed Land Uses.

3. Benefits & Detriments

Look at who will benefit and be harmed (if anyone) from the result of the rezoning (e.g. owner, adjacent owners & community at large).

4. Relationships of Uses

The relationship of the proposed uses versus the current uses on adjacent land.

Authorization:

Item 5.

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, AWD Family Limited Partnership LLLP (Land owner name) am the owner of the property located in the Town of Sylva Zoning Jurisdiction at:

Street address: 899 Hwy 107, Sylva, NC 28779 Property PIN: 7640-85-1027

I hereby authorize Kevin King/Jackson County (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: c/o Jeff Goss, 21 Colonial Sq

City / State / Zip Code: Sylva, NC 28779

Phone Number: (828) 586-3131

Email Address: jeff@sylvalawyers.com

Owners Signature: April DeMa

Sworn to and subscribed before me, this the 29 day of April, 2025

[Signature]
Notary Public

My commission expires: July 11, 2025



**Town of Sylva, North Carolina
Zoning Map Amendment Request
Staff Report – May 7, 2025**

Applicant: Jackson County Government – Kevin King, County Manager

Property Location: 899 Highway 107, Sylva NC 28779; PIN 7640-85-7027

Current Property Zoning: ETJ General Business (ETJ-GB)

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 property as ETJ Institutional District (ETJ-ID).

Background:

The Institutional District (ID) is a moderately sized district within Sylva’s zoned jurisdiction. The ID District offers a broad range of permitted (use-by-right) and special uses (SUP) such as public/civic/social services, auditoriums, community centers, emergency services, government facilities, places of worship, pre-school/daycare, parks/recreation, health care facilities, professional offices, etc. 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 property is located on Highway 107 and approximately 850 ft north of the Highway 107/Old Cullowhee Road intersection. This property is a total 58.60 acres in land area and is vacant with no structures. Access to this property is from the public right-of-way of Highway 107. This property is adjacent to properties to the north and south that are in the ETJ-GB District and is not located within the 100-year flood plain or protected watershed. This property is or can be served by Tuckasegee Water & Sewer Authority for public utilities.

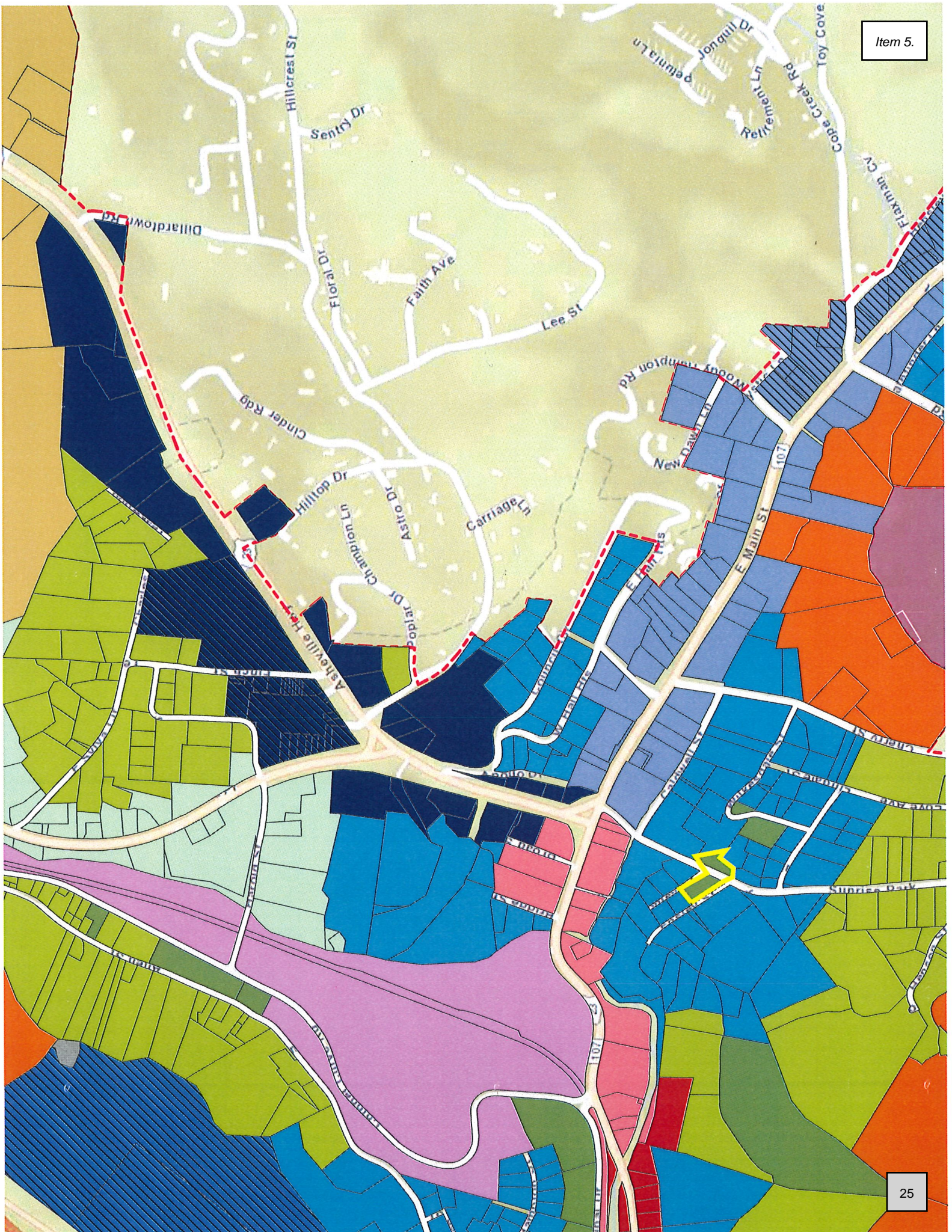
Application Response:

