

**MINUTES OF A  
WORK SESSION  
OF THE JACKSON COUNTY  
BOARD OF COMMISSIONERS  
HELD ON  
DECEMBER 02, 2025**

The Jackson County Board of Commissioners met in a Work Session on December 02, 2025, 7:02 p.m., Justice and Administration Building, Room A201, 401 Grindstaff Cove Road, Sylva, North Carolina.

Present: Mark A. Letson, Chairman	Kevin King, County Manager
Todd Bryson, Vice Chair	Jill Berry, County Attorney Rep. (Via Zoom)
Jenny Lynn Hooper, Commissioner	Angela M. Winchester, Clerk to the Board
Michael Jennings, Commissioner	Darlene Fox, Finance Director
John W. Smith, Commissioner	

Chairman Letson called the meeting to order.

**(1) PUBLIC WORKS REPORT:** Chad Parker, Public Works Director, presented:

**(a)** Garage:

- Responsible for repairs and maintains 275 vehicles, 52 trailers and approximately 150 pieces of equipment.
- 600 work orders annually
- Welding and fabricating as needed, air condition certified, tire changing, brake repairs, minor body repairs and state vehicle inspections
- 3 full-time employees, 1 part-time employee
- Budget \$318,651

**(b)** Green Energy:

- Glass blowing
- Blacksmithing
- Pottery
- 3 full-time employees
- Budget \$454,605

**(c)** Grounds:

- Responsible for mowing and maintaining around 730 acres which include recreation parks, athletic fields, all county buildings/facilities and public school campuses
- 1400 work orders annually
- Landscaping and beautification of all county facilities
- Snow and ice removal at county facilities
- Assist Emergency Management during disasters
- Lead and assist with Maintenance projects (carpentry, masonry, roofing and concrete)
- 21 full-time and 2 part-time employees
- Budget \$1,865,031

**(d)** Housekeeping:

- Responsible for satisfactory cleaning practices to provide clean, safe and pleasing environment for both public and county staff members
- Provides cleaning and sanitization of County Facilities (excluding Recreation Parks and River Access areas)

- 25 County Facilities
  - 23 total staff – 21 full-time and two 50% time
  - Hours 6:00 a.m. until 1:00 a.m. Monday through Friday as well as some hours on Saturday and Sunday
  - Budget \$1,777,058
- (e) Maintenance:
- Repair and maintain all County facilities and equipment located within all buildings.
  - 50 Buildings – 1,200 work orders annually
  - HVAC, plumbing, electrical, painting, carpentry, masonry, roofing and concrete work.
  - State Road Signs
  - Cashiers Water Works
  - Sidewalk maintenance
  - Assist contractors
  - Assist Emergency Management during disasters
  - Special projects – EM storage building, License Plate Agency, Mark Watson Monument, Lifejacket holders, wash bay, Mark Watson remodeling bathrooms for accessibility, remodel exterior and painting of DOA in Cashiers, sidewalks and shelters for recreation
  - 12 full-time employees and one permanent part-time employee
  - Budget \$3,482,738 (includes utilities and property insurance)
- (f) Solid Waste:
- Tasked with control of generation, storage, collection, transport or transfer, processing and disposal of solid waste and recycling materials in a way that best addressed the range of public health, conservation, economics, aesthetic, engineering and other environmental considerations.
  - 8 staffed recycling centers (SRC)
  - 1 transfer station
  - 1 closed landfill
  - Contract management – waste disposal, recycling, hauling to landfill and hauling from SRCs to transfer station, tires, white goods and brush grinding.
  - Environmental enforcement and education
  - 7 full-time employees and 2 part time employees
  - Budget \$5,298,556
  - Revenue:
    - Solid Waste Availability Fees - \$80/\$125/\$140 & \$160
    - Tipping Fees \$66, MSW/CD and \$33 and Brush
    - White Goods Tax, Scrap Tire Tax, Electronics Tax, NC Solid Waste Disposal Tax, Sale of Recyclables: Metal/Paper
  - Recycling: plastics, glass, metal, paper, oil, antifreeze, fluorescent bulbs, batteries, mercury thermostats, electronics
- (g) Outreach Events:
- Cleaning up the Mountains spring and fall
  - Free Household Hazardous Waste Collection Event in April
  - Free Shred Event once per year in Fall
  - Residential Compost bins
  - School outreach 5<sup>th</sup> grade classes Soil and Water Field Days and 2<sup>nd</sup> and/or 3<sup>rd</sup> grade classes Recycling and Litter
- (h) Dillsboro Landfill:
- Opened in 1970's and closed in 1996
  - Originally belonged to the Town of Sylva

- Required monitoring ground water and methane for 30 years after closed
- Currently methane was flared or used at the Green Energy Park

General discussions were held.

