TOWN OF SYLVA
BOARD OF COMMISSIONERS
REGULAR MEETING

Thursday, November 12, 2026 at 5:30 PM

Board Room, 83 Allen Street Sylva, North Carolina

AGENDA

CALL TO ORDER

APPROVAL OF AGENDA

All items listed and adopted are for discussion or possible action

APPROVAL OF CONSENT AGENDA

1. November 12, 2026 Consent Agenda

PUBLIC COMMENTS

REPORTS

2. Mayor's Report
3. Commissioner's Report
4. Manager's Report
5. FY2025-2026 Audit Report

PUBLIC HEARING

6. Zoning Map Amendment: Jackson County
7. Zoning Map Amendment: Alice Grindstaff

NEW BUSINESS

8. Zoning Map Amendment: Jackson County
9. Zoning Map Amendment: Alice Grindstaff
10. TWSA Board Appointment- Paige Dowling 2nd Term
11. Cancel November 26, 2026, Planning Board Meeting
12. Cancel November 26, 2026, Regular Board of Commissioners Meeting
13. Cancel December 24, 2026, Planning Board Meeting

14. Cancel December 24, 2026, Regular Board of Commissioners Meeting

ADJOURNMENT

Town of Sylva
CONSENT AGENDA
November 12, 2026

1- APPROVE MINUTES: October 8, 2026, **Regular Board Meeting;** October 22, 2026 **Regular Board Meeting**

2- BUDGET:

#25	10-660-0600 Contingency	$ 8,000.00	C
	10-470-2200 Consulting Professionals	$ 8,000.00	D

REF: To cover the cost of financial consulting services.

#26	10-399-0000 Fund Balance Appropriation	$46,250.00	D
	10-560-7600 Street Dept.	$46,250.00	C

REF: To cover the increased cost of the Ridgeway Street Slope Failure repair.

3- REPORTS:

1- Business Registration Permits as of **October 2026**
2- Ad Valorem Tax Report as of **September 30, 2026**
3- Statement of Revenues, Expenditures, Changes in Fund Balance as of **September 30, 2026**
4- Quarterly Special Revenue/Capital and Grant Project Report as of **September 30, 2026**
5- Quarterly Finance Report as of **September 30, 2026**

4- OTHER:

- **Resolution Imposing the Duties of Finance Officer Upon Kristie Walker (R2026-19)** Lynn Bryant retirement is effective January 1, 2027. In a resolution approved October 8, 2026, the Board imposed the duties of Finance Officer upon the Town Manager. Kristie Walker assumed the permanent Finance Officer position November 4, 2026.
- **Resolution Imposing the Duties of Town Clerk Upon Paige Dowling, Town Manager (R2026-20)** Angie Stanley, Town Clerk, has tendered her resignation effective November 13, 2026. This resolution temporarily imposes the duties of Town Clerk upon the Town Manager, Paige Dowling, until a permanent Town Clerk is hired.

Tax Summary
as of September 30, 2026

(10-301-XX)	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016	Total	Current Year	TOTALS	
Starting Balances	64370.98	23189.58	22877.03	9790.65	6392.91	7019.62	4421.43	4325.22	4006.43	2411.82	148,805.67	$2,747,010.16	10-281-0000	
July	-3359.62	-42.84					-59.74	-496.18	-212.98		-4,171.36	-12,922.91	-17,094.27	
August	-2464.56										-2,464.56		-2,464.56	
September	-3326.63	-563.85	-653.78	-551.32	-56.23						-5,151.81	-301,693.16	-306,844.97	
October											0.00		0.00	
November											0.00		0.00	
December											0.00		0.00	
January											0.00		0.00	
February											0.00		0.00	$2,837,720.59
March											0.00		0.00	
April											0.00		0.00	
May											0.00		0.00	
June											0.00		0.00	
July - June Totals	-9150.81	-606.69	-653.78	-551.32	-56.23	0	-59.74	-496.18	-212.98	0	-11,787.73	-314,616.07	-326,403.80	
Releases		-13.62	-14.86	-12.10	-12.10	-11.69			-540.21		-604.58	-41.94	-646.52	
Add to Original Levy											0.00	90,710.43	90,710.43	
Under Appeal											0.00		0.00	
Bankruptcy											0.00		0.00	
Refund/Adj											0.00		0.00	
Subtotals	-9,150.81	-620.31	-668.64	-563.42	-68.33	-11.69	-59.74	-496.18	-753.19	0.00	-12,392.31	-223,947.58	-236,339.89	
EOY Adjustment														
(10-110-XX) Balance	$55,220.17	$22,569.27	$22,208.39	$9,227.23	$6,324.58	$7,007.93	$4,361.69	$3,829.04	$3,253.24	$2,411.82	136,413.36	$2,523,062.58	$2,659,475.94	
Interest	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016	Total			
July	202.56	7.16					297.67	340.63	84.80		932.82		932.82	
August	257.7		100.00								357.70		357.70	
September	106.68	95.88	181.71	192.75	20.16						597.18		597.18	
October											-		-	
November											-		-	
December											-		-	
January											-		-	
February											-		-	
March											-		-	
April											-		-	
May											-		-	
June											-		-	
Interest Collected	$566.94	$103.04	$281.71	$192.75	$20.16	$0.00	$297.67	$340.63	$84.80	$0.00	$1,887.70	$0.00	$1,887.70	10-317-0000
Submitted by: Amanda Murajda, Tax Collector												Collection Rate	11.0884%	

Top 10 Delinquent Accounts (2025 & prior)

Name	Balance 9/30/2026
JTS Transport	$ 14,227.64
GL Mtn Apartments LLC	$ 7,166.18
Gretta Worley	$ 7,111.74
Mountain Park Urgent Care	$ 6,509.74
David George Howell	$ 6,180.91
Jimmy Ray Wilson	$ 5,723.98
Joe Wilson	$ 5,701.79
Marjorie Herbert Smith	$ 5,634.33
ntahala Brewing Company	$ 3,893.46
nothy Queen	$ 3,705.66