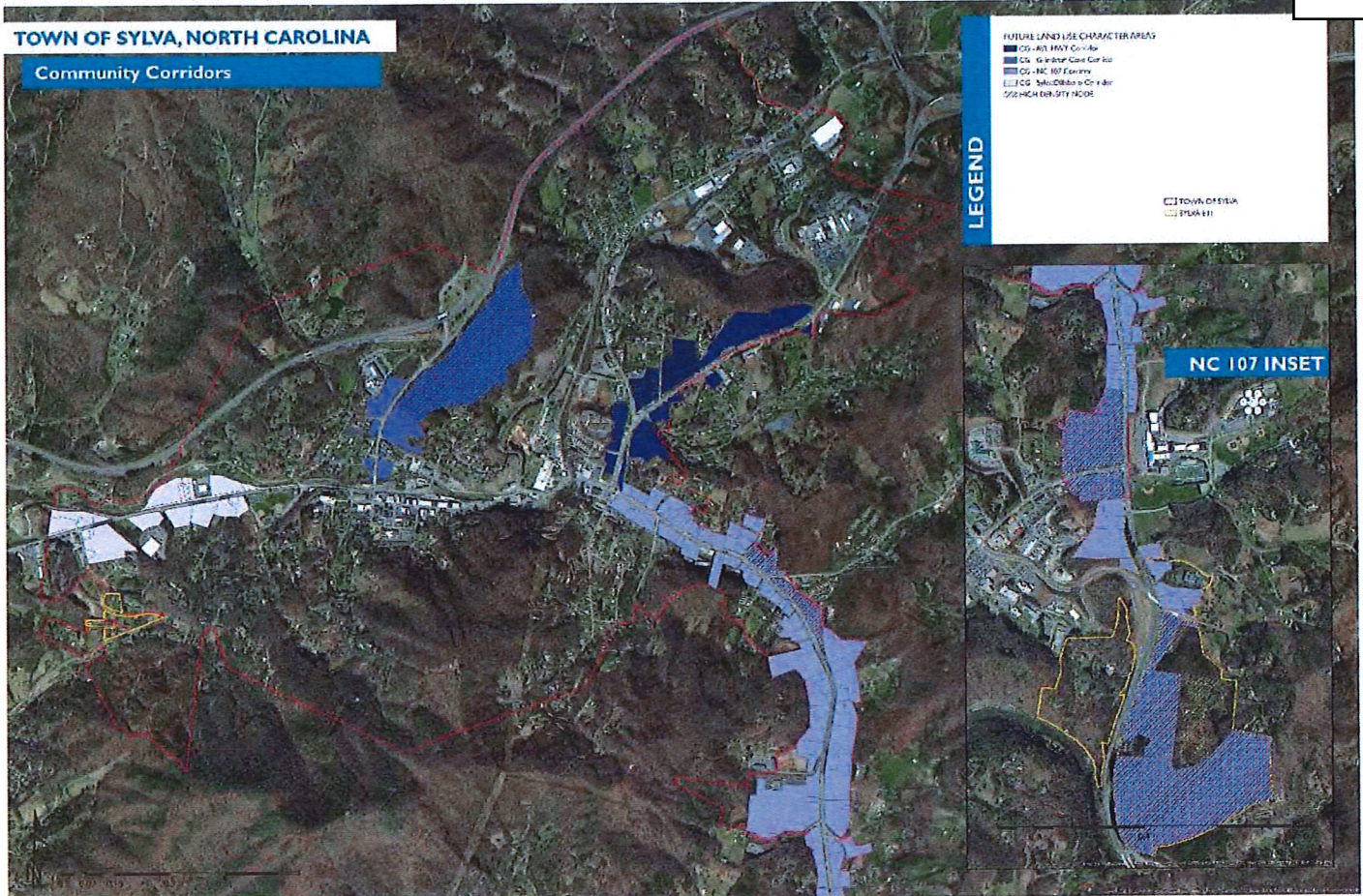
The applicant is requesting that the existing Town of Sylva Zoning Map be amended to designate this property (58.60 acres total) to the ETJ-I District.

Staff Findings:

The requested map amendment would not constitute “spot zoning” as the request is consistent with the Town’s adopted 2040 Land Use Plan.

The Town’s adopted Land Use Plan for 2040 establishes that this property 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.





Community Corridors

The intent of the Community Corridor character areas is to create an authentic “Sylva Look and Feel” for the town’s entryways. Community Corridors will be the town’s “workhorse” corridors – connecting commercial areas to residential neighborhoods while providing a major transportation link between job centers and areas outside of Sylva. The key to success is redevelopment that incorporates a mix of land uses in compact development patterns, links downtown and neighborhoods, and provides additional housing options, neighborhood amenities, and job opportunities. With some exceptions, the form the uses take is more important than land use. The corridors also include high-density nodes which are the points along the corridors that are most appropriate for high density mixed-use development.

