

**TOWN OF SYLVA BOARD OF COMMISSIONERS
PROPOSED AGENDA
REGULAR BOARD MEETING OF THURSDAY, AUGUST 22, 2019**

83 Allen Street
Sylva, North Carolina

9:00 A.M.

CALL TO ORDER

APPROVAL OF AGENDA

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

PUBLIC COMMENTS

REPORTS

Mayor's Report
Commissioner's Report
Manager's Report
Public Works Department
Police Department
Planning Board Report
TWSA Board Report

NEW BUSINESS

1. Expression of Appreciation—Plaque Presentation
2. Resolutions for Event Street Closures
 - a. Walk for Hope—October 5, 2019
 - b. Fire Prevention—October 5, 2019
 - c. WCU Homecoming Parade—October 25, 2019
 - d. Veterans Day Parade—November 10, 2019
 - e. Treat Street—October 31, 2019
 - f. Christmas Parade—December 1, 2019
 - g. Greening Up the Mountains—April 25, 2020
3. Petition for Annexation—Certification of Sufficiency
4. Resolution Fixing the Date of Public Hearing for Satellite Annexation

ADJOURNMENT

State of North Carolina
Town of Sylva

**RESOLUTION TO REQUEST A FESTIVAL PERMIT
FOR WALK FOR HOPE
IN SYLVA, NORTH CAROLINA**

WHEREAS, the Town of Sylva Board of Commissioners has received a request from the Sylva Police Department requesting the Board undertake the formal steps necessary for the citizens of Sylva, North Carolina to conduct a celebration in the downtown area on Main Street (NC 107/US 23 BUS.), on Saturday, October 5, 2019, from 9:00 A.M. to 11:00 A.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, October 5, 2019, from 9:00 A.M. to 11:00 A.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 celebration 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 5, 2019

Time: 9:00 a.m. – 11:00 a.m.

Route Description: The celebration will take place in the downtown area of Main Street. Main Street will be closed from 9:00 a.m. to 11:00 a.m. for the celebration. Traffic will be routed along Old Dillsboro Road to Grindstaff Cove Road to Municipal Drive back to Main Street.

Adopted this the 22nd day of August 2019.

Lynda Sossamon, Mayor
Town of Sylva

Amanda W. Murajda, Town Clerk
Town of Sylva

State of North Carolina
Town of Sylva

**RESOLUTION TO REQUEST A FESTIVAL PERMIT
FOR FIRE PREVENTION WEEK
IN SYLVA, NORTH CAROLINA**

WHEREAS, the Town of Sylva Board of Commissioners has received a request from the Jackson County Fire Marshal requesting the Board undertake the formal steps necessary for the citizens of Sylva, North Carolina to conduct a celebration in the downtown area on Main Street (NC 107/US 23 BUS.), on Saturday, October 5, 2019, from 12:00 P.M. to 1:00 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 celebration to be held in Sylva, North Carolina on Saturday, October 5, 2019, from 12:00 P.M. to 1:00 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 celebration 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 5, 2019

Time: 12:00 p.m. – 1:00 p.m.

Route Description: The celebration will take place in the downtown area of Main Street. Main Street will be closed from 12:00 p.m. to 1:00 p.m. for the celebration. Traffic will be routed along Old Dillsboro Road to Grindstaff Cove Road to Municipal Drive back to Main Street.

Adopted this the 22nd day of August 2019.

Lynda Sossamon, Mayor
Town of Sylva

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, October 25, 2019, at 6:15 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, October 25, 2019, at 6:15 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 25, 2019

Time: 6:15 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 22nd day of August 2019.

Lynda Sossamon, Mayor
Town of Sylva

Amanda W. Murajda, Town Clerk
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 Association of Sylva 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 Thursday, October 31, 2019, 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 Thursday, October 31, 2019, 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, 2019

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.

Chipper Curve Road from the intersection of Harold Street to the intersection of Municipal Drive 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 of Main Street 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 22nd day of August 2019.

Lynda Sossamon, Mayor
Town of Sylva

Amanda W. Murajda, Town Clerk
Town of Sylva

State of North Carolina
Town of Sylva

**RESOLUTION TO REQUEST A PARADE PERMIT
FOR A VETERAN'S DAY PARADE IN SYLVA, NORTH CAROLINA**

WHEREAS, the Town of Sylva Board of Commissioners has received a request from the Jackson County Veterans Office 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, November 10, 2019, 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, November 10, 2019, at 3:00 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 10, 2019

Time: 3:00 p.m. – 5:00 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. The parade will turn onto Mill Street and proceed west back to Mark Watson Park. Traffic will be routed to Municipal Drive during the parade.

Adopted this the 22nd day of August 2019.

Lynda Sossamon, Mayor
Town of Sylva

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 Association of Sylva 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 1, 2019, 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 Saturday afternoon, December 1, 2019, 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 1, 2019

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.

Adopted this the 22nd day of August 2019.