General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
9/30/2026

	2026-2027 Budgeted	Previously Reported	2026-2027 YTD Actual	Current Month	2026-2027 Budget Balance	Actual to Budget Percent	Statement Period 3	Variance
Revenues:								
Ad valorem taxes	$ 2,907,954	$ 33,417.32	$ 355,151.73	$ 321,734.41	$ 2,552,802.27	12.21%	25.00%	-12.79% *
Other taxes and licenses	$ 1,200	60.00	60.00	$ -	$ 1,140.00	5.00%	25.00%	-20.00% *
Unrestricted intergovernmental	$ 3,311,610	204,619.26	448,086.26	$ 243,467.00	$ 2,863,523.74	13.53%	25.00%	-11.47% *
Permits and Fees	$ 15,500	7,211.00	7,736.00	$ 525.00	$ 7,764.00	49.91%	25.00%	24.91%
Restricted intergovernmental	$ 187,166	14,485.31	57,318.69	$ 42,833.38	$ 129,847.31	30.62%	25.00%	5.62% *
Investment earnings	$ 135,000	51,937.88	76,224.81	$ 24,286.93	$ 58,775.19	56.46%	25.00%	31.46%
Other revenues	$ 54,400	12,759.88	17,392.00	$ 4,632.12	$ 37,008.00	31.97%	25.00%	6.97%
Total revenues	$ 6,612,830	324,490.65	961,969.49	637,478.84	$ 5,650,860.51	14.55%	25.00%	-10.45%
Expenditures:								
General Government	$ 1,178,055	191,322.26	281,516.49	90,194.23	896,538.51	23.90%	25.00%	1.10% **
Salaries & Benefits	$ 509,740	74,644.58	117,292.78	42,648.20				
Capital outlay	$ 25,761	-	-	-				
All other expenditures	$ 562,767	116,677.68	164,223.71	47,546.03				
Public Safety	$ 5,114,660	662,595.87	960,972.71	298,376.84	4,153,687.29	18.79%	25.00%	6.21%
Salaries & Benefits	$ 2,133,485	296,358.96	451,253.11	154,894.15				
Capital outlay	$ 1,367,662	50,000.00	81,389.82	31,389.82				
All other expenditures	$ 1,613,513	316,236.91	428,329.78	112,092.87				
Culture and Recreation	$ 147,612	21,137.04	26,071.28	4,934.24	121,540.72	17.66%	25.00%	7.34%
Salaries & Benefits	$ 35,650	3,490.45	5,339.86	1,849.41				
Capital outlay	$ 5,000	3,622.85	3,622.85	-				
All other expenditures	$ 106,962	14,023.74	17,108.57	3,084.83				
Transportation	$ 1,342,625	168,631.37	235,407.80	66,776.43	1,107,217.20	17.53%	25.00%	7.47%
Salaries & Benefits	$ 407,170	56,472.91	84,455.35	27,982.44				
Capital outlay	$ 72,000	21,085.84	22,970.09	1,884.25				
All other expenditures	$ 863,455	91,072.62	127,982.36	36,909.74				
Economic and Physical Development	$ -	-	-	-	-	0.00%	0.00%	0.00%
Salaries & Benefits								
Capital outlay								
All other expenditures	$ -	-	-	-				
Environmental Protection	$ 496,450	267,791.31	286,027.99	18,236.68	210,422.01	57.61%	25.00%	-32.61%
Salaries & Benefits	$ 119,820	14,828.29	22,195.28	7,366.99				
Capital outlay	$ 252,500	225,000.00	227,006.00	2,006.00				
All other expenditures	$ 124,130	27,963.02	36,826.71	8,863.69				
Total expenditures	$ 8,279,402	1,311,477.85	1,789,996.27	478,518.42	6,489,405.73	21.62%	25.00%	3.38%
Revenues over expenditures	$ (1,666,572)	(986,987.20)	(828,026.78)	158,960.42	(838,545.22)	-10.13%		
Other Financing Sources (Uses)		-	-	-	-			
Sale of capital assets	$ 10,000		-					
Lease liabilities issued	$ -							
Transfers (to) from other funds	$ 1,656,572		15,300.00					
					-			
		-	-		-			
		-	-	-				
Total other financing sources (uses)	$ 1,666,572	-	15,300.00	-	-			
Revenues and other sources over expenditures and other uses	$ -	(986,987.20)	(812,726.78)	158,960.42	(838,545.22)			

Analysis:

* Timing on tax and state revenues

** Credit card distribution required

Town of Sylva
Special Revenue Funds/Capital and Grant Project Quarterly Report
September 30, 2026

Public Art Fund (Fund 23) - Special Revenue Fund:

Original Ordinance (2017-01)		$0
Fund Balance (6/30/2025)		$4,565
Revenue - Donations/ Interest		$40
Fund Balance Appropriation (Operating Budget)		$0
Expenditures		$0
Balance to Date		**$4,605**

Sidewalk SRF (Fund 27) - Special Revenue Fund:

Original Ordinance (2017-02) Note: Amended from RLF		103,713
Budget Amendment #1 (Skyland Drive 7/11/19)		174,687
Budget Amendment #2 (Skyland Drive 3/12/20 - Note: Reapproved on 2/10/22)		2,800
GF Transfer In from GF (Hwy 107) - (Prepaid 40,131.38)		159,869
Budget Amendment #3 (Skyland Drive 11/12/22)		100,000
Revenue/Interest/Adjustment (since inception)		83,384
Expenditures (Skyland Drive)		-115,088
Highway 107 Prepaid NCDOT	$40,131.00	
Accrued Liability for DOT Skyland Drive		-294,021
Balance to Date		**$215,344**

Bryson Park/Playground (Fund 31) - SCIF Grant Capital Project Fund:

Original Ordinance (SCIF Grant 11612) (2/24/22)	3,000,000.00
Expenditures	-3,194,215.00
Amendment - Sales Tax Refund (11-14-2024)	56,712.00
Amendment -Interest thru (9/30/2024)(11-14-2024)	137,503.00
Closed Project on August 27, 2026	**0.00**

Facade Grant Improvement Program (Fund 33) - Grant Project Fund:

Original Ordinance (4/25/2024) JC TDA		20,000
Original Ordinance (4/25/2024) Community Foundation		10,000
Expenditures		-28,910
Interest	$1,145	
Balance to Date		**$1,090**

Scotts Creek Bridge Project (Fund 35) - Grant Project Fund:

Original Ordinance (8/8/2024) Closeout of Allen Street Capital Project Fund		125,000.00
Transfer In GF Year End (6/30/2024)		829,500.00
NCDTS Cashflow Loan (4/10/2025)		203,928.93
Closeout Bridge Park Project (May 8, 2025)		57,328.84
Transfer In GF FY 25-26		385,000.00
Amended Interest		51,000.23
Expenditures		-$156,866.90
Interest (103,410.51- 51,000.23 = $52,410.28)	$52,410	
Balance to Date		**1,494,891.10**

Pinnacle Park - PARTF (Fund 36) - Grant Project Fund:

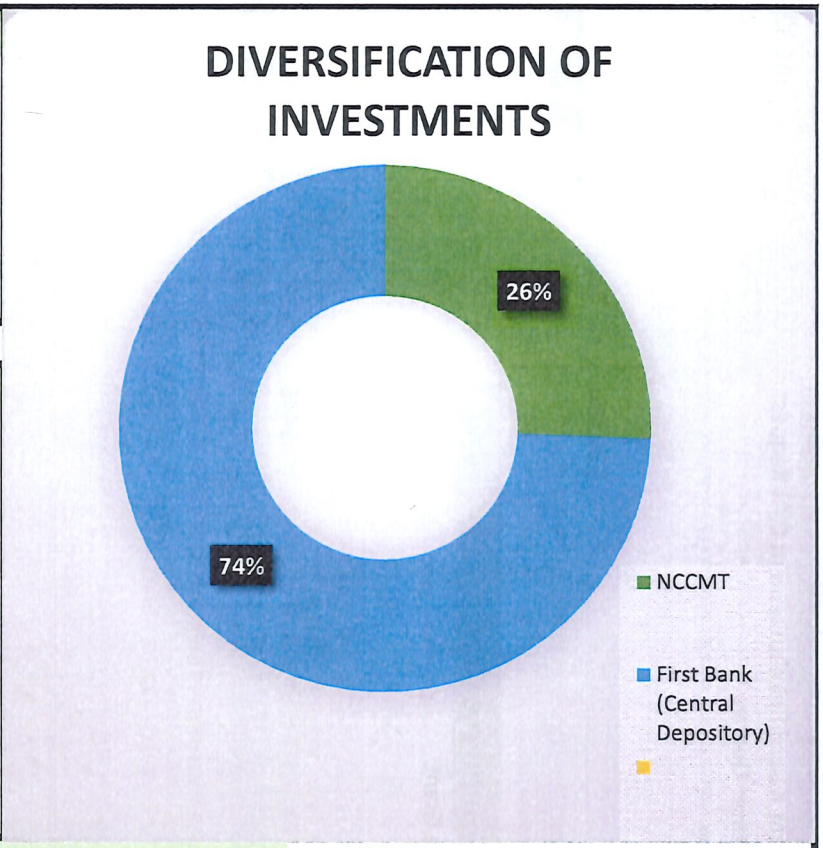
Original Ordinance (10/23/2025)PARTF Grant Award Reimbursement QTR Request		341,323
Professional Services - Fisher Creek Non- Water Quality		68,000
Cash Flow - Fisher Creek Non-Water Quality		341,324
Match (JCTDA)		341,322
Expenditures		-8,179
Interest	$21,496	
Balance to Date		**$1,083,790**

