

TOWN OF SYLVA



83 ALLEN STREET
SYLVA, N.C. 28779

828-586-2719 FAX 828-586-8134

January 4, 2019

Mr. Don Adams
Jackson County Manager
401 Grindstaff Cove, Suite A-207
Sylva, NC 28779

RE: Jackson County Municipal Grant Application – Entrance Sign & Bridge Park Food Vendor Electricity

Dear Mr. Adams,

Enclosed is the Town of Sylva's application for Jackson County's Municipal Grant Program. If awarded, the Town of Sylva would like to utilize funding from this grant to install an entrance sign with various community groups' logos and electricity at Bridge Park for food vendors. The Town would like to place the entrance sign on Jackson County property between Dillsboro Road and the entrance to the Justice Center.

Thank you for taking the time to review the Town of Sylva's grant application. Please let me know if you have any questions or would like additional information.

Sincerely,

Paige R. Dowling
Town Manager

Enclosures: Grant Application
Sign Concept & Photos

**Jackson County
Municipal Grant Application Form**

Purpose

The purpose of the Municipal Grant Program is to assist the municipalities of the county with the implementation of worthy projects that will directly benefit not only the citizens of the municipality, but all the citizens of Jackson County.

Calendar

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Grant Amount Available

\$20,000 has been earmarked for the Municipal Grant Program. Individual grant requests are limited to a maximum of \$5,000 per municipality.

Municipality: Sylva
Date of Application: January 4, 2019
Project Name: Community Entrance Sign & Bridge Park Food Vendor Electricity
Project Description: The Town of Sylva is requesting \$5,000 to install an entrance sign with various community organizational logos on Grindstaff Cove and add a power pole for food trucks in the paved lot at Bridge Park. The Town requests to install the sign after the Justice Center driveway and before the intersection with Dillsboro Road. We would like to install the sign on property owned by the County, so it is visible coming in from Exit 83. The former wooden post sign that held signs from individual community groups like the Rotary Club, American Legion, and Boy Scout troops was removed when Nantahala Brewing started construction on their building. The Town would like to construct a metal Sylva sign with those groups' signs and a rock base. A concept drawing is attached along with a few similar signs in other communities. The sign can be constructed for \$5,705. The Town will be able to do a portion of the labor. Food vendors have reported that the existing power beside Lifeway Church isn't conducive to business during Concerts on the Creek. If vendors use generators and park closer to the grass, the sound becomes loud and the line blocks the view of the

crowd. The new power pole will have receptacles for different amperage plugs for food trucks. The Town plans to place the pole close to Scotts Creek adjacent to the bridge to Poteet Park. It will cost approximately \$500 to set a power pole at the back of the paved lot at Bridge Park with outlets for food vendors. The Town already has a spare pole and will cover the monthly electrical costs in the future.

