



# **TOWN OF SYLVA PLANNING BOARD MEETING**

Thursday, May 15, 2025 at 5:00 PM  
Board Room, 83 Allen Street Sylva, North Carolina

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## **AGENDA**

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### **WELCOME AND OPENING REMARKS**

### **APPROVAL OF MINUTES**

- [1.](#) February 27, 2025 Minutes

### **NEW BUSINESS**

- [2.](#) Zoning Map Amendment Request--AWD Family Limited Partnership LLLP/Jackson County  
(Middle School)

### **ADJOURNMENT**



# TOWN OF SYLVA PLANNING BOARD MEETING

Thursday, February 27, 2025 at 5:00 PM

Board Room, 83 Allen Street Sylva, North Carolina

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## MINUTES

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**PRESENT:** Russ Harris  
Geoffrey Hirsch  
Larry Tyson  
Melissa Madrona  
Kendall Waldrop

Paige Dowling, Town Manager  
Amanda Murajda, Town Clerk

**ABSENT:** Rose Bauguess

### CALL TO ORDER

*The Planning Board meeting was called to order at 5:00 p.m.*

**STAFF PRESENT:** None.

**VISITORS:** John Jeleniewski (Sr. County Planner) and Paul Heckert

### APPROVAL OF MINUTES

*Geoffrey Hirsch made a motion to approve the October 2, 2023 minutes. Kendall Waldrop seconded the motion, and the motion carried with a unanimous vote.*

### NEW BUSINESS

**ZONING MAP AMENDMENT REQUEST—SYLVA CHURCH OF GOD/HEIGHTS, INC.:** John Jeleniewski, Senior County Planner, presented the staff report as follows:

**Applicant:** Sylva Church of God – Property Owners; Hights, Inc. (purchaser)

**Property Location:** 130 Sunrise Park, 131 Sunrise Park, Sylva NC 28779; PIN 7641-37-9289 & 7641-47-1241

**Current Property Zoning:** High Density Residential - HDR

**Ordinance Section for which the Text Amendment is requested:** Article 3 - Procedures - Section 3.9.B – Zoning and Map Amendments

### Description of Request:

The applicant is requesting a map amendment that would designate the subject properties as General Business (GB) District.

### Background:

The General Business District (GB) is the largest district within Sylva's commercially zoned jurisdiction. The GB District offers a broad range of permitted (use-by-right) and special uses (SUP) such as lodging, retail/commercial, restaurants, public/civil, accessory dwellings and recreational uses. Property improvements in this district are subject to development standards as set forth in the zoning ordinance including building setbacks, landscaping, architectural standards, sidewalk construction, parking, storm water treatment, etc.

The subject properties are located on both sides of Sunrise Park (road), approximately 720 ft south of Highway 107/Sunrise Park intersection. The total land area for both properties is 0.72 acres with a main church structure, formally the Church of God (west side) and two accessory dwellings. Access to this property is from the public right-of-way of Sunrise Park (S.R. 1355), Ensley Street and Conley Street. This property is adjacent to properties to the northeast that are in the GB District and are not located within the 100-year flood plain. This property is served by Tuckaseegee Water & Sewer Authority for public utilities.

### Application Response:

The applicant is requesting that the existing Town of Sylva Zoning Map be amended to designate the subject property (portion of the 0.72 acres after subdivision) to the General Business District.

**Staff Findings:**

The requested map amendment would not constitute “spot zoning” as the properties to the northeast are zoned GB District. The Town’s adopted Land Use Plan for 2040 establishes that this property will be in the future *Civic and Cultural District* and the encouraged land uses for this future district include: Public and private green space; Recreation (passive or active); forested land; buildings, structures and/or commercial uses that support or activate parks and recreation facilities; government/social service facilities, places of worship, and educational facilities. However, if the map amendment request is approved (GB), these properties will be in the future *Community Corridor District* with encouraged land uses for this district being mixed-use buildings, institutional uses, walkable neighborhood commercial (retail, office, personal services), large scale commercial, business centers, community services and civic/educational services. In addition, this requested map amendment will create available property and opportunity in the current GB District that may be needed to serve the community during/after the proposed Highway 107 improvement project.