Stormwater Inlet Repair - Ritz - Commerce Grant Project Fund:

Original Ordinance (9/24/2026) Commerce Grant		774,921
Commer Grant 20% Grant Advance		193,730
Cash Flow- Fisher Creek Water Quality		774,921
Expenditures		
Interest	$446	
Balance to Date		**$1,743,572**

Town of Sylva Financial Report as of September 30, 2026

INVESTMENT PORTFOLIO:		3 Month Avg
BANK	INVESTMENTS	INTEREST
NCCMT	$4,310,089	3.54%
First Bank (Central Depository)	$12,535,581	3.50%
	$16,845,670	



STATE REVENUE ANALYSIS: (28.45% Budget)	Revenue	% Collected
Telecommunication	$6,184	28.63%
Natural Gas	$2,872	35.90%
Video Programming	$1,768	23.57%
Franchise on Power	$77,389	24.88%
Total 1st QTR (Avg should be 25%)	**$88,213**	
Article 40 (.50% pooled - per capita)	$24,582	10.69%
Article 42 (.50% point of sale)	$28,255	11.77%
Article 39 (1% point of sale)	$56,975	12.39%
Hold Harmless (related to county medicaid)	$20,749	10.37%
Total 1 Month (Avg should be 8.33%)	**$130,561**	

FUND BALANCE ANALYSIS:		
Unassigned - 6/30/2026 (10-299-0000)	$5,364,779	
Appropriated/rollover after 7/1/26	$0	
Transfer over goal	-$170,000	
ARPA related funds (10-299-0500)	-$97,010	
Available Fund Balance	**$5,097,769**	**Goal**
	68.00%	**68.00%**

What does 1 cent =	$68,502
# ARPA Related Approp	0
# GF Approp. after 7/1	0
# Contingency Approp.	0
# GF Rollovers after 7/1	0

ARPA Related:
$97,010
Contingency Balance

Note: Board policy states that Fund Balance will not drop below 40% and the goal is to have Fund Balance at 68% of expenditures.

CAPITAL RESERVE FUNDS:

General Fund	ESTIMATE	Fire Department	ESTIMATE
GF Res 6/30/2026	$1,094,158	FD Res. 6/30/2026	$105,729
Transfer In GF (Over Goal)@6/30		FD DOI Earmarked	
Interest	$10,054	Interest	$800
Due To/From	$39,724	2nd Pumper Truck	
Appropriation 7/1/2026	$0	Appropropriation 7/1/25	-$15,300
GF Available Funds	**$1,143,937**	FD Available Funds	**$91,230**

REVOLVING LOAN FUND:

RLF Balance 6/30/25 minus sub	$105,421
Interest	$2,001
Investment in Real Estate	-$52,435
RLF Available Funds	**$54,987**

FISHER CREEK ANALYSIS:

Bank Investments	Current Invested	FY Interest as of 9/30/2026	Current Interest Rate	Total Interest starting 10/2007
NCCMT	$9,413	$84.94	3.55%	$178,586
Entegra/Select Bank/**First Bank**	$2,179,428	$25,912.18	3.50%	$348,731
Community 1st/**Dogwood Bank**	$0			$153,369
UICB	$0			$71,236
HomeTrust	$0			$55,723
Wachovia	$0			$66,937
1st Citizen	$0			$13,844
	$2,188,841	**$25,997.12**		**$888,426**

Fisher Creek Funds Available	
Fund Balance	3,294,863
Water Quality/SUB	**-1,153,981**
Revenues	482,610
Expenditures	-927,060
Funds Available	**$1,696,432**
ARPA Funds/Interest	127,010
Appropriations	-$30,000
Balance Remaining	**$97,010**

Note: $3,500,000 received from Clean Water Management Trust Grant 10/2007. The grant requires that $1,400,000 (40%) be spent on water quality. Currently $218,641 has been expended towards this purpose leaving $1,181,359 remaining.

Total H20 Quality Interest $171,942

PROPERTY TAX ANALYSIS

Budgeted	
Original Billing	$2,747,010
Est. 97.75% Collection	$2,685,202
Collection/Releases	**-$314,658**
Discovery/Penalties	$90,710
Appeals (Total)	$0
Outstanding	**$2,523,063**
Collection % Rate	**11.09%**
Prior Year Collection % Rate	97.96%

OUTSTANDING LOANS - General Government

Loan	P/I	Loan Payoff Year	Annual Debt
			$0
			$0
			$0

Submitted by: Lynn Bryant, Finance Officer

R2026-19

Resolution Finance Officer

WHEREAS, N.C. Gen. Stat. § 159-24 requires the Town to have a Finance Officer at all times and permits the duties of the Finance Officer to be imposed upon the budget officer; and

WHEREAS, the Town's current Finance Officer will retire effective January 1, 2027; and

WHEREAS, on October 8, 2026, the duties of Finance Office were imposed on the Town Manager who also serves as the Town's budget officer pursuant to N.C. Gen. Stat. § 159-9; and

WHEREAS, Kristie Walker was hired as the new Finance Officer on November 4, 2026; and

WHEREAS, the Board desires to ensure continuity of the Town's financial operations during this transition;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Sylva that:

1. Effective November 4, 2026, the duties of Finance Officer are hereby imposed upon Kristie Walker, Finance Officer pursuant to N.C. Gen. Stat. §§ 159-9 and 159-24.
2 The Finance Officer shall perform the statutory duties of the Finance Officer, including applicable preaudit, accounting, disbursement, and financial reporting responsibilities.
3. The Finance Officer is authorized to take all necessary administrative actions to ensure an orderly transition of financial records, banking authority, accounting system access, and other Finance Officer responsibilities.
4. This designation shall remain in effect until otherwise modified by the Board.

ADOPTED this 12th day of November, 2026.

_____
Johnny Phillips, Mayor

ATTEST:

_____
Angie D. Stanley, Town Clerk

OATH OF OFFICE

I, Kristie Walker, do solemnly swear that I will support and maintain the Constitution of the United States; and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Finance Director so help me God.

Kristie Walker

Signature

11/4/2026

Date

Angela D Stanley

Town Clerk Angela D. Stanley

Resolution Imposing the Duties of Town Clerk Upon the Town Manager

WHEREAS, N.C. Gen. Stat. § 160A-171 requires the Town to have a Town Clerk to keep the journal of the proceedings of the Board, safely keep the Town's records, and perform other duties as required by law or by the Board; and

WHEREAS, the Town Manager serves as the Town's chief administrative officer and is well positioned to perform these duties on an interim basis; and

WHEREAS, the Town's current Town Clerk will perform the duties of the office through November 13, 2026; and

WHEREAS, the Board desires to ensure continuity of the Town's official records and operations during this transition;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Sylva that:

1. Effective November 14, 2026, the duties of Town Clerk are hereby imposed upon the Town Manager pursuant to N.C. Gen. Stat. § 160A-171.
2. The Town Manager shall perform the statutory duties of the Town Clerk, including keeping the minutes and journal of the proceedings of the Board, maintaining and safeguarding the Town's official records, and attesting official documents, until a permanent Town Clerk assumes the position.
3. The Town Manager shall maintain the Town's official records in an orderly manner and in accordance with applicable public records and records retention requirements.
4. The Town Manager is authorized to take all necessary administrative actions to ensure an orderly transition of Board minutes, ordinances, resolutions, contracts, and other Town Clerk records and responsibilities.
5. This designation shall remain in effect until a permanent Town Clerk assumes the duties of the position or until otherwise modified by the Board.