Encouraged Land Uses:

- Mixed use buildings and mixed-use projects (including residential, office and ground-floor retail/commercial)
- Institutional uses
- Commercial uses (see the list of Generator types in the Existing Land Use section)
 - Neighborhood commercial: retail, office, or personal services intended to serve surrounding neighborhoods, consume are 4-5 acres of land, should be walkable from nearby residential neighborhoods
 - Community commercial: Commercial uses with 125,000 to 400,000 leasable square feet, often with one or more anchor tenants, commercial uses serve a large portion of the community; focus on multimodal access
- Light industrial & Office / Business centers: with the right development standards in place, light industrial uses can be appropriate along the community corridors, particularly where the corridors are further away from Downtown Sylva.
- Community services
- Civic and educational uses that support community residents



May 15, 2025

TOWN OF SYLVA PLANNING BOARD

Statement of Consistency pursuant to G.S. 160D


Re: Proposed zoning map amendment from General Business (GB) to Institutional (I) for parcel identified by PIN# 7640-85-7027.

The Town of Sylva Planning Board has found the zoning map amendment to parcel identified by PIN# 7640-85-7027 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, Chairman



June 12, 2025

TOWN OF SYLVA BOARD OF COMMISSIONERS

Statement of Consistency pursuant to G.S. 160D

Re: Proposed zoning map amendment from General Business (GB) to Institutional (I) for parcel identified by PIN# 7640-85-7027.

The Town of Sylva Board of Commissioners has found the zoning map amendment to parcel identified by PIN# 7640-85-7027 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: _____

Johnny Phillips, Mayor

THE TOWN OF SYLVA
FY 2025-2026
BUDGET ORDINANCE

BE IT ORDAINED by the Board of Commissioners of the Town of Sylva, North Carolina:

Section 1. The following amounts are hereby appropriated in the General Operating Budget for the operation of the town government and its activities for the fiscal year beginning **July 1, 2025** and ending **June 30, 2026** in accordance with the chart of accounts heretofore established for this town.

Mayor/Board	41,400
Administration	536,780
Highway Patrol Electric	1,000
Tax Collection Fees	8,000
Main Street Program	161,385
Professional Services	80,885
Police Department	2,012,436
Street Department	683,300
Powell Bill Department	82,000
Street Lights	161,600
Planning/Land use Department	26,300
Sanitation Department	460,323
Facilities Maintenance	64,200
Cemetery Department	26,000
Non-Departmental	156,557
Grants	40,000
Transfer In Capital Reserve Fund	60,000
<u>Miscellaneous Appropriations</u>	<u>759,236</u>
Total Expenses	\$5,361,402

Section 2. It is estimated that the following revenues will be available in the General Operating Budget for the fiscal year beginning **July 1, 2025** and ending **June 30, 2026**.

Current Year's Property Tax	2,581,280
Prior Year's Property Tax	20,000
Interest on Taxes	10,600
Tax Advertising Penalties	800
Scrap Metal	500
Food Truck Permit	1,000
ABC License /Itinerant Merchant	1,200
Vehicle Taxes	101,000
Interest on Investments	85,500
Sale of Recycling Bins	500
Street Sweeping	1,200
Main Street Program	43,195
K-9 Donations	0
Sales of Telecommunication	21,600
Excise Tax on Natural Gas	8,000
Local Video Programming	9,000
Franchise Tax on Power	311,000

Sales Tax Art 40	225,000
Sales Tax Article 42	235,000
Sales Tax Article 39	450,000
Solid Waste Disposal	2,000
Hold Harmless	198,000
Wine and Beer	11,500
Powell Bill	82,000
JC Economic Development	100,000
ABC Revenue	435,000
New Business Permitting	3,000
Police Department Fines and Fees	5,000
Conditional Use/Appeals	1,000
Sales Tax Refund	18,025
Grants	40,000
Sale of Assets	37,000
Vending Machine Revenue	1,000
Miscellaneous Revenue	0
Fund Balance Rollover	259,502
Fund Balance (Powell Bill)	0
Fund Balance Appropriation	0
Transfer In Capital Reserve Fund	60,000
<u>Substance Tax/Equitable Sharing</u>	<u>2,000</u>
Total Revenues	\$5,361,402

Section 3. The following amounts are hereby appropriated in the Recreation **Fund 13** for the Fiscal Year beginning **July 1, 2025** and ending **June 30, 2026**.

Personnel Expense	35,300
Operating Expenses	48,512
<u>Pool Expense</u>	<u>51,800</u>
Total Expenses	\$135,612

Section 4: It is estimated that the following revenues will be available in Recreation **Fund 13** for the Fiscal Year beginning **July 1, 2025** and ending **June 30, 2026**.

Interest	8,000
Park Rental/Food Vendor	6,000
Local Government Reimbursement	0
<u>Transfer from General Fund</u>	<u>121,612</u>
Total Revenues	\$135,612

Section 5. The following amounts are hereby appropriated in the Separation Allowance **Fund 14** for the Fiscal Year beginning **July 1, 2025** and ending **June 30, 2026**.

Payroll – Separation Allowance	38,600
<u>Fund Balance Contribution</u>	<u>11,400</u>
Total Expenses	\$50,000

Section 6. It is estimated that the following revenues will be available in Separation Allowance **Fund 14** for the Fiscal Year beginning **July 1, 2025** and ending **June 30, 2026**.

<u>Transfer from General Fund</u>	<u>50,000</u>
Total Revenues	\$50,000

Section 7. The following amounts are hereby appropriated in the Revolving Loan **Fund 15** for the Fiscal Year beginning **July 1, 2025** and ending **June 30, 2026**.

<u>RLF Expenses</u>	<u>6,000</u>
Total Expenses	\$6,000

Section 8. It is estimated that the following revenues will be available in the Revolving Loan **Fund 15** for the Fiscal Year beginning **July 1, 2025** and ending **June 30, 2026**.