*Informational item.*

**(2) PERMITTING AND CODE ENFORCEMENT REPORT:** Tony Elders, Permitting and Code Enforcement Director, presented:

**(a)** Permitting and Code Enforcement: 20 full time employees that inspect and issue permits for:

- Erosion and Sediment Control: Site grading and stormwater planning for new construction sites
- Floodplain: Any type of use that occurred in a mapped floodplain area required a permit;
- Building Permits: Any new structures or changes to a system
- Fire Inspections and Permits: Permits for large tent events and fireworks shows; inspect businesses, schools, apartments and foster homes for compliance with State Fire Prevention Code

**(b)** Erosion Control Permitting: For larger projects, the Land Development Permit was required, but a separate Erosion Control Permit would be required for land disturbance greater than half an acre. Items looked at during review:

- Check the site plan to be sure a sufficient buffer zone was retained along any natural water course or late
- Erosion control devices must retain any sediment onsite throughout construction; offsite sedimentation damage must not occur
- The angle of cut or fill slopes should be minimal so they could be properly stabilized
- Temporary and permanent ground cover measures must be taken to stabilize the sate after any phase of construction was complete
- A plan for stormwater runoff may be necessary per NC standards or any applicable local ordinances

**(c)** Floodplain Permitting:

- Floodway: No construction or development was typically allowed in this area.
- 100-year Floodplain: Development was permitted as long as the lowest floor of the lowest enclosed area was elevated to two feet above the base flood elevation.
- 500-year Floodplain: not enforced per the County Flood Damage Prevention Ordinance.

**(d)** Building Permits: New Single Family (Detached), New Single Family (Attached), New Multi-Family, Addition, Remodel, Manufactured Home, New Commercial, New Work, Miscellaneous

**(e)** Fire Inspections and Permits: The office conducted fire inspections and issued fire prevention permits to be sure the necessary safety requirements were met for new and existing buildings and community events.

**(f)** On February 24, 2025, Tyler Permitting Software went live. As of November 1<sup>st</sup>, they processed 3,684 new permits and applications in the system between the Permitting and Code Enforcement Office and Environmental Health

**(g)** Permitting Totals February 24<sup>th</sup> – November 1<sup>st</sup>:

- 883 Land Development
- 23 Erosion Control Large Projects
- 21 Floodplain
- 538 Residential Building
- 80 Commercial Building
- 1,214 Other
- 12,255 inspections completed in the new system

(h) Tyler Permitting Software Project:

- The previous permit system did not have permitting and reviews available for Planning or Emergency Management
- Since they went live, 2,774 applications and reviews had been processed by those departments in the new system
- There had been 1,661 online users registered since they went live with the system
- \$367,756 in payments taken online

General discussions were held.

*Informational item.*

(3) **2026 MEETING SCHEDULE**: Mr. King stated the Board was set to hold an offsite meeting in the Whittier community on December 16<sup>th</sup>. He requested to move the offsite location to June.

**Consensus**: *Move the Whittier offsite meeting location from December 16<sup>th</sup> to June.*

(4) **OTHER BUSINESS**: Chairman Letson requested to further discuss the Board of Commissioners Rules and Procedures Policy. The policy was unchanged since the Board last voted on it.

General discussions were held.

**Consensus**: *Place this item on the December 16<sup>th</sup> agenda for consideration.*

There being no further business, Commissioner Smith moved to adjourn the meeting. Commissioner Hooper seconded the Motion. Motion carried and the meeting adjourned at 8:04 p.m.

Attest:

Approved:

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Angela M. Winchester, Clerk to Board

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Mark A. Letson, Chairman