Paul Heckert, Director of Hights, Inc, addressed the board and gave a description of what Hights, Inc does in the community.

*Being no further discussion, Russ Harris made a motion to approve the map amendment request. Kendall Waldrop seconded the motion, and the motion carried with a unanimous vote.*

Melissa Madron read the statement of consistency for the application. *Kendall Waldrop made a motion to approve the statement of consistency, Geoffrey Hirsch seconded the motion, and the motion carried with a unanimous vote.*

**ZONING MAP AMENDMENT REQUEST—MISTY & LARMAN TAYLOR:** John Jeleniewski, Senior County Planner, presented the staff report to the zoning map amendment request as follows:

**Applicant:** Misty and Larman Taylor – Property Owners

**Property Location:** 28 and 42 Path Finder Lane, Sylva NC 28779; PIN’s 7641-66-6143 and 7641-66-7045

**Current Property Zoning:** High Density Residential - HDR

**Ordinance Section for which the Text Amendment is requested:** Article 3 - Procedures - Section 3.9.B – Zoning and Map Amendments

**Description of Request:**

The applicant is requesting a map amendment that would designate the subject properties as General Business (GB) District.

**Background:**

The General Business District (GB) is the largest district within Sylva’s commercially zoned jurisdiction. The GB District offers a broad range of permitted (use-by-right) and special uses (SUP) such as lodging, retail/commercial, restaurants, public/civil and recreational uses. Property improvements in this district are subject to development standards as set forth in the zoning ordinance including building setbacks, landscaping, architectural standards, sidewalk construction, parking, storm water treatment, etc.

The subject properties are located on the south side of Pathfinder Lane and approximately 100 ft east of the Walter Ashe Road/Path Finder Lane intersection. These properties total 0.70 acres in land area with one existing residential dwelling and a vacant property. Access to these properties is from the public right-of-way of Walter Ashe Road (S.R. 1352) and the private access of Path Finder Lane. These properties are adjacent to properties to the east and north that are in the GB District and are not located within the 100-year flood plain. These properties are or can be served by Tuckaseegee Water & Sewer Authority for public utilities.

**Application Response:**

The applicant is requesting that the existing Town of Sylva Zoning Map be amended to designate these two properties (0.70 acres total) to the General Business District.

**Staff Findings:**

The requested map amendment would not constitute “spot zoning” as the properties to the east and north are zoned GB District.

The Town’s adopted Land Use Plan for 2040 establishes that these properties will be in the future *Urban Neighborhood District*. The encouraged land uses for this future district include primarily residential: small lot single family, townhome residential, two-, three- or four-family units, and multifamily; civic and educational uses that support community residents,

live-work units, small scale in-home businesses and small scale public open space (e.g. active pocket parks, passive open space, greenways). However, if the map amendment request is approved, these properties will be in the future *Community Corridors District* with encouraged land uses for this district being mixed-use buildings, institutional uses, walkable neighborhood commercial (retail, office, personal services), large scale commercial, business centers, community services and civic/educational services. In addition, this requested map amendment will create available property and opportunity in the GB District that may be needed to serve the community during/after the proposed Highway 107 improvement project.