<u>Fund Balance Appropriation</u>	<u>6,000</u>
Total Revenues	\$6,000

Section 9. The following amounts are hereby appropriated in the Fire Department **Fund 19** for the Fiscal Year beginning **July 1, 2025** and ending **June 30, 2026**.

Operating Expense	462,295
Personnel Expense	1,021,068
Debt	0
<u>Capital</u>	<u>566,150</u>
Total Expense	\$2,049,513

Section 10. It is estimated that the following revenues will be available in the Fire Department **Fund 19** for the Fiscal Year beginning **July 1, 2025** and ending **June 30, 2026**.

Fund Balance Rollover	566,150
Sylva Contribution	202,624
Dillsboro Contribution	20,697
Webster Contribution	20,538
Jackson County Contribution	1,222,004
Sales Tax Refund	10,000
<u>Miscellaneous Revenue</u>	<u>7,500</u>
Total Revenues	\$2,049,513

Section 11. The following amounts are hereby appropriated in the Fire Department Capital Reserve **Fund 20** for the Fiscal Year beginning **July 1, 2025** and ending **June 30, 2026**.

<u>Transfer to Fire Department GF</u>	<u>0</u>
	\$0
Total Expenses	

Section 12. It is estimated that the following revenues will be available in the Fire Department Capital Reserve **Fund 20** for the Fiscal Year beginning **July 1, 2025** and ending **June 30, 2026**.

FD Capital Reserve Fund – Fund Balance Approp.	<u>0</u>
Total Revenues	\$0

Section 13. The following amounts are hereby appropriated in the General Fund Capital Reserve **Fund 21** for the Fiscal Year beginning **July 1, 2025** and ending **June 30, 2026**.

<u>Transfer to General Fund</u>	<u>60,000</u>
Total Expenses	\$60,000

Section 14. It is estimated that the following revenues will be available in the General Fund Capital Reserve **Fund 21** for the Fiscal Year beginning **July 1, 2025** and ending **June 30, 2026**.

<u>Fund Balance Appropriation</u>	<u>60,000</u>
Total Revenues	\$60,000

Section 15. The following amounts are hereby appropriated in the Public Art **Fund 23** for the Fiscal Year beginning **July 1, 2025** and ending **June 30, 2026**.

<u>Public Art Fund Expenditures</u>	<u>2,000</u>
Total Expenses	\$2,000

Section 16. It is estimated that the following revenues will be available in the Public Art **Fund 23** for the Fiscal Year beginning **July 1, 2025** and ending **June 30, 2026**.

<u>Public Art Fund Balance Appropriation</u>	<u>2,000</u>
Total Revenues	\$2,000

Section 17. The following amounts are hereby appropriated in the Fisher Creek **Fund 24** for the Fiscal Year beginning **July 1, 2025** and ending **June 30, 2026**.

Grant/Match	132,900
Professional Services	28,959
<u>Maintenance</u>	<u>119,312</u>
Total Expenses	\$281,171

Section 18. It is estimated that the following revenues will be available in Fisher Creek **Fund 24** for the Fiscal Year beginning **July 1, 2025** and ending **June 30, 2026**.

Interest	93,400
Grant	92,000
<u>FC Fund Balance Appropriation</u>	<u>95,771</u>
Total Revenues	\$281,171

Section 19. The following amounts are hereby appropriated in the Retirement Department **Fund 25** for the Fiscal Year beginning **July 1, 2025** and ending **June 30, 2026**.

Retiree Insurance	95,334
<u>Fund Balance Contribution</u>	<u>0</u>
Total Expenses	\$95,334

Section 20. It is estimated that the following revenues will be available in Retirement Department **Fund 25** for the Fiscal Year beginning **July 1, 2025** and ending **June 30, 2026**.

Fund Balance Appropriation	95,334
<u>Revenue from General Fund</u>	<u>0</u>
Total Revenues	\$95,334

Section 21. The following amounts are hereby appropriated in the Sidewalk Special Revenue **Fund 27** for the Fiscal Year beginning **July 1, 2025** and ending **June 30, 2026**.

Interest	0
<u>Sidewalk Expense</u>	<u>300,000</u>
Total Expenses	\$300,000

Section 22. It is estimated that the following revenues will be available in Sidewalk Special Revenue **Fund 27** for the Fiscal Year beginning **July 1, 2025** and ending **June 30, 2026**.

<u>Fund Balance Appropriation</u>	<u>300,000</u>
Total Revenues	\$300,000

Section 23. There is hereby levied a tax at the **rate of forty-five cents (.45)** per one hundred dollars (\$100) valuation of property as listed for taxes as of **January 1, 2025** for the purpose of raising the revenue listed as “Current Year’s Property Taxes” in the General Fund in Section 2 of this Ordinance. This is based on a total estimated valuation of property for the purposes of taxation of **586,041,892** with an estimated rate of collection of **97.88%**. The revenue listed as “Vehicle Taxes” in the General Fund in Section 2 of this Ordinance is based on a total estimated valuation of property of **21,111,111** with an estimated rate of collection of **100%**.

Section 24. The capitalization threshold for 2025-2026 is **\$5,000** for all capital asset classes.

Section 25. The Town Manager is hereby authorized to transfer appropriations within a fund as contained herein under the following conditions:

- a. Amounts between objects of expenditures within a department may be transferred without limitations and without report being given.
- b. Amounts up to **\$2,000** dollars may be transferred between departments with an official report on such transfers on the next consent agenda.