ADOPTED this 12th day of November, 2026.

_____
Johnny Phillips, Mayor

Attest:

_____
Angie D. Stanley, Town Clerk

Water & Sewer Authority
TUCKASEIGEE
SERVING JACKSON COUNTY
1246 West Main Street
Sylva, NC 28779

October 23, 2026

Angie Stanley, Town Clerk
Town of Sylva
83 Allen Street
Sylva, NC 28779

Dear Ms. Stanley,

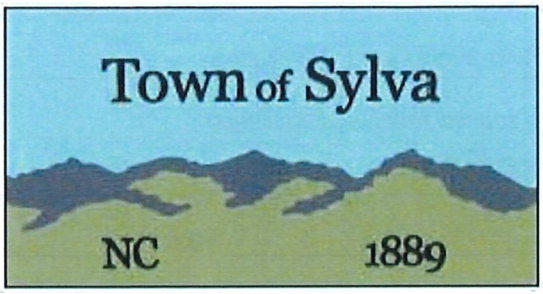
I hope this letter finds you well.

Tuckaseigee Water and Sewer Authority (TWSA) swears in new or reappointed Board Members at the January Business Meeting. Paige Dowling has completed her first full term on the TWSA Board of Directors and that term expires on December 31, 2026. However, she is eligible to serve another three (3) year term. Please provide the Town's appointment for this seat in the near future so we can prepare for the January meeting.

TWSA is very appreciative of the time, energy and dedication the Board of Directors contribute.

Sincerely,

Daniel Manring
Executive Director



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: Jackson County, Kevin King- 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

PropertyOwner(s): Jackson County

(If the owner is different than the applicant)

Address: _____

Phone: _____ Fax: _____

Email: _____

Property Information:

Property Location/Address(es): 108 Dillsboro Road,Sylva

Tax Parcel Identification Number(s): 7641-09-2476, 7631-99-9763

Current Use of Property(ies): Single Family Residential, vacant

Acreage to be Rezoned: 5.9

Deed Book: 2419 Page: 1534 Lot / Tract Size: 5.9 (acres)

Property Street Frontage / Width: 366 feet (approx.) Property Depth: _____

Flood Plain: Yes FIRM Panel: 7641

Zoning Information:

Current Zoning District(s): Low Density Residential

Requested Zoning District(s): Institutional

Purpose of Zoning Change *(optional)*: The purpose of the zoning change is to allow the expansion of the operations associated with the Jackson County Justice Center.

Spot Zoning Statement:

In the space below, please indicate whether the proposed rezoning *will* or *will not* constitute a spot zoning and explain *why* the proposed *rezoning will or will not constitute* a spot zoning. *(For more information on spot zoning, refer to the attachment on spot zoning).*

The proposed zoning map amendment will not constitute spot zoning due to the properties being adjacent to property zoned Institutional.

In addition, the future land use map in the Town's 2040 Land Use Plan identifies the property within the In- fill Neighborhood character area. The encourage land uses within this area include civic and educational uses that support community residents.

Town of Sylva LAND USE PLAN CONSISTENCY

All rezoning requests must be consistent with the Town of Sylva's *Land Use Map*

Current Land Use Classification(s): Residential

This rezoning request is:

- [✓] Consistent with the Town's Land Use Map.
- [ ] NOT consistent with the Town's Land Use Map.

IF THE REZONING REQUEST IS NOT CONSISTENT WITH THE LAND USE MAP:

A Land Use Map Amendment is *REQUIRED*. All rezoning requests MUST BE CONSISTENT with the Town of Sylva's *Land Use Map and/or the Town's Land Use Plan*. All Land Use Amendments must be consistent with one or more of the adopted Land Use Plan Policies located within the Town's Land Use Plan Update document and/or demonstrate a change in the character of the area that warrants a departure from the adopted Land Use Plan. In the space below, please explain *why* the proposed Land Use Amendment will be consistent with the Town of Sylva's Land Use Plan and how the character of the area has changed *(A copy of the Town of Sylva's Land Use Plan and Map can be viewed at Town Hall.*

APPLICATION REQUIREMENTS:

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:

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

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:

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, Jackson County/Kevin King- County Manager (Land owner name) am the owner of the property located in the Town of Sylva Zoning Jurisdiction at:

Street address: 401 Grindstaff Cove Road Property PIN: 7641-09-2476, 7631-99-9763

I hereby authorize Jackson County/ Kevin King (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: 401 Grindstaff Cove Road

City / State / Zip Code: Sylva, NC 28779

Phone Number: 828-631-2295

Email Address: kevinking@jacksonnc.org

Owners Signature:

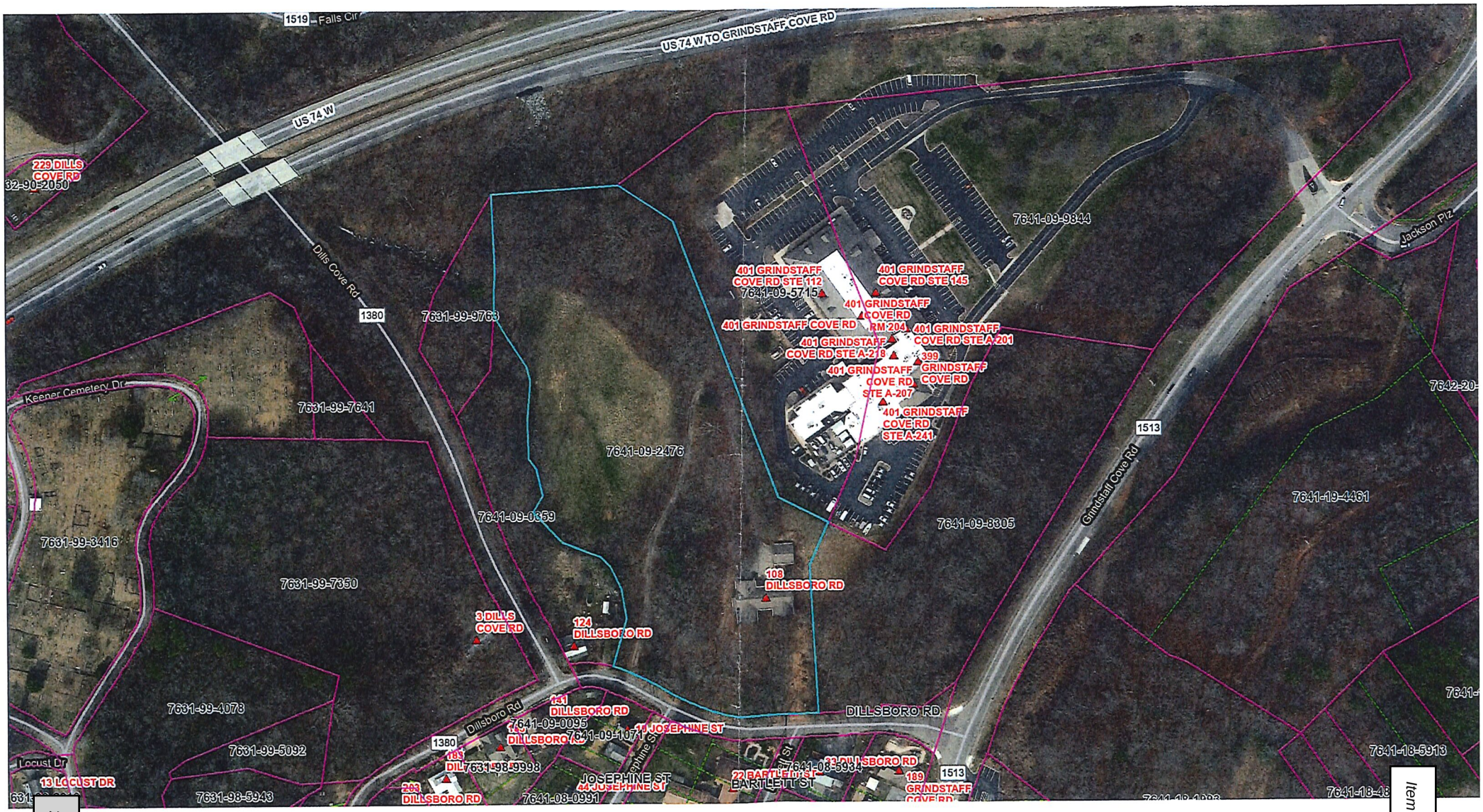
Sworn to and subscribed before me, this the 20 day of August, 2026