*Being no further discussion, Geoffrey Hirsch made a motion to approve the map amendment request. Kendall Waldrop seconded the motion, and the motion carried with a unanimous vote.*

Melissa Madron read the statement of consistency for the application. *Kendall Waldrop made a motion to approve the statement of consistency, Geoffrey Hirsch seconded the motion, and the motion carried with a unanimous vote.*

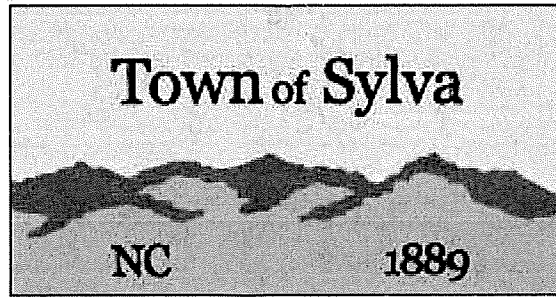
**ADJOURNMENT:** *Kendall Waldrop made a motion to adjourn the meeting at 10:06 a.m., Geoffrey Hirsch seconded the motion and the motion carried with a unanimous vote.*

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Melissa Madrona  
Chairman

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Amanda W. Murajda  
Town Clerk



83 Allen Street, Sylva, NC 28779

## APPLICATION FOR ZONING TEXT OR MAP AMENDMENT

Submit this completed application and all supporting documentation that may be helpful in the review process. In order to ensure that the proposed text amendment or map amendment complies with the Town of Sylva's regulations, we recommend that the applicant review the Town of Sylva Zoning Ordinance prior to application submittal. The request for a Zoning text or Zoning Map amendment may only be initiated by the Town Board of Commissioners, the Town Planning Board, Planning Staff, the owner of property in the Town of Sylva or a citizen of the Town of Sylva.

All responses in this application must be legible and filled out completely. Illegible and/or incomplete applications will be returned to the applicant. The application fee for a text amendment or map amendment is set forth in the Town of Sylva's fee schedule, is non-refundable and must be submitted with the completed application. For map amendment requests, a current survey prepared and sealed by an NC Registered Surveyor will be required. Applications are not accepted via facsimile or email. Please submit application, fees and supporting documentation to the Town of Sylva, 83 Allen Street, Sylva, NC 28779 via hand delivery or U.S. Mail.

Application deadlines are 30 days prior to the Town of Sylva's Planning Board next scheduled meeting. The applicant will be notified of scheduled hearing dates and times. The average text or map amendment petition timeline is 45 days from date of application to Town Hall. Depending on the complexity of the request, it is not unusual for a petition to take up to 6 months to be considered before the Town Board of Commissioners. Hearing schedules are not guaranteed and subject to change.

**Conditional Zoning Districts (CD)** are a zoning tool, permitted in accordance with NCGS 160D-703.b., which may be utilized to create new unique, site-specific districts for uses or developments that may have particular benefits and/or impacts on both the immediate area and the community as a whole. The development of these uses may require deviation of the general district standards. The applicant must provide an initial Master Site Plan and zoning proposal that includes all proposed uses and standards for the conditional zoning district being proposed. It is not the intention of Conditional Zoning to circumvent, reduce, or eliminate particular regulations as they would normally be applied to any particular district or use but rather provide flexibility and design standards unique to the subject property and use.

This negotiated approach between the applicant and the Town through a legislative decision allows maximum flexibility to tailor regulations to a particular site and project. Special restrictions have been placed on Conditional zoning. Conditional Zoning Districts occur at the owner's request and conditions cannot be imposed without the owner's agreement. The individual conditions and site-specific standards that can be imposed are limited to those that are needed to bring a project into compliance with town ordinances and adopted plans and to those addressing the impacts reasonably expected to be generated by the use of the site. The town must assure that all of the factors defining reasonable spot zoning are fully considered and that the public hearing record reflects that consideration.

Conditional Zoning shall be subject to the specific procedural rules located in Articles 3 and 5.