Section 26. The Finance Officer is hereby directed to invest all idle funds only in the North Carolina Capital Management Trust and fully insured FDIC demand deposit accounts in the bank of record for the Town of Sylva. Obligations of the U.S. Government, such as Treasury Bill, Bonds, and Notes, time deposits with any financially sound bank or savings institution whose principal office is in North Carolina; A-1, P-1, domestic commercial paper may be utilized only with approval of the Town Board.

Section 27. Pursuant to NC General Statue 159-11(e) following the 2025 revaluation of real property, the revenue neutral rate adjusted for growth is .4020.

ADOPTED THIS THE 12th DAY OF JUNE 2025.

Johnny Phillips, Mayor

ATTEST: _____
Amanda Murajda, Town Clerk

Town of Sylva

Proposed Fee Schedule FY 2025-2026

Planning and Code Enforcement Permits and Fees:

RESIDENTIAL

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

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

New Business Permitting	\$200.00
(New commercial business, professional service, and nonprofit)	
Itinerant Merchant License	\$100.00
(less than 6 months)	
Food Truck (6 months)	\$100.00
Peddler's License	\$25.00
(less than 30 minutes in a 24-hour period)	

NON-RESIDENTIAL USES: (Collected by Jackson County)

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

OVERLAY DISTRICTS

Planned Unit Development (PUD) & Mobile Home Parks	In Addition to CUP fee	
Class 1 (2-11 Units)	\$150.00	
Class 2 (12-24 Units)	\$250.00	
Class 3 (25+ Units)	\$400.00	+\$25.00 per home above 2

SUBDIVISION PLAT

Minor Subdivision	\$50.00	+\$20.00 per lot
-------------------	---------	------------------

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

Recreation Fees:

POTEET PARK AND BRYSON PARK RENTAL		
Town Residents	\$25.00	Per two hours
Non-Town Residents	\$50.00	Per two hours
BRIDGE PARK PAVILION RENTAL		
Town Residents	Two Hours	\$30.00
	Four Hours	\$50.00
	Eight Hours	\$100.00
	Alcohol (+ Cost of Officers)	\$50.00

Non-Town Residents	Two Hours	\$50.00
	Four Hours	\$75.00
	Eight Hours	\$125.00
	Alcohol (+ Cost of Officers)	\$50.00

PUBLIC WORKS MISCELLANEOUS:

STREET/SIDEWALK CUT PERMIT

Streets	\$75.00
Sidewalks	\$100.00

DRIVEWAY ACCESS PERMIT

Residential	\$25.00
Non-Residential	\$100.00

HAZARD ABATEMENT

All	\$200.00
-----	----------

RECYCLING BINS

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

PUBLIC WORKS COST BASIS FOR EQUIPMENT AND MANPOWER:

LABOR CHARGE (PER HOUR):

During Normal Work Hours	\$37.00 per person
After Normal Work Hours	\$56.00 per person

EQUIPMENT CHARGE (PER HOUR):

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

POLICE DEPARTMENT COST BASIS FOR MANPOWER

LABOR CHARGE PER HOUR:

During Normal Work Hours	\$44.00
After Normal Work Hours	\$66.00

PARKING FINES AND FEES:

Parking in Handicapped Space	\$150.00
Parking in Fire Lane	\$50.00
Downtown Employee (B-1/DTB)	\$50.00

Handicapped Plaque Not Displayed	\$25.00
Parking in Loading Zone	\$25.00
Parking Across Line	\$25.00
Parking in Roadway (Posted)	\$25.00
Parking in Restricted Area	\$15.00
Double Parking	\$15.00
Parking in Prohibited Area	\$15.00
Parking too Close to Intersection	\$15.00
Parking in Wrong Direction	\$15.00
Parking in Alley Way	\$15.00
Improper Parking	\$15.00
Parking in No Parking Zone	\$15.00
Parking Too Close to Fire Hydrant	\$15.00
Dumpster in Parking Area	\$50.00

FIRE DEPARTMENT COST BASIS FOR MANPOWER

LABOR CHARGE PER HOUR:

During Normal Work Hours	\$28.00
After Normal Work Hours	\$41.00

ADMINISTRATIVE MISCELLANEOUS:

ZONING ORDINANCE COPIES

Hard Copy	\$20.00
Internet Copy	Free

CODE OF ORDINANCES (Municipal Code Corporation)

Internet Copy	Free
---------------	------

GENERAL

Copies	\$0.10 Per Sheet
--------	------------------

Adopted this the 12th day of June 2025.

Johnny Phillips, Mayor

Amanda Murajda, Town Clerk

An Ordinance to Amend Chapter 22 Licenses and Business Regulations

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

ARTICLE I. IN GENERAL

Sec. 22-1. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Business includes each trade, occupation, profession, business, and franchise or other activity engaged in by any person for gain, profit, benefit or advantage, taxed under this chapter.

Fiscal year means the period beginning with August 1 and ending on July 31.

Permittee means a person who has registered their business and paid any fees, if applicable, required by this chapter and obtained a business registration permit.

Person includes any individual, trustee, executor, other fiduciary, corporation, unincorporated association, partnership, sole proprietorship, company, firm, or other legal entity.

Seasonal business means a business which is conducted for profit six months out of the year or less.

Tax collector means the designated individual in the town who is charged with the responsibility of administering this chapter. The board of commissioners charges the tax collector to collect these taxes by all lawful means necessary as pursuant to G.S. 105-350.