Use Extra Paper If Necessary

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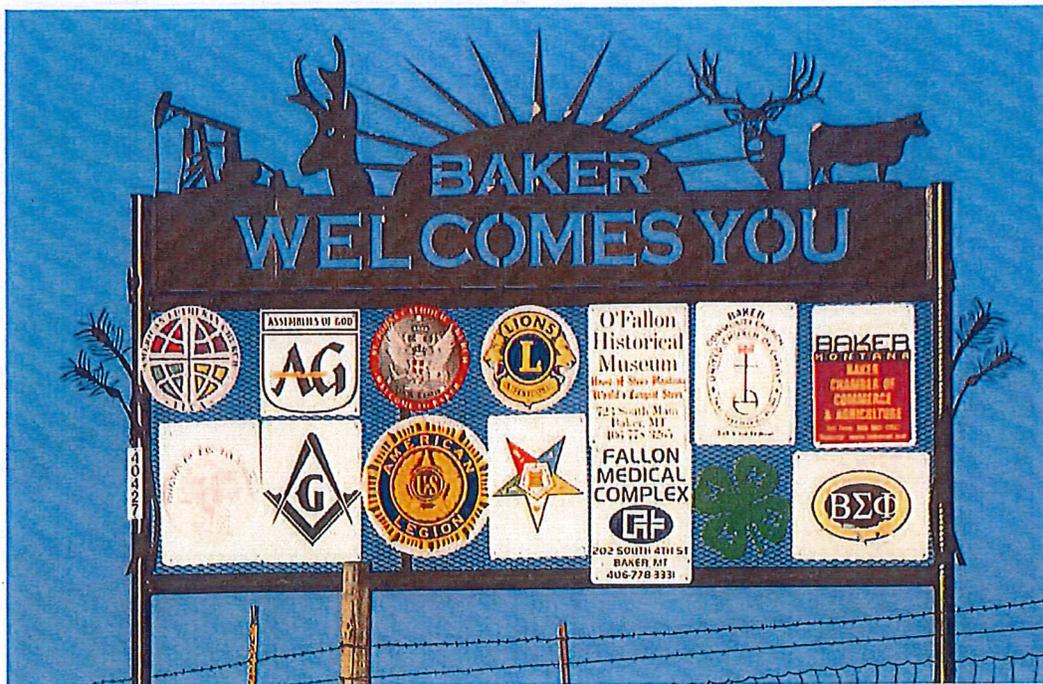
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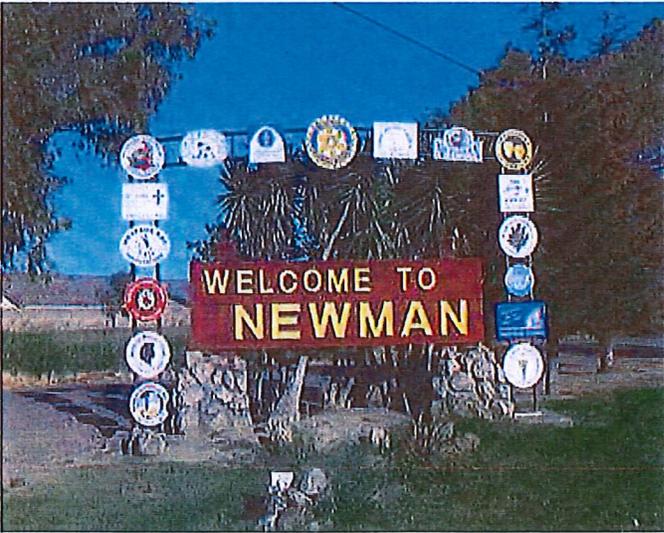
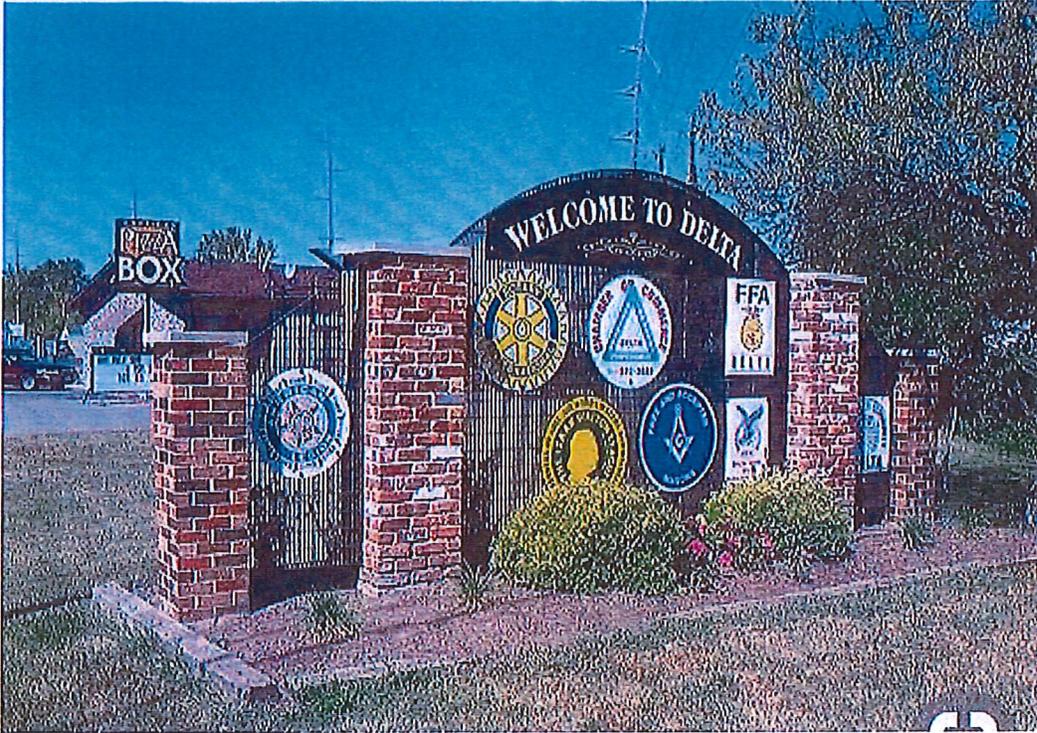
Budget Information/Breakdown of Expenses	
Cost Classification:	Cost:
Administrative & Legal	-
Acquisition of Land, ROW, etc.	-
Architectural & Engineering fees	-
Site Work	-
Demolition	-
Equipment	-
Construction	\$6,565.00
Grant Match	(\$1,565.00)
Other (please specify)	-
Total Project Cost	\$6,565.00