**PLEASE COMPLETE ALL SECTIONS OF THE APPLICATION;  
INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT;  
INDICATE "NOT APPLICABLE" OR "N/A" WHERE APPROPRIATE**

**Contact Information:**

Applicant/Agent: Kevin King, Jackson County Manager

(This person will be the contact person and will receive all mailings)

Address: 401 Grindstaff Cove Road

Phone: 828-631-2295

Fax:

Email: kevinking@jacksonnc.org

Property Owner(s): AWD Family Limited Partnership LLLP

(If the owner is different than the applicant)

Address: 3601 Hatchers Run, Greensboro, GA 30642

Phone:

Fax:

Email:

**Property Information:**

Property Location/Address(es): 899 Hwy 107, Sylva, NC 28779

Tax Parcel Identification Number(s): 7640-85-7027

Current Use of Property(ies): Vacant

Acreage to be Rezoned: 58.60

Deed Book: 1872 Page: 79 Lot / Tract Size: 58.6 (acres)

Property Street Frontage / Width: approx. 1,255 ft. Property Depth: approx. 2,324 ft.

Flood Plain: Zone X FIRM Panel: 7640

**Zoning Information:**

Current Zoning District(s): General Business (GB)

Requested Zoning District(s): Institutional (I)

Purpose of Zoning Change (optional): The purpose for the requested change is to allow the new Jackson County Middle School to be constructed on the property.



## APPLICATION REQUIREMENTS:

Item 2.

All written materials and photographs must be a minimum of 8½"x11" paper; maps, surveys and plans must be submitted on a minimum 11"x17" paper. For the first level of review with the Town of Sylva Planning Board, the applicant must supply one (1) original and ten (10) copies of the completed application, supporting documents, photographs and materials. For Clerk advertisement and Board of Commissioners consideration, the Planning Staff may request additional documents as necessary. Please plan to attend all meetings and be prepared to answer questions or present information as necessary to the Planning Board or Town Board of Commissioners. Failure to attend may result in a delay or denial of your application.

1. **Legal description and property survey:** For a Major map amendment or if the applicant is seeking to subdivide a property to amend, attach a complete legal description (metes and bounds) of the property. Provide an existing survey of the property, with a scale indicating dimensions. If the applicant is seeking a text amendment, please attach a tax map with PIN number.
2. **Requested zoning change and use:** Indicate the current zoning classification and the proposed zoning classification being requested.
3. **Adjacent property zoning and land use:** Provide the current zoning and land use for the parcels immediately adjacent to the subject property (include all directions – north, south, east and west). Do not include right-of-way when considering adjacent uses.
4. **Land use and future development:** Describe how land use and future development conditions have changed that make the existing zoning designation unsuitable; include detail as to why a rezoning would be compatible with the character of the area.
5. **Public need:** Indicate the perceived need for the additional land to be zoned to the requested classification stated above.
6. **Community impact:** Describe the impact the proposed rezoning would generate on the adjacent properties and the surrounding neighborhoods/communities/businesses. Include in your discussion: transportation, utilities, storm water management, fire, public safety, open space, topography, density, property access and economic development. Provide in detail why or why not (and if so, how) the proposed rezoning will affect the surrounding properties.
7. **Infrastructure demand:** Describe the impact the proposed rezoning would have on public services, facilities and infrastructure (e.g. schools, parks, recreational services, roads, senior services, etc.). Provide in detail estimated demand for existing and/or new services based upon build-out and population projections.
8. **Zoning Ordinance and Comprehensive Plan compliance:** Explain how the proposed rezoning or development will be in compliance with Town's Land Use Plan and/or Comprehensive Plan.



## **Notification:**

Item 2.

All property and business owners within 100 feet of the property being considered for a text or map amendment must be mailed an Adjacent Property Owner Notification a minimum 10 days prior to the Town of Sylva Planning Board and Town Board of Commissioners meetings. The applicant is responsible for supplying a list of the names and mailing address for these properties and businesses affected by the possible text or map amendment change. In addition, the applicant must supply two (2) set of stamped, addressed #10 envelopes for each property and business owner within a 100' radius. The return address should read:

Town of Sylva  
83 Allen Street  
Sylva, NC 28779

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## **SPOT ZONING**

### **SPOT ZONING DEFINED:**

"A zoning ordinance, or amendment, which singles out and reclassifies a relatively small tract owned by a single person and surrounded by a much larger area uniformly zoned, so as to impose upon the smaller tract greater restrictions than those imposed upon the larger area, or so as to relieve the small tract from restrictions to which the rest of the area is subjected, is called spot zoning."