Janice M. Cope

Notary Public

My commission expires: 4-02-2028

JANICE M. COPE
MY COMM EXP.
APRIL 02, 2028
JACKSON COUNTY, NC
NOTARY PUBLIC


1519 Falls Cir
US 74 W TO GRINDSTAFF COVE RD
US 74 W
229 DILLS COVE RD
32-90-2050
Dills Cove Rd
1380
7631-99-9763
7641-09-9844
Jackson Plz
401 GRINDSTAFF COVE RD STE 112
7641-09-5715
401 GRINDSTAFF COVE RD STE 145
401 GRINDSTAFF COVE RD RM 204
401 GRINDSTAFF COVE RD
401 GRINDSTAFF COVE RD STE A-201
401 GRINDSTAFF COVE RD STE A-218
399 GRINDSTAFF COVE RD
401 GRINDSTAFF COVE RD STE A-207
401 GRINDSTAFF COVE RD STE A-241
Keener Cemetery Dr
7631-99-7641
7641-09-2476
1513
Grindstaff Cove Rd
7641-19-4461
7641-09-0859
7631-99-8416
7641-09-8305
7631-99-7350
108 DILLSBORO RD
3 DILLS COVE RD
124 DILLSBORO RD
7631-99-4078
141 DILLSBORO RD
DILLSBORO RD.
Dillsboro Rd
7641-09-0095
7641-09-1071
16 JOSEPHINE ST
1380
183 DILLSBORO RD
7631-98-9998
Locust Dr
13 LOCUST DR
7631-99-5092
JOSEPHINE ST
44 JOSEPHINE ST
7641-08-0991
22 BARTLETT ST
BARTLETT ST
7641-08-5984
33 DILLSBORO RD
1513
189 GRINDSTAFF COVE RD
7631-98-5943
203 DILLSBORO RD
7641-18-5913
7641-18-48

Town of Sylva, North Carolina
Zoning Map Amendment Request
Staff Report – October 5, 2026

Applicant: Jackson County Government – Kevin King, County Manager
Property Location: 108 Dillsboro Road, Sylva NC 28779; PIN's 7641-09-2476, 7631-99-9763
Current Property Zoning: Low Density Residential (LDR)
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 Institutional District (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, storm water treatment, etc.

The subject properties are located off Dillsboro and Dills Cove Roads approximately 600 lf west of the Grindstaff Cove Road/Dillsboro Road intersection. These properties total 6.65 acres in total land area and currently has one single-family dwelling located on it. Access to this property is from the public right-of-way of Dillsboro Road. These properties are adjacent to properties to the east and west that are in the Institutional District and portions of these properties are located within the 100-year flood plain. These properties are or can be served by Tuckaseigee 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 properties (6.65 acres total) as Institutional District.

Staff Findings:
The requested map amendment would not constitute "spot zoning" as the properties to the east and west are zoned Institutional District.

The Town's adopted Land Use Plan for 2040 establishes that this property will be in the future *In-Fill Neighborhoods District* with encouraged land uses for this district being *Primarily single-family, detached residential and related accessory uses, Duplexes, Civic and educational uses that support community residents and some single-family attached residential ownership (e.g. townhomes) is included in this character area to promote housing diversity*.

October 22, 2026

TOWN OF SYLVA PLANNING BOARD

Statement of Consistency pursuant to G.S. 160D

Re: Proposed zoning map amendment to apply a conditional zoning district to parcel identified by PIN #' 7641-09-2476 and 7631-99-9763.

The Town of Sylva Planning Board has found the conditional district zoning map amendment to parcel identified by PIN #s 7641-09-2476 and 7631-99-9763 to be supported by the Town of Sylva 2040 Land Use Plan.

We find the proposed amendment tó be consistent with the key drivers for The Plan for Sylva identified on page 20 and corridor specifications found on page 30 of the Town of Sylva 2040 Land Use Plan. The term driver refers to a top planning consideration that shapes The Plan for Sylva. More specifically:

- Driver 1-Residents, students, commuting employees, and visitors to Sylva enter the town through one of four corridors which are primarily a mix of commercial, retail, and institutional land uses. The corridors include Asheville Highway, Grindstaff Cove, NC 107, and Sylva/Dillsboro (West Main Street). Combined, the corridors comprise 23% of land in The Plan for Sylva study area. While the supply of land should be adequate for near- and long-term needs, much can be done to integrate the corridors with Sylva's overall vision and improve conditions for the people who use these corridors.

- In- Fill Neighborhoods: In-fill Neighborhoods are areas of existing low- (2 to 4 units per acre) to medium-density (4 to 12 units per acre) single-family residential uses. In the future, these stable neighborhoods will retain their existing land use pattern, as a denser development pattern conflicts with topography in most in-fill areas. Encouraged land uses are primarily single-family, detached residential and related accessory uses, duplexes, civic and educational uses that support community residents, some single-family attached residential ownership (e.g. townhomes) is included in this character area to promote housing diversity, and areas that currently allow manufacture housing will continue to allow for this land use.

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

Signed: _____

Russ Harris, Vice-Chairman, Town of Sylva Planning Board

November 12, 2026

TOWN OF SYLVA BOARD OF COMMISSIONERS

Statement of Consistency pursuant to G.S. 160D

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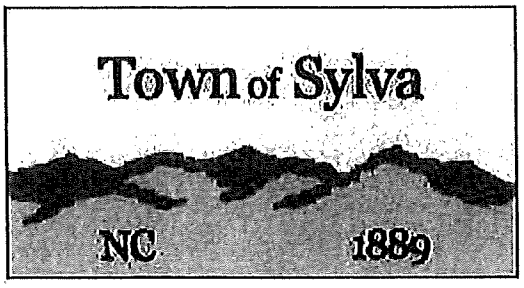
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We therefore consider the proposed zoning map amendment to be reasonable and in the public interest.