(Code 2013, § 22-1; Ord. of 8-20-2015)

Sec. 22-2. Application of article.

The provisions of this article shall apply to all businesses within the Town of Sylva.

(Code 2013, § 22-2; Ord. of 8-20-2015)

Sec. 22-3. Application of other provisions.

All permits provided for by this article shall be granted subject to any other applicable town ordinances, or state or federal law.

(Code 2013, § 22-3; Ord. of 8-20-2015)

Sec. 22-4. Exemptions.

All businesses are required to submit an application in accordance with Section 22-7 of this article for zoning and inspection compliance. This article shall apply to all businesses operating in the Town of Sylva.

Sec. 22-5. Continuing authority of town board.

Nothing contained within this article shall be construed to prevent the town board from imposing from time to time any license taxes allowed by law as are not specifically herein defined or required, nor from prohibiting or regulating any business or acts licensed hereunder.

(Code 2013, § 22-5; Ord. of 8-20-2015)

Sec. 22-6. Permit prerequisite to conduct business.

It shall be unlawful for any person to engage in any business or profession without first having secured the required business registration permit and paid the zoning and inspection fee set forth in the fee schedule under New Business Permitting.

(Code 2013, § 22-6; Ord. of 8-20-2015)

Sec. 22-7. Application to be made.

Except as otherwise provided by this article, every business located within the city shall make application in writing to the tax collector, or designee, for the permit required by this article. The application shall be upon a form provided by the town and shall be filled out and signed by the applicant or an agent of the applicant. All information requested on the application shall be provided.

(Code 2013, § 22-7; Ord. of 8-20-2015)

Sec. 22-8. Standards for granting permit.

Before issuing any permit, the official charged with consideration of such applications shall be satisfied that the applicant has completed the necessary zoning certificate, occupancy use certificate, fire inspection, or other applicable inspections. No permit shall be issued if the applicant has failed or refused to complete the application form and all required parts thereof; failed to complete the required inspections including occupancy use, zoning, and fire inspections; or has failed to pay the required permit fee as set by the town board.

(Code 2013, § 22-8; Ord. of 8-20-2015)

Sec. 22-9. Issuance of permit.

Provided the applicant has duly completed the application form and paid the required inspection and permit fee and has met all the requirements of this article, the tax collector, or designee, shall issue to the applicant a permit prepared by the town. The permit shall show on its face the name of the licensee, the nature of the business, the location of the business (if it has a fixed location).

(Code 2013, § 22-9; Ord. of 8-20-2015)

Sec. 22-10. Assignment of permit.

A business registration permit shall not be reassigned or transferable. If a business is sold or changed, the new owner must report the change of ownership or business classification and a new permit will be issued upon completion of a new registration permit and payment of the fee. If any information on the form is changed during the year, the town must be notified within ten days.

(Code 2013, § 22-10; Ord. of 8-20-2015)

Sec. 22-11. Separate businesses; separate locations.

Every person engaged in more than one line of business, or having more than one place of business (even if the same type or line), shall secure a separate permit for each separate line of business or business location and shall pay a separate application fee for each permit.

(Code 2013, § 22-11; Ord. of 8-20-2015)

Sec. 22-12. Display of permit.

Every permit issued under this article shall be kept prominently displayed at the place of business of the permittee named therein; or, if such permittee has no fixed place of business, the permit shall be kept wherever such business is being operated and in a place where it can be seen by any town official desiring to inspect the same.

(Code 2013, § 22-12; Ord. of 8-20-2015)

Sec. 22-13. Enforcement.

- (a) *Criminal remedies.* Conducting business within the town without having paid the **inspection and permit fee** imposed by this article, or without a valid permit issued in accordance with this article, or without posting a permit in compliance with section 22-12 is a misdemeanor punishable as provided in G.S. 14-4. Each day that a person conducts business in violation of this article is a separate offense as provided in G.S. 105-235 and G.S. 160A-175(g). Payment of a fine imposed in criminal proceedings in accordance with this section does not relieve a person of the liability for taxes imposed under this article.
- (b) *Equitable remedies.* In addition to the criminal remedies set forth in subsection (a) of this section and in compliance with G.S. 160A-175(d), the town may seek an injunction against any person who conducts a business in violation of this article.

(Code 2013, § 22-13; Ord. of 8-20-2015)

Sec. 22-14. License and permit fee schedule.

The fee required of every applicant for any business conducted or engaged in within the city as required by section 22-6 shall be as set forth in and made a part of the schedule of fees and charges, **New Business Permitting**, adopted by the town board in connection with the town's annual budget, as amended from time to time.

(Code 2013, § 22-14; Ord. of 8-20-2015)

Sec. 22-15. Tax schedules.

- (a) *Schedule A: privilege tax statutory categories (G.S. 160A-211).* Privilege license taxes are limited under state law. Listed below are classifications of business activities governed within the state revenue laws, pursuant to G.S. 160A-211. Businesses conducting these activities are taxed under this schedule in addition to all other applicable taxes and fees:

- (1) Alcohol licenses, from May 1 to April 30, not prorated.

- a. On-premises beer\$15.00
- b. Off-premises beer\$5.00
- c. Wholesale beer\$37.50
- d. On-premises wine\$15.00
- e. Off-premises wine\$10.00
- f. Wholesale wine\$37.50

- (2) Itinerant merchant (payable only by cash, debit or credit card, or money order) \$100.00

An individual, other than an established retail merchant in county, who transports goods to a building, vacant lot, alley or other location and offers the goods for sale at retail, for less than six consecutive months.