### ***How to determine whether a particular rezoning is spot zoning when a relatively small tract of land is:***

- o Zoned differently from the surrounding area
- o Not taking into account the larger community context
- o Not in accordance with the comprehensive plan

### ***Factors to Consider:***

#### ***1. Size of Rezoning Area***

The smaller the area/tract the more likely the rezoning can be considered a spot zoning. The size of the tract must be looked at in context for the larger area.

#### ***2. Compatibility with the Plan***

How consistent is the rezoning with the Land Use Plan(s). Relationship of the Town's Land use policies and objectives. Is the land suitable for the following:

- o Development (e.g., topography, soil types, wetland locations, and flood areas)
- o Availability of Services (e.g., water, sewer, roads)
- o Existing and Needed Land Uses.

#### ***3. Benefits & Detriments***

Look at who will benefit and be harmed (if anyone) from the result of the rezoning (e.g. owner, adjacent owners & community at large).

#### ***4. Relationships of Uses***

The relationship of the proposed uses versus the current uses on adjacent land.

## Authorization:

Item 2.

**Note: If the person requesting of The Town of Sylva, to take action on a particular piece of property is not the owner of the property, or under contract to purchase, then the actual owner of the land must complete this form with his/her signature notarized. If the property owner is the applicant please complete the section below and sign as indicated.**

**Fax, Scan or Copied images of the original document will not be accepted.**

I, AWD Family Limited Partnership LLLP (Land owner name) am the owner of the property located in the Town of Sylva Zoning Jurisdiction at:

Street address: 899 Hwy 107, Sylva, NC 28779 Property PIN: 7640-85-1027

I hereby authorize Kevin King/Jackson County (owner or applicant's name) to appear with my consent before the Town of Sylva Planning Board and Board of Commissioners in order to request a rezoning for the above noted location. I authorize the Town of Sylva to advertise and the applicant to present this matter in my name as the owner of the property. I hereby authorize the Town Officials to enter my property to conduct relevant site inspections as deemed necessary to process the application. All information submitted and required as part of the approval process shall become public records. I, as the land owner, hereby CERTIFY THAT THE INFORMATION CONTAINED HERIN IS TRUE TO THE BEST OF MY KNOWLEDGE; AND BY ACCEPTING THIS REZONING, if approved, shall in every respect conform to the terms of this application and to provisions of the Statutes and Ordinances regulating development in the Town of Sylva. Any VIOLATION of the terms above stated and/or Town Ordinances or Regulations will result in civil penalties. If there are any questions, you may contact me at:

Street Address: c/o Jeff Goss, 21 Colonial Sq

City / State / Zip Code: Sylva, NC 28779

Phone Number: (828) 586-3131

Email Address: jeff@sylvalawyers.com

Owners Signature: April DeMa

Sworn to and subscribed before me, this the 29 day of April, 2025

[Signature]  
Notary Public

My commission expires: July 11, 2025



**Town of Sylva, North Carolina  
Zoning Map Amendment Request  
Staff Report – May 7, 2025**

**Applicant:** Jackson County Government – Kevin King, County Manager

**Property Location:** 899 Highway 107, Sylva NC 28779; PIN 7640-85-7027

**Current Property Zoning:** ETJ General Business (ETJ-GB)

**Ordinance Section for which the Text Amendment is requested:** Article 3 - Procedures - Section 3.9.B – Zoning and Map Amendments

**Description of Request:**

The applicant is requesting a map amendment that would designate the subject property as ETJ Institutional District (ETJ-ID).