Signed: _____

Johnny Phillips, Mayor, Town of Sylva Board of Commissioners



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: Alice Grindstaff, Trustee of the Margaret B. Grindstaff Trust

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

Address: PO Box 957 North Beach, MD 20714

Phone: (703) 994-2721 Fax: _____

Email: Grindstaff@comcast.net

PropertyOwner(s): Alice Grindstaff, Trustee of the Margaret B. Grindstaff Trust

(If the owner is different than the applicant)

Address: _____

Phone: _____ Fax: _____

Email: _____

Property Information:

Property Location/Address(es): Adjoins the north end of Sylva Plaza Shopping Center. See Tract 5 of PC 13, Slide 526 less and except that 0.36 acre tract conveyed to TWASA. A total of 15.44 acres.

Tax Parcel Identification Number(s): PIN 7642-20-8769

Current Use of Property(ies): Vacant land currently zoned Low Density Residential (LDR)

Acreage to be Rezoned: 15.441 +/- acres

Deed Book: 97 E 160 Page: _____ Lot / Tract Size: 15.44 (acres)

Property Street Frontage / Width: _____ Property Depth: _____

Flood Plain: _____ FIRM Panel: _____

Zoning Information:

Current Zoning District(s): Low Density Residential

Requested Zoning District(s): General Business

Purpose of Zoning Change *(optional)*: The property adjoins the northern boundary line of of Sylva Plaza Shopping Center which is zoned General Business. The property also abuts the south margin of U.S. Hwy 19/74, and is in the Grindstaff Corridor of the Sylva Land Use plan. The Sylva Land Use plan is for mixed use development. Under current zoning standards, General Business would most closely comply with the Sylva Land Use Plan.

Spot Zoning Statement:

In the space below, please indicate whether the proposed rezoning *will* or *will not* constitute a spot zoning and explain *why* the proposed *rezoning will or will not constitute* a spot zoning. *(For more information on spot zoning, refer to the attachment on spot zoning).*

The subject property (PIN 7642-20-8769) adjoins the southern right-of-way of U.S. Highway 19/74 and is contiguous with the northern boundary line of Sylva Plaza Shopping Center (PIN 7642-20-2009). Sylva Plaza is zoned General Business. Rezoning the subject property in compliance with the Sylva Land Use Plan will not constitute a spot zoning.

Town of Sylva LAND USE PLAN CONSISTENCY

All rezoning requests must be consistent with the Town of Sylva's *Land Use Map*

Current Land Use Classification(s): Low Density Residential

This rezoning request is:

- [x] Consistent with the Town's Land Use Map.
- [ ] NOT consistent with the Town's Land Use Map.

IF THE REZONING REQUEST IS NOT CONSISTENT WITH THE LAND USE MAP:

A Land Use Map Amendment is *REQUIRED*. All rezoning requests MUST BE CONSISTENT with the Town of Sylva's *Land Use Map and/or the Town's Land Use Plan*. All Land Use Amendments must be consistent with one or more of the adopted Land Use Plan Policies located within the Town's Land Use Plan Update document and/or demonstrate a change in the character of the area that warrants a departure from the adopted Land Use Plan. In the space below, please explain *why* the proposed Land Use Amendment will be consistent with the Town of Sylva's Land Use Plan and how the character of the area has changed *(A copy of the Town of Sylva's Land Use Plan and Map can be viewed at Town Hall.*

The Sylva Land Use Plan and Map includes all of the property depicted in Plat Cab. 13 Slide 526 within the Grindstaff Cove overlay corridor. The subject tract is currently zoned Low Density Residential. The Jackson County mapping office has recently assigned a new PIN to the Grindstaff property lying on the South side of US Hwy 19/74, thereby allowing this 15.44 acres tract to be properly zoned in accordance with the Sylva Land Use Plan.

In order to bring the property into compliance with the Sylva Land Use Plan, the subject tract should be re-zoned from Low Density Residential to General Business to allow for mixed use development.

APPLICATION REQUIREMENTS:

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.

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Town of Sylva
83 Allen Street
Sylva, NC 28779

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Factors to Consider:

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

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

Authorization:

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, Alice Grindstaff, Trustee (Land owner name) am the owner of the property located in the Town of Sylva Zoning Jurisdiction at:

Street address: Grindstaff Cove Rd intersection with US Hwy 19/74 Property PIN: 7642-20-8769

I hereby authorize Alice Grindstaff (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: PO Box 957

