

# Town of James Island – Staff Contact List

Main office Line - **(843) 795-4141**. If necessary, leave a phone message including your contact information, so that staff may promptly return your call.

Many forms for Town permits are available on our website @ <http://www.jamesislandsc.us/forms-and-documents> and can be emailed to the staff.

Please send an email for immediate assistance. For general information, email [info@jamesislandsc.us](mailto:info@jamesislandsc.us)

**Law enforcement:** For any immediate threat to life and safety including fire and law enforcement call 911. For non-emergency issues, **call consolidated dispatch at (843) 743-7200**.

Deputy Christopher King, [cking@jamesislandsc.us](mailto:cking@jamesislandsc.us) (843) 795-4141

## **Administration:**

Town Clerk, Frances Simmons [fsimmons@jamesislandsc.us](mailto:fsimmons@jamesislandsc.us), Office – (843) 795-4141; Mobile (843) 834-7289

Receptionist, Jackie Mays, [jmays@jamesislandsc.us](mailto:jmays@jamesislandsc.us), Office – (843) 795-4141

Town Administrator Ashley Kellahan, [akellahan@jamesislandsc.us](mailto:akellahan@jamesislandsc.us), Office – (843) 795-4141; Mobile (843) 834-3710

Mayor Bill Woolsey, [bwoolsey@jamesislandsc.us](mailto:bwoolsey@jamesislandsc.us), Office – (843) 795-4141; Mobile (843) 697-7020

## **Building Services:**

for information including building services and inspections, contact:

Town Building Inspector [jporcelli@jamesislandsc.us](mailto:jporcelli@jamesislandsc.us) Office – (843) 795-4141; Mobile (843) 834-9036

**Code Enforcement:** for information including livability, health/safety issues, contact: Code Enforcement Officer, James Hackett, [jhackett@jamesislandsc.us](mailto:jhackett@jamesislandsc.us) Office (843) 795-4141; Mobile (843) 277-4805

## **Finance – Accounts Payable / Receivable:**

Finance Officer, Merrell Roe, [mroe@jamesislandsc.us](mailto:mroe@jamesislandsc.us) Office – (843) 795-4141

**Planning & Zoning:** for information including zoning permits, tree issues, home occupations, etc. email [planning@jamesislandsc.us](mailto:planning@jamesislandsc.us)

Planner II, Flannery Wood – [fwood@jamesislandsc.us](mailto:fwood@jamesislandsc.us) Office – (843) 795-4141

Planning Director, Kristen Crane - [kcrane@jamesislandsc.us](mailto:kcrane@jamesislandsc.us) Office – (843) 795-4141 Mobile - (843) 834-7407

**Public Works:** for work order requests including drainage and road maintenance, visit <https://www.jamesislandsc.us/work-order-request> and enter in a work order request online

Field Operations, Douglas Sparling, [dsparling@jamesislandsc.us](mailto:dsparling@jamesislandsc.us) Office – (843) 795-4141 Mobile - (843) 834-8919

Public Works Director, Mark Johnson, [mjohnson@jamesislands.us](mailto:mjohnson@jamesislands.us) Office – (843) 795-4141 Mobile - (843) 834-8675

**Revenue Collections:** for information including businesses licenses, hospitality receipts, email [revenuecoll@jamesislandsc.us](mailto:revenuecoll@jamesislandsc.us)

Revenue Collections Specialist, Robin Sanders, [rsanders@jamesislandsc.us](mailto:rsanders@jamesislandsc.us) Office - (843) 795-4141

**Solid Waste collection and Wastewater Service**

The James Island Public Service District provides these services in the Town. Contact them at [jipsdinfo@jipsd.org](mailto:jipsdinfo@jipsd.org) or call (843) 795-9060. For Wastewater Emergencies (24 hours a day), call (843) 795-2345