**Background:**

The Institutional District (ID) is a moderately sized district within Sylva's zoned jurisdiction. The ID District offers a broad range of permitted (use-by-right) and special uses (SUP) such as public/civic/social services, auditoriums, community centers, emergency services, government facilities, places of worship, pre-school/daycare, parks/recreation, health care facilities, professional offices, etc. Property improvements in this district are subject to development standards as set forth in the zoning ordinance including building setbacks, landscaping, architectural standards, sidewalk construction, parking, storm water treatment, etc.

The subject property is located on Highway 107 and approximately 850 ft north of the Highway 107/Old Cullowhee Road intersection. This property is a total 58.60 acres in land area and is vacant with no structures. Access to this property is from the public right-of-way of Highway 107. This property is adjacent to properties to the north and south that are in the ETJ-GB District and is not located within the 100-year flood plain or protected watershed. This property is or can be served by Tuckasegee Water & Sewer Authority for public utilities.

**Application Response:**

The applicant is requesting that the existing Town of Sylva Zoning Map be amended to designate this property (58.60 acres total) to the ETJ-I District.

**Staff Findings:**

The requested map amendment would not constitute "spot zoning" as the request is consistent with the Town's adopted 2040 Land Use Plan.

The Town's adopted Land Use Plan for 2040 establishes that this property will be in the future *Community Corridors District* with encouraged land uses for this district being mixed-use buildings, institutional uses, walkable neighborhood commercial (retail, office, personal services), large scale commercial, business centers, community services and civic/educational services.