City / State / Zip Code: North Beach, MC 20714

Phone Number: (703) 994-2721

Email Address: Grindstaff@comcast.net

Owners Signature: Alice Grindstaff, Trustee

Sworn to and subscribed before me, this the 21 day of August, 2026

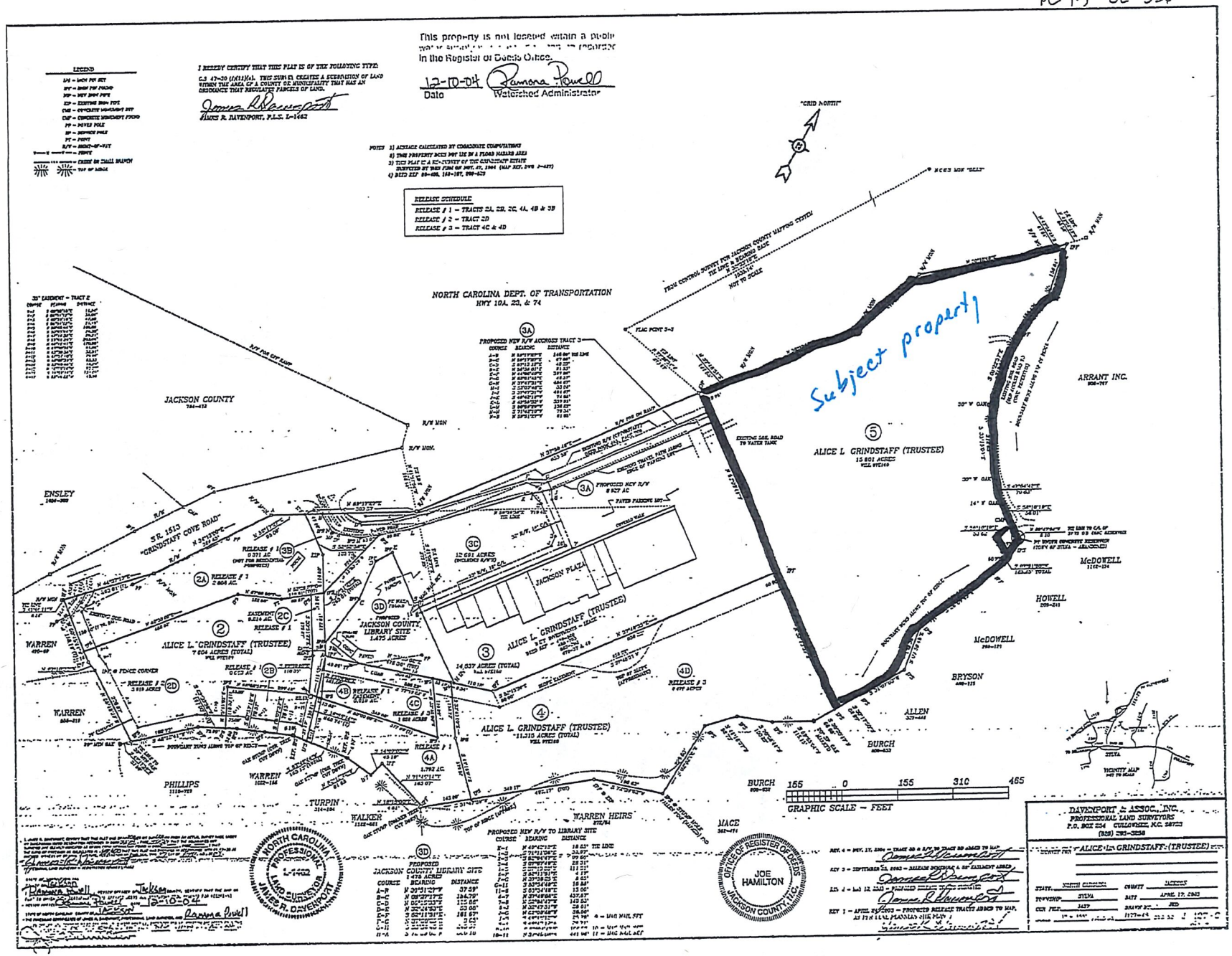
Claire N Bringley
Notary Public

My commission expires: 10/07/2028

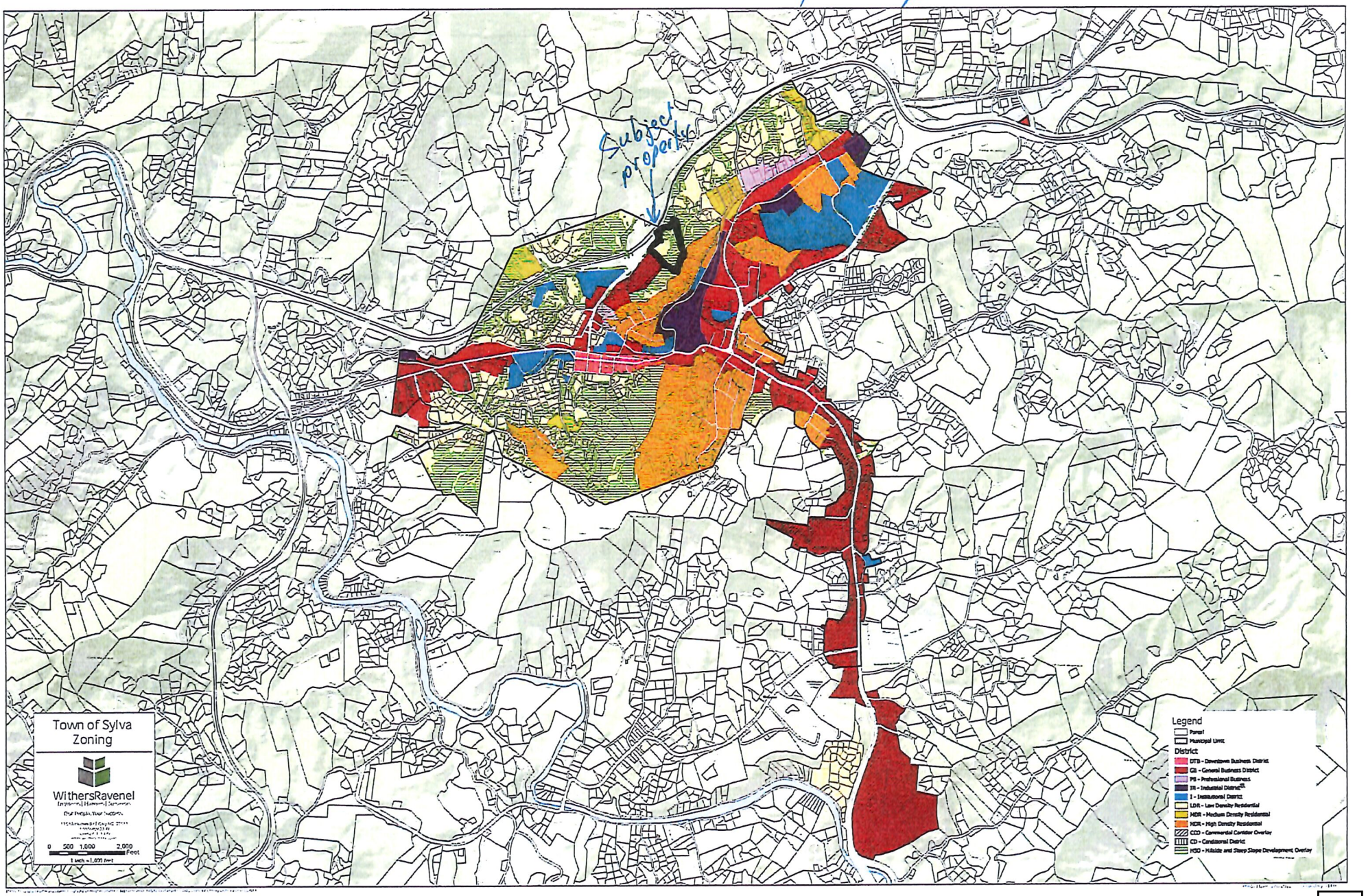
CLAIRE N BRINGLEY NOTARY PUBLIC CALVERT COUNTY, MD

Claire N Bringley
NOTARY PUBLIC
Calvert County
State of Maryland
My Commission Expires
October 07, 2028

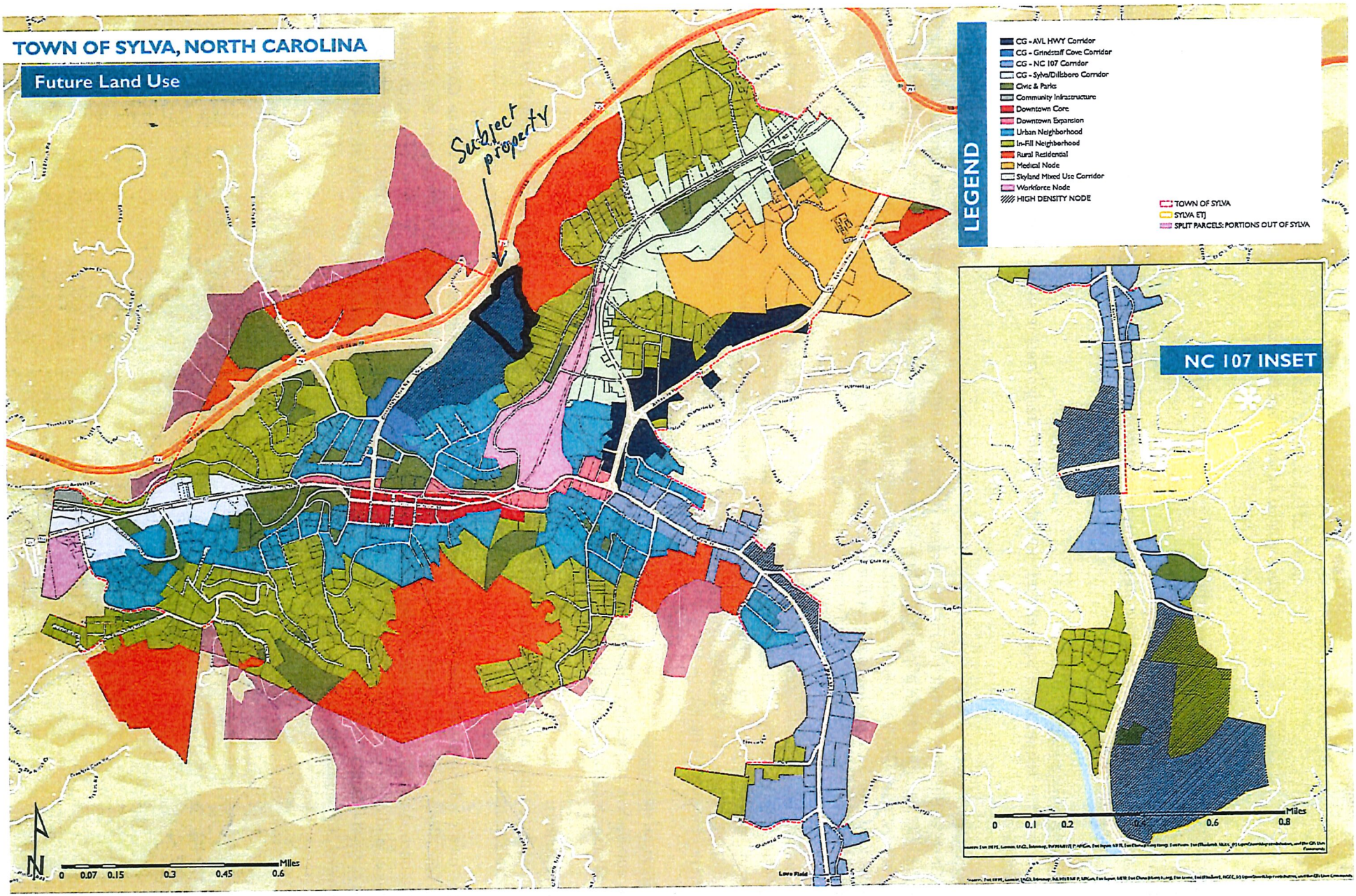
PC 13 SL 526


This property is not located within a public water supply watershed as required by law.
In the Register of Deeds Office.
12-10-04 Ramona Powell
Date Watershed Administrator
I HEREBY CERTIFY THAT THIS PLAT IS OF THE FOLLOWING TYPE:
G.S. 47-30 (f)(11)(a). THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.
JAMES R. DAVENPORT, P.L.S. L-1462
LEGEND
NOTES 1) ACREAGE CALCULATED BY COORDINATE COMPUTATIONS
2) THIS PROPERTY DOES NOT LIE IN A FLOOD HAZARD AREA
3) THIS PLAT IS A RE-SURVEY OF THE GRINDSTAFF ESTATE SURVEYED BY DAVENPORT ON DEC. 27, 1944 (MAP REF. DWG #-427)
4) DEED REF 89-488, 184-187, 208-623
RELEASE SCHEDULE
RELEASE # 1 – TRACTS 2A, 2B, 2C, 4A, 4B & 3B
RELEASE # 2 – TRACT 2D
RELEASE # 3 – TRACT 4C & 4D
"GRID NORTH"
NORTH CAROLINA DEPT. OF TRANSPORTATION
HWY 10A, 23, & 74
JACKSON COUNTY
ENSLEY
WARREN
PHILLIPS
TURPIN
WALKER
WARREN HEIRS
ARRANT INC.
McDOWELL
HOWELL
BRYSON
ALLEN
BURCH
MACE
S.R. 1513 "GRINDSTAFF COVE ROAD"
ALICE L. GRINDSTAFF (TRUSTEE)
7.604 ACRES (TOTAL)
14.637 ACRES (TOTAL)
11.315 ACRE (TOTAL)
15.601 ACRES
JACKSON PLAZA
JACKSON COUNTY LIBRARY SITE
1.475 ACRES
PROPOSED NEW R/W ACCROSS TRACT 3
PROPOSED NEW R/W TO LIBRARY SITE
Subject property
GRAPHIC SCALE – FEET
155 0 155 310 465
DAVENPORT & ASSOC., INC.
PROFESSIONAL LAND SURVEYORS
P.O. BOX 234 CULLOWHEE, N.C. 28723
(828) 293-3258
SURVEY FOR: ALICE L. GRINDSTAFF (TRUSTEE)
STATE: NORTH CAROLINA COUNTY: JACKSON
TOWNSHIP: SYLVA DATE: APRIL 17, 2003
OUR FILE: 3429 DRAWN BY: JRD
NORTH CAROLINA PROFESSIONAL LAND SURVEYOR JAMES R. DAVENPORT
OFFICE OF REGISTER OF DEEDS JOE HAMILTON JACKSON COUNTY, N.C.

Current Zoning Map



Land Use Map


TOWN OF SYLVA, NORTH CAROLINA
Future Land Use
Subject property
LEGEND
CG - AVL HWY Corridor
CG - Grindstaff Cove Corridor
CG - NC 107 Corridor
CG - Sylva/Dillsboro Corridor
Civic & Parks
Community Infrastructure
Downtown Core
Downtown Expansion
Urban Neighborhood
In-Fill Neighborhood
Rural Residential
Medical Node
Skyland Mixed Use Corridor
Workforce Node
HIGH DENSITY NODE
TOWN OF SYLVA
SYLVA ETJ
SPLIT PARCELS: PORTIONS OUT OF SYLVA
NC 107 INSET
N
0 0.07 0.15 0.3 0.45 0.6 Miles
0 0.1 0.2 0.4 0.6 0.8 Miles

Town of Sylva, North Carolina
Zoning Map Amendment Request
Staff Report – October 5, 2026

Applicant: Alice Grindstaff, Trustee of the Margaret B. Grindstaff Trust
Property Location: Lot 5 Jackson Plaza, Sylva NC 28779; PIN 7642-20-8769
Current Property Zoning: Low Density Residential (LDR)
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 General Business District (GB).

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 property is located off of Grindstaff Cove Road, adjacent to the Jackson Plaza which is owned by the applicant. This property is 15.44 acres in total land area and currently vacant. Access to this property is from Jackson Plaza. This property is adjacent to properties to the south that are in the General Business District and is not located within the 100-year flood plain. This property is or can be served by Tuckaseigee 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 (15.44 acres total) as General Business District.

Staff Findings:
The requested map amendment would not constitute "spot zoning" as the properties to the south are zoned General Business District.

The Town's adopted Land Use Plan for 2040 establishes that this property 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.

October 22, 2026

TOWN OF SYLVA PLANNING BOARD

Statement of Consistency pursuant to G.S. 160D

Re: Proposed zoning map amendment to apply a conditional zoning district to parcel identified by PIN # 7642-20-8769.

The Town of Sylva Planning Board has found the conditional district zoning map amendment to parcel identified by PIN # 7642-20-8769 to be supported by the Town of Sylva 2040 Land Use Plan.

We find the proposed amendment to be consistent with the key drivers for The Plan for Sylva identified on page 20 and corridor specifications found on page 32 of the Town of Sylva 2040 Land Use Plan. The term driver refers to a top planning consideration that shapes The Plan for Sylva. More specifically:

- Driver 1-Residents, students, commuting employees, and visitors to Sylva enter the town through one of four corridors which are primarily a mix of commercial, retail, and institutional land uses. The corridors include Asheville Highway, Grindstaff Cove, NC 107, and Sylva/Dillsboro (West Main Street). Combined, the corridors comprise 23% of land in The Plan for Sylva study area. While the supply of land should be adequate for near- and long-term needs, much can be done to integrate the corridors with Sylva's overall vision and improve conditions for the people who use these corridors.

- 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.

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

Signed: _____

Russ Harris, Vice-Chairman, Town of Sylva Planning Board

October 22, 2026

TOWN OF SYLVA BOARD OF COMMISSIONERS

Statement of Consistency pursuant to G.S. 160D

Re: Proposed zoning map amendment to apply a conditional zoning district to parcel identified by PIN # 7642-20-8769.

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

Signed: _____

Johnny Phillips, Mayor, Town of Sylva Board of Commissioners

Water & Sewer Authority
TUCKASEIGEE
SERVING JACKSON COUNTY
1246 West Main Street
Sylva, NC 28779

October 23, 2026

Angie Stanley, Town Clerk
Town of Sylva
83 Allen Street
Sylva, NC 28779

Dear Ms. Stanley,

I hope this letter finds you well.

Tuckaseigee Water and