



December 2, 2015

John Jeleniewski
Planning Department Code Compliance Officer
401 Grindstaff Cove Road, Suite A-258
Sylva, NC 28779

Dear Mr. Jeleniewski,

We appreciate the opportunity to work you on the Jackson County Landslide Mapping project. Below is a summarized list of activities that ALC dedicated time to during the months of October and November, 2015.

- Drafted, negotiated, and finalized contract for project
- Signed contract with Mr. Wooten on 11/4/2015
- Drafted list of potential stakeholders
- Collaborated with your office on the stakeholders list and initial stakeholders meeting
- Drafted inquiry of interest email for potential stakeholders
- Discussed stakeholder meeting dates and locations with your office
- Addressed one public inquiry about the mapping of landslide features by one Jackson County property owner

Please let me know if you would like more details or clarification of any items.

Sincerely,

Appalachian Landslide Consultants, PLLC

By: Jennifer Bauer, L.G.

CC: Stephen Fuemmeler – ALC