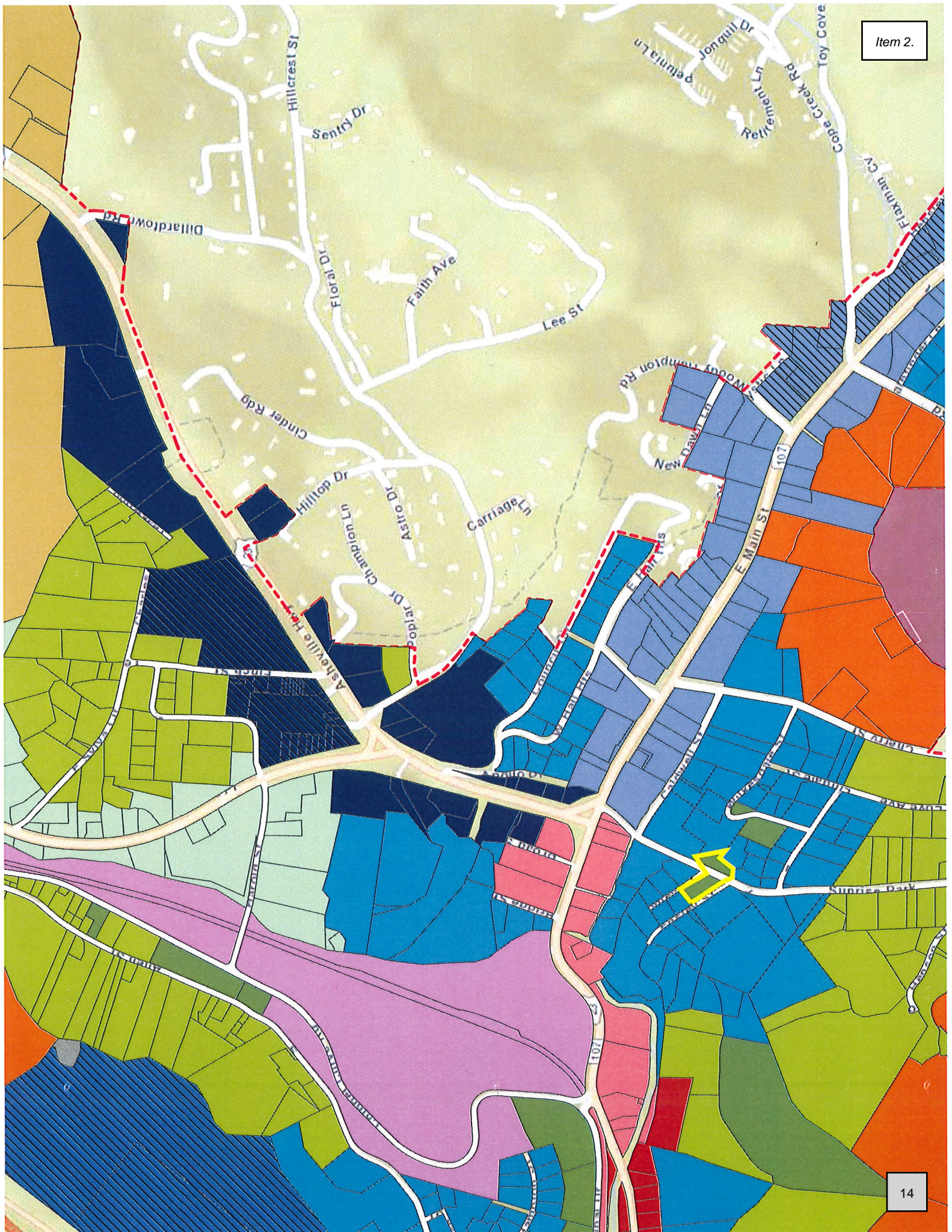




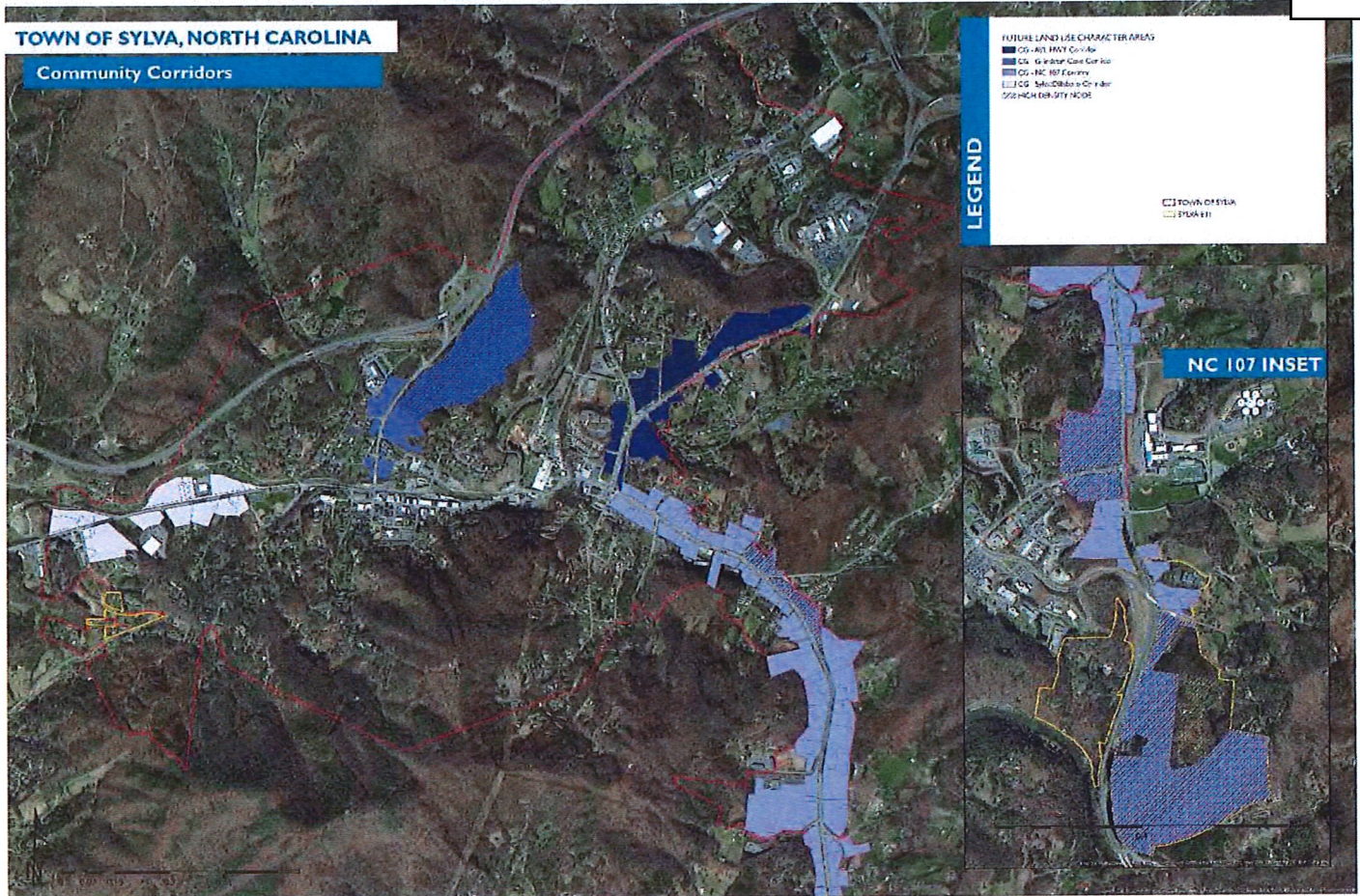












## Community Corridors

The intent of the Community Corridor character areas is to create an authentic “Sylva Look and Feel” for the town’s entryways. Community Corridors will be the town’s “workhorse” corridors – connecting commercial areas to residential neighborhoods while providing a major transportation link between job centers and areas outside of Sylva. The key to success is redevelopment that incorporates a mix of land uses in compact development patterns, links downtown and neighborhoods, and provides additional housing options, neighborhood amenities, and job opportunities. With some exceptions, the form the uses take is more important than land use. The corridors also include high-density nodes which are the points along the corridors that are most appropriate for high density mixed-use development.

### Encouraged Land Uses:

- Mixed use buildings and mixed-use projects (including residential, office and ground-floor retail/commercial)
- Institutional uses
- Commercial uses (see the list of Generator types in the Existing Land Use section)
  - Neighborhood commercial: retail, office, or personal services intended to serve surrounding neighborhoods, consume are 4-5 acres of land, should be walkable from nearby residential neighborhoods
  - Community commercial: Commercial uses with 125,000 to 400,000 leasable square feet, often with one or more anchor tenants, commercial uses serve a large portion of the community; focus on multimodal access