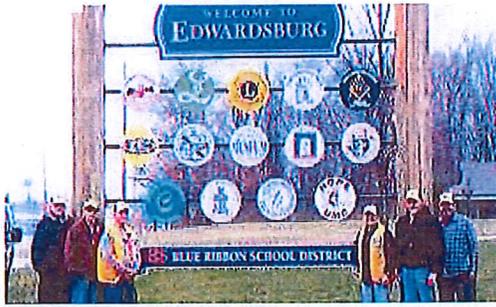
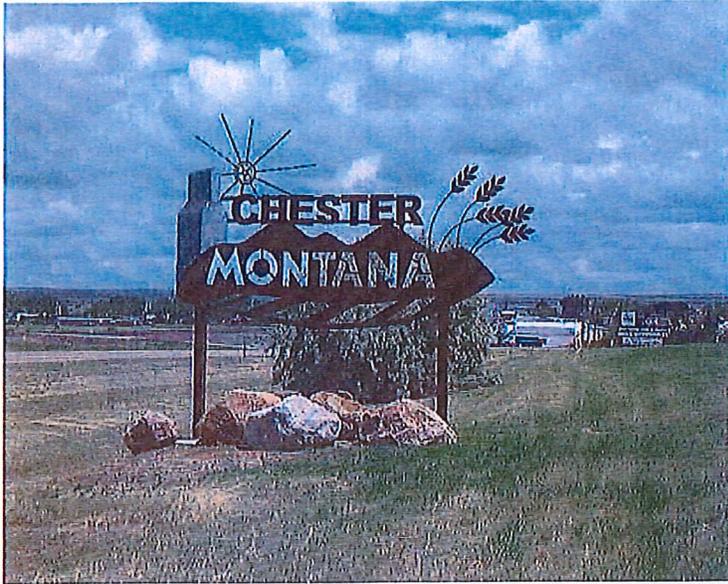
Source of Funding	Amount	% of Total
Federal		
State		
Local	\$6,565.00	100%
Program Income		
Other (please specify)		
Total	\$6,565.00	100%