- 1. Food trucks (general). See section section 5.5 of the town's zoning and subdivisions ordinance.

2. Food trucks (daily fee using town owned parking)\$25.00

(3) Peddlers\$25.00

Person who travels from place to place with inventory and offers for sale at retail the actual inventory, occupying no space for more than 30 minutes during any 24-hour period. Each peddler must comply with any restrictions of the town and state regulations.

1. Farmers selling their own produce (must apply for grower's certification)Exempt

2. Taxicabs (must comply with any restrictions of the town and state regulations)\$15.00

(b) *Schedule B: Privilege license taxes limited by town ordinance.* Business categories in this schedule are specifically taxed. Businesses conducting these activities are taxed under this schedule in addition to all other applicable taxes and fees:

(1) Precious metal dealers as defined in G.S. 66-165\$100.00

(c) *Schedule D.*

FOR OFFICIAL USE ONLY

DATE ISSUED: _____ FEE: _____

ZONING CERTIFICATE NUMBER: _____

SCHEDULE D

Tenant unit means that the persons living in the manufactured home are the owners of the manufactured home and rents or leases a manufactured home lot/site. Please list below all tenant unit owners name, address and lot number.

Lot #: _____

Name: _____

Address/Phone #: _____

Permit #: _____

(Code 2013, § 22-15; Ord. of 8-20-2015; Ord. of 7-13-2017(2); Ord. of 2-13-2020(1))

Secs. 22-16—22-33. Reserved.

Johnny Phillips, Mayor

ATTEST:

Approved as to form:

Amanda W. Murajda, Town Clerk

Town Attorney

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

BRIDGE PARK PAVILION/OUTDOOR SPECIAL EVENT PERMIT APPLICATION

EVENT Date 6/28/25

Today's Date 6/5/25

Name of Organization SMHS Class of 2005 Phone# 828-399-9149

Primary Organizer Contact:

Name Emily Buchanan Event Day Phone# 828-399-9149

Address 250 Big Sky Drive Sylva, NC 28779

Email Address ebuchanan@jcpsmail.org

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: Class Reunion

Name of Event SMHS Class of 2005 20th Reunion

Mission/Purpose of Event 20th Year Class Reunion Estimated # Attending _____
(determines if police presence will be required at the applicant's expense)

Event Time(s) Opening 5:00 AM/PM PM - Closing 8:00 AM/PM PM

Set-up Date(s) 6/28/25 Set-up Time(s) 3:00 AM/PM PM -- 5:00 AM/PM PM

Primary On-Site Contact Emily Buchanan Mobile Phone# 828-399-9149

Describe Event 20th year class reunion. We plan on having food and a DJ.

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

Tables for food, DJ setup, people will bring their own chairs

Will streets/sidewalks need to be closed? Yes ☐ No ☒

Will any vehicles/trailers be located in non-parking areas? Yes ☐ No ☒

Are sales by private vendors being planned? Yes ☐ No ☒ IF YES, how many? _____

Will tents or canopies be used at the event? Yes ☒ No ☐ ~~Partially~~

Will banners or signs be used outside the event area? Yes ☐ No ☒

Does your event require electricity? Yes ☒ No ☐

Will sound amplification be used? Yes ☒ No ☐

Will there be any cooking with grease? Yes ☐ No ☒

Will private grills be in use for food preparation? Yes ☐ No ☒

Will additional trash receptacles be used? Yes ☐ No ☒

Will the event be publicized? Yes ☐ No ☒

Do you want to request town approval to serve alcohol? Yes ☒ No ☐

What type of alcohol do you intend to serve? Beer, wine, cider By Whom? Balsam Falls
 (If YES, attach a copy of the permit holder's NC Off-Premise license to sell alcohol and certificate of liability insurance coverage at a level of \$1,000,000, listing the Town of Sylva for the day of the event.)

****ALCOHOL USE IS STRICTLY PROHIBITED ON PROPERTY OWNED OR OCCUPIED BY THE TOWN OF SYLVA** - ORDINANCE: ARTICLE I SEC 4-2 UNLESS APPROVED BY THE TOWN BOARD. DO NOT publicize your event until you have been granted approval.**

INITIAL FOR ACKNOWLEDGEMENT EB

If the date and/or location requested is not available, or if the requested location is not an appropriate site to conduct your proposed event, the department will contact you and an alternate location will suggested if available. Your confirmation will be in the form of a permit, issued to the organization and/or person responsible for planning the event. Do not publicize your event until preliminary approval has been confirmed by the Town of Sylva. The submission of an Outdoor Special Event Permit Application is NOT approval to hold an event.

Confetti is strictly prohibited.

List of Fees:***NOTE: All fees must be paid before the reservation is approved.**Park Reservation Fees

- ___ \$30.00 for two hours (Town Residents)
- ___ \$50.00 for two hours (non-Town Residents)
- ___ \$50.00 for four hours (Town Residents)
- ✓ ___ \$75.00 for four hours (non-Town Residents)
- ___ \$100.00 for eight hours (Town Residents)
- ___ \$125.00 for eight hours (non-Town Residents)

Vendor Fees

- ___ \$100 for up to 30 tent/table vendors
- ___ \$75 for up to six food vendors. Please List:
- _____
- _____

✓ ___ \$25 for each alcohol vendor, Qty: 1

\$ 125 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 Emily Buchanan

Signature Emily Buchanan Date 6/5/25

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.



BALSAL-01

HW Item 10.