- Light industrial & Office / Business centers: with the right development standards in place, light industrial uses can be appropriate along the community corridors, particularly where the corridors are further away from Downtown Sylva.
- Community services
- Civic and educational uses that support community residents



May 15, 2025

TOWN OF SYLVA PLANNING BOARD

**Statement of Consistency pursuant to G.S. 160D**

Re: Proposed zoning map amendment from General Business (GB) to Institutional (I) for parcel identified by PIN# 7640-85-7027.

The Town of Sylva Planning Board has found the zoning map amendment to parcel identified by PIN# 7640-85-7027 to be supported by the Town of Sylva 2040 Land Use Plan.

We find the proposed amendment to be consistent with The Plan for Sylva corridor specifications found on page 32 of the Town of Sylva 2040 Land Use Plan. More specifically:

- Community Corridor: The requested map amendment would not constitute “spot zoning” as the subject properties will be in accordance with the Town’s adopted Land Use Plan for 2040. This plan establishes that these properties will be in the future Community Corridor District. The encouraged land uses for this future district include:
  - Mixed-use buildings
  - Institutional uses
  - Walkable neighborhood commercial (retail, office, personal services)
  - Large scale commercial, business centers, community services and civic/educational services

We therefore consider the proposed zoning map amendment to be reasonable and in the public interest.

Signed: \_\_\_\_\_

Melissa Madrona, Chairman