Lynda Sossamon, Mayor
Town of Sylva

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 Association of Sylva 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, 2020, 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, 2020, 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, 2020

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 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 of Main Street 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 22nd day of August 2019.

Lynda Sossamon, Mayor
Town of Sylva

Amanda W. Murajda, Town Clerk
Town of Sylva

CERTIFICATE OF SUFFICIENCY
PETITION FOR SATELLITE ANNEXATION
5 HILLTOP DRIVE (7641-68-1650)

To the Board of Commissioners of the Town of Sylva, North Carolina:

I, Amanda W. Murajda, Town Clerk, do hereby certify that I have investigated the attached petition and hereby make the following findings:

I further find that the area meets the standards for a noncontiguous area as specified in G.S. 160A-58.1(b), in that:

1. The petition includes a metes and bounds description of the area proposed for annexation and has attached a map showing the proposed satellite area in relation to the primary corporate limits.
2. The petition includes the names and addresses of all owners of real property lying in the area described therein.
3. The petition includes the signatures of all owners of real property lying in the area described therein, except those not required to sign by G.S. 160A-58.1(a).
4. The nearest point on the proposed satellite corporate limits is no more than three (3) miles from the primary corporate limits of the Town;
5. No point on the proposed satellite corporate limits is closer to the primary corporate limits of any municipality other than the Town.
6. The satellite area is so situated that the Town will be able to provide the same services as are provided with its primary corporate limits.
7. To the extent that the proposed satellite area contains any portion of a subdivision, the entire subdivision is included;
8. The area within the proposed satellite corporate limits, when added to the area within all other satellite corporate limits of the town of Sylva, does not exceed ten percent (10%) of the area within the primary corporate limits of the Town.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Sylva, this 22nd day of August 2019.

(SEAL)

Amanda W. Murajda, Town Clerk

**RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF
ANNEXATION
PURSUANT TO G.S. 160A-58.2**

WHEREAS, a petition requesting annexation of the non-contiguous area described herein has been received; and

WHEREAS, the Town of Sylva has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, certification by the Town Clerk as to the sufficiency of the petition has been made;

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioner of the Town of Sylva, North Carolina that:

Section 1. A public hearing on the question of annexation of the non-contiguous area described herein will be held at the Town of Sylva Municipal Hall at 5:30 p.m. on September 12, 2019.

Section 2. The area proposed for Annexation is as follows:

BEGINNING at a new iron pipe (NIP), end of a corrugated metal pipe (CMP) at Western edge of Dillard Town Road (SR 1438) and in centerline of a branch and running with centerline of branch, the following 3 courses and distances: South 70-42-14 West 42.32 feet to a point, South 89-04-17 West 28.90 feet to a point and South 74-52-37 West 22.00 feet to a point, corner of Loy Deitz, now or formerly (Book 769 at Page 680 and Book 270 at Page 145); thence with the line of Deitz, North 13 West 121.46 feet (passing a NIP at 111.46 feet) to a NIP; thence South 71-30 West 40.66 feet to an existing iron rod (EIR), corner of Louise Campbell, now or formerly (Book 242 at Page 31); thence with the line of Campbell, North 19-27-21 West 34.95 feet to an EIR, corner of Curtis Allison, now or formerly (Book 664 at Page 646); thence with the line of Allison, North 74-35-18 East 110.42 feet to an EIR, corner of Philip Dillard, now or formerly (Book 714 at Page 126); thence with the line of Dillard, South 18-47-54 East 28.94 feet to an existing iron pipe (EIP); thence continuing with the line of Dillard, North 71-30 East 56.03 feet to a NIP; thence running parallel with Hill Top Road, South 13-44-20 East 73.85 feet to a NIP; thence running parallel with Dillard Town Road, South 15-45-40 West 68.72 feet to the point of beginning, containing 0.429 acre, more or less, as shown on plat entitled "Davis Lee Stephens and wife, Bobbie Nell Stephens", dated April 8, 1997, as surveyed by Kevin D. Goldsmith, RLS, Job # 97-351 and recorded in Plat Cabinet 8 at Slide 663 of the Jackson County Public Registry.

The above metes and measures being a historical description assigned to the total tract containing 0.429 acre, more or less being described by the deeds recorded in Book 250 at page 10 and Book 656 at page 494, both tracts being depicted in that certain survey for Davis Lee Stephens and Bobbie Nell Stephens by Kevin D. Goldsmith dated April 8, 1997 and recorded in Plat Cabinet 8, Slide 663, all of the Jackson County Public

Registry, specify reference to which is herein made and title currently being possessed by Aaron Lee Littlefield and Elizabeth Keller Littlefield.

Section 3. Notice of the public hearing shall be published once in the Sylva Herald, a newspaper having general circulation in the Town of Sylva at least ten (10) days prior to the date of the public hearing.

Approved this the 22nd day of August, 2019.

Lynda Sossamon, Mayor

ATTEST:

Amanda W. Murajda, Town Clerk