Printed Name of Authorized Representative	Title
Paige R. Dowling	Town Manager

Signature of Authorized Representative	
<i>Paige R. Dowling</i>	<i>1/4/2019</i>







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Municipality: Forest Hills
Date of Application: 1-3-19
Project Name: Mobile Vendor Space
Project Description: Clean stone area for a quaint, outdoor mobile vendor space with picnic table plus additional gravel for keeping ingress/egress/pull-out clean. See attachments for where and what we would like to create. The location is in the ETJ area of Forest Hills (currently under development) inside the space designated by the property owner as community green space. The property owner has given his permission to utilize a small area of this space for a mobile vendor stop. A food cart vendor has already expressed interest in setting up as soon as possible. The gravel will serve as a base to keep the area clean, especially during the developer's construction phase underway. This new space would not only give the residents of Forest Hills an option to walk to/gather, but would also serve as an option for the larger community and construction workers on site to take advantage of a quick food stop or take-out located right off of Hwy.107 without having to go into WCU for the only food option in the immediate area. Space could also be utilized for other approved, permitted mobile vendor businesses. The commercial buildings colored in orange on the developer's plan (attached) are the last phase of the ongoing construction and may be 2 or more years out, at which time (if necessary), the mobile vendor space could be shifted over to a different area of the Village Green Space shown on the plan. The mobile vendor ordinance (also attached) has been adopted in the Forest Hills Zoning Ordinance. Solar mason jar lights (gifted – no charge) for picnic table.

Use Extra Paper If Necessary

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Municipal Grant Application Form

Budget Information/Breakdown of Expenses	
Cost Classification:	Cost:
Administrative & Legal	
Acquisition of Land, ROW, etc.	
Architectural & Engineering fees	
Site Work #57 Clean Stone 10x10 vendor space	\$ 242
Solar pathway lighting	\$ 240
Additional gravel ingress/egress	\$ 600
Demolition	
Equipment Commercial-grade steel picnic table	\$ 740
Picnic table umbrella and base	\$ 360
Estimated picnic table shipping cost	\$ 90
Construction	
Grant Match	
Other (please specify) Solar mason jar lights	\$ 0
Misc. (picnic table security anchoring and other potential incidentals)	\$ 228
Total Project Cost	\$2,500

Source of Funding	Amount	% of Total
Federal		
State		
Local		
Program Income		
Other (please specify)		
Jackson County Municipal Grant		100%
Total		

Printed Name of Authorized Representative	Title
Kolleen Begley	Mayor

Signature of Authorized Representative	
	

Itinerant/mobile vendors:

(a) Definitions.

Itinerant mobile/vendor means a person, other than a merchant with a retail store in the Village, who transports an inventory of goods to a building, vacant lot, or other location in the Village and who, at that building, lot or location, displays, offers and/or sells the goods at retail.

Mobile vending means the act of selling goods from a mobile vending unit including food trucks and pushcarts.

Mobile food/goods unit or food truck means a movable trailer, motor vehicle or motorized wheeled vehicle, registered with the North Carolina Division of Motor Vehicles and containing all health department approvals, if applicable, and designed and equipped to serve and sell goods, food and beverages to the general public on a recurring basis.

Mobile food/goods pushcart means a non-motorized mobile piece of equipment used by a person who prepares or serves proportioned food and goods for sale to the general public on a recurring basis. The food has been prepared at a restaurant, commissary or on site.

(b) Requirements.

1. Location

- a. Mobile food/goods units, food trucks and food/goods pushcarts shall operate and be permitted only in the Village's VMU-CZ district.
- b. Each Itinerant/mobile vendor shall keep and maintain written evidence of the consent from the property owner to use and occupy the mobile vending site.
- c. Village Council written consent shall be required for any Itinerant/mobile vendor to engage in mobile vending on any public property within the Village limits.
- d. No mobile food/goods units, food trucks or food/goods pushcarts shall obstruct sidewalks, ingress or egress to property, building entrances or public property while engaged in mobile vending or otherwise.
- e. Mobile vendors shall not be parked or located closer than 15 feet from any fire hydrant.
- f. No mobile vendors will be allowed to vend in a public street or right of way without the express written approval of the Village.
- g. No mobile vendors will be allowed to vend in any public parking space without the express written approval of the Village.
- h. Mobile food/goods units, food trucks and food/goods pushcarts shall be located no less than 10 feet from the road edge.
- i. Mobile food/goods units, food trucks and food/goods pushcarts shall not obstruct access to public infrastructure, including but not limited to manholes, valve boxes, meter boxes, underground vaults and other water and sewer system appurtenances.
- j. Mobile food/goods units, food trucks and food/goods pushcarts must have a minimum of 4 parking spaces for the first mobile food/goods unit, food truck or food/goods pushcarts unit.

- k. Each additional mobile food/goods unit, food truck or food/goods pushcart on the same property shall have an additional 2 parking spaces. However, there shall not be more than four mobile food/goods units, food trucks or food/goods pushcarts permitted on one lot at any time.

2. *Operations*

- a. Mobile food/goods units, food trucks or food/goods pushcarts shall only operate from dawn to 10:00 p.m. and shall be removed from the property when not in operation.
- b. Mobile food/goods units, food trucks and food/goods pushcarts may have accessory lighting that is specific to the safe travel of their patrons (vehicles pathways). All accessory lighting will be operated by the mobile vendor and shall not be a permanent service.
- c. Mobile food/goods units, food trucks and food/goods pushcarts shall not have permanent accessory structures associated with their food vending business. No bathrooms or storage facilities are allowed. Picnic tables are allowed at the discretion and approval of the property owner.
- d. Mobile food/goods units, food trucks and food/goods pushcarts shall not have signage displayed anywhere other than the designated vendor property space.
- e. Mobile food/goods units, food trucks and food/goods pushcarts shall be entirely self-contained. Temporary or permanent electrical services will not be permitted unless required by the North Carolina State Building Code.

3. *Permit required*

- a. Upon meeting these criteria, a permit shall be obtained by the Itinerant/mobile vendor from the Zoning Administrator in the Jackson County Planning Department.
- b. The Itinerant/mobile vendor permit shall be valid for one year from the date of issuance.
- c. A violation of the provisions of this section may subject the offender to the penalties contained in PENALTIES FOR VIOLATIONS, Chapter 11, Sections 11.4 and 11.5 of the Village Code.
- d. Appeals may be taken as provided for in APPEALS, Chapter 10, Section 10.2 of the Village Code.



Gravel for pull off area

Mobile Vendor Area

Stadium View Dr

HWY 107

Village Green Space

Commercial

N Country Club Dr

OSBENT & SUTTON PROPERTIES, LLC

INDOR ENTERPRISES, INC.

- Single-Family
- Single-Family
- Single-Family Exam
- Multi-F
- Commercial

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Grant Amount Available

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Municipality: Town of Webster
Date of Application: January 4, 2019
Project Name: Improvements to WWII Monument and Points of Entry in Webster
Project Description: Webster Road (NC-116) – passing through the heart of Webster and Jackson County – is a highly trafficked thoroughfare. As we welcome these visitors, the Town of Webster sees this increased traffic as an opportunity to showcase our historic community and to gently remind those passing through that they are entering one of Jackson County’s unique towns. To enhance the visitor’s experience, we would like to upgrade and improve three unique features in Webster: the WWII Monument and the two entry signs. First, we would like to make some upgrades to the WWII Monument. Located in the front yard of the Jackson County Family Resource Center, this monument was re-dedicated in 2015 when the Town of Webster paid to have the monument moved 100 feet closer to the parking lot and, therefore, more accessible to visitors. This monument is a source of pride in Jackson County, and Webster regularly pays to maintain its upkeep. We would like to enhance this area further with some native plants, as well as improved lighting for the flag. We estimate these improvements at \$600.

In addition, Webster has two entry signs along NC-116 to welcome visitors to our town: one near South River Road and the other near SCC. Recent NCDOT construction of the SCC bypass resulted in the relocation of one of our previously landscaped entry signs. In the process, the raised bed and landscaping were sacrificed. We would like to return this sign to its original state with landscaping, so that it is compatible and consistent with the other entry sign near South River Road. At both entry locations, we would like to enhance night time visibility by including solar lighting. We estimate these improvements at \$1600.

Webster is a destination for pedestrians as well as a continual stream of pass-through traffic. We take great pride in our town. Our wish is that any visitors are aware that they have entered our small town of families and might take greater care in their passage.

Use Extra Paper If Necessary

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Budget Information/Breakdown of Expenses	Cost:
Cost Classification:	
Administrative & Legal	\$0
Acquisition of Land, ROW, etc.	\$0
Architectural & Engineering fees	\$0
Site Work	\$0
Demolition	\$0
Equipment	
Construction	\$0
Grant Match	
Other (please specify) Landscape, plant material, solar lights and installation	
• Landscaping	\$700
• Plant material	\$600
• Solar lights/installation	\$900
Total Project Cost	\$2,200

Source of Funding	Amount	% of Total
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Federal		
State		
Local	\$2,200	100%
Program Income		
Other (please specify)		
In-kind, long term upkeep and maintenance of all improvements	\$500/yr	
In-kind installation		
Total	\$2,700	

Printed Name of Authorized Representative	Title
TRACY RODES	MAYOR: TOWN OF WEBSTER

Signature of Authorized Representative	
Tracy Rodes	

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Municipality: Town of Dillsboro
Date of Application: January 03, 2019
Project Name: Picnic Park Handicapped Accessibility Improvements
Project Description: The Town of Dillsboro maintains the Dillsboro Picnic Park along the Tuckasegee River which includes a handicapped accessible fishing pier. The parking area and sidewalk designated for handicapped use is currently surfaced with asphalt and has become cracked and broken by bamboo growing through the pavement. This damage makes access by individuals with mobility issues difficult. The town proposes to have the bamboo removed to facilitate better control of plant re-growth and replace the asphalt with a 4" thick concrete surface. The concrete will create a more durable barrier that will not be as susceptible to damage from the bamboo and provide a smoother surface for easier access by park visitors with limited mobility.

Use Extra Paper If Necessary

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Municipal Grant Application Form

Budget Information/Breakdown of Expenses	Cost:
Cost Classification:	
Administrative & Legal	
Acquisition of Land, ROW, etc.	
Architectural & Engineering fees	
Site Work	\$2,500.00 (removal of bamboo)
Demolition	\$ 300.00 (debris removal)
Equipment	\$ 500.00 (equipment rental)
Construction	\$1,600.00 (pouring of concrete)
Grant Match	
Other (please specify)	\$2,100.00 (labor & materials)
Total Project Cost	\$7,000.00

Source of Funding	Amount	% of Total
Federal		
State		
Local (Town of Dillsboro GOB funds)	\$2,000.00	28.5%
Program Income		
Other (please specify)		
Jackson Co. Municipal Grant Requested Funds	\$5,000.00	71.5%
Total	\$7000.00	100%

Printed Name of Authorized Representative	Title
Debbie Coffey	Town Clerk

Signature of Authorized Representative	
<i>Debbie Coffey</i>	<i>Town Clerk</i>

R & R LANDSCAPING
PO BOX 632
SYLVA, NC 28779
rnrlandscaping02@gmail.com
(828) 342-8877

Proposal to remove bamboo, remove asphalt parking area and sidewalk and replace with a 4" poured concrete surface. This proposal includes the cost of equipment rental, labor, materials, and removal of all debris.

Area To Be Resurfaced:

Parking area of 25' long X 15' wide, formed to 4" thickness = \$893.00

Sidewalk area of 30' long X 8' wide, formed to 4" thickness = \$707.00

Concrete: \$1,600.00

Debris Removal: \$300.00 (asphalt)

Materials Cost: \$500.00

Equipment Rental: \$500.00

Bamboo Removal: \$2,500.00

Labor: \$1,600.00

TOTAL PROJECT: \$7,000.00

PROPOSAL PREPARED FOR:

Town of Dillsboro
PO Box 1088
Dillsboro, NC 28725
(828) 586-1439



R & R Landscaping

12/24/2018

Date of Proposal