DATE (MM/DD/YYYY)
3/5/2025

CERTIFICATE OF LIABILITY INSURANCE

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).

PRODUCER Chappell, Smith & Associates 1006 Meryllinger Court PO Box 681209 Franklin, TN 37067	CONTACT NAME: Hope Wright		
	PHONE (A/C, No, Ext): (615) 786-9442	FAX (A/C, No): (615) 435-8330	
	E-MAIL ADDRESS: hwright@chappellsmith.com		
INSURED Balsam Falls Brewing Company, LLC 506 W Main Street Sylva, NC 28779	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Harford Mutual Insurance Co.		14141
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

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 checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			MP11280118	3/1/2025	3/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 LIQUOR LIABILITY \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			MP11280118	3/1/2025	3/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 100,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			CU112811610	3/1/2025	3/1/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
A	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	WC11281177	3/1/2025	3/1/2026	<input checked="" 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
A	Property			MP11280118	3/1/2025	3/1/2026	Ded \$1,000 900,000

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



Balsam Falls Brewing Company LLC
Balsam Falls Brewing Company
506 West Main Street
Sylva, NC 28779

ISSUED: 09/13/2022
COUNTY: Jackson
TYPE: LLC Manager Managed

PERMIT NUMBER	ORIGINALLY ISSUED	DESCRIPTION
00256653BM	09/24/2018	Brewery
00256653UW	09/11/2022	Unfortified Winery
00256653BW	09/24/2018	Malt Beverage Wholesaler
00256653WW	09/11/2022	Wine Wholesaler
00256653WE	09/11/2022	Winery Special Event
00256653DG	09/24/2018	Malt Beverage Special Event



FILE NUMBER:

00256653CM-999

Pursuant to G.S. 18B-903, these permit(s) are valid only for the business listed at this address, are not transferable, and will automatically expire with an ownership change. See authorization(s) on the **back**.

WILLIAM HENRY BAUER, JR.
Chairman

<p>North Carolina Alcoholic Beverage Control Commission 400 East Tryon Road, Raleigh, NC 27610 • p: (919) 779-0700 • f: (919) 662-3583 • https://abc.nc.gov</p> <p>FILE NUMBER: 00256653CM-999</p> <p>Permit Authorization</p> <p>The named entity is authorized by this permit to</p> <ul style="list-style-type: none">• MANUFACTURE MALT BEVERAGES• MANUFACTURE UNFORTIFIED WINE• RECEIVE, TRANSPORT AND SELL AT WHOLESALE, APPROVED MALT BEVERAGE• RECEIVE, TRANSPORT AND SELL AT WHOLESALE, APPROVED UNFORTIFIED AND FORTIFIED WINE• CONDUCT TASTINGS AND SALES AT WINERY SPECIAL EVENTS• CONDUCT TASTINGS AND SALES AT MALT BEVERAGE SPECIAL EVENTS <p>on the named premises as set forth in Chapter 18B of the General Statutes and the related rules promulgated by the Alcoholic Beverage Control Commission. This permit is subject to revocation, suspension or cancellation.</p> <p>Permit Instructions</p> <ul style="list-style-type: none">• If cancelling a single permit please notify the ABC Commission via the contact information above.• If the business has closed please return this permit to the ABC Commission at the address above.• KEEP THE OTHER SIDE OF THIS PERMIT PROMINENTLY POSTED AT ALL TIMES. THIS PERMIT WILL REPLACE ANY/ALL PREVIOUSLY ISSUED PERMITS.

Resolution of Support for Jackson County's Continued Participation in the Fontana Regional Library System

WHEREAS, the Town of Sylva recognizes the fundamental importance of accessible library services to the intellectual, cultural, and social well-being of its citizens and the broader community; and

WHEREAS, the Fontana Regional Library system, comprising Jackson, Macon, and Swain Counties, has for many years provided a robust and comprehensive network of library resources, programs, and services to the residents of Jackson County, including those residing within the Town of Sylva; and

WHEREAS, these services include, but are not limited to, access to a vast collection of books, periodicals, and digital media; interlibrary loan capabilities; public computer access and internet services; educational and literacy programs for all ages; early childhood literacy initiatives; and community meeting spaces; and

WHEREAS, the continued participation of Jackson County in the Fontana Regional Library system is deemed essential for maintaining a high quality of life for all its citizens by fostering lifelong learning, promoting civic engagement, and providing vital informational resources; and

WHEREAS, the Town of Sylva is particularly committed to ensuring educational equity for all children and adults in Jackson County, recognizing that access to a well-resourced and professionally managed library system is critical for supporting their academic success, fostering a love of reading, and bridging potential achievement gaps; and

WHEREAS, withdrawal from the Fontana Regional Library system would likely result in diminished resources, reduced programming, increased operational costs for a standalone system, and potentially limit the scope and quality of library services available to Jackson County residents, thereby negatively impacting the educational opportunities and quality of life for its citizens; and

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

- The Town of Sylva strongly supports Jackson County's continued and full participation in the Fontana Regional Library system.
- The Town of Sylva deems the Fontana Regional Library system to be an essential component of the quality of life for its citizens and a critical resource for ensuring educational equity for all children in Jackson County.
- The Town of Sylva urges the Jackson County Board of Commissioners to maintain its commitment to the Fontana Regional Library system and to take all necessary steps to ensure its continued strength and vitality.

Adopted this the 12th day of June, 2025

Johnny Phillips, Mayor
Town of Sylva

Attest:

Amanda W. Murajda, Town Clerk
Town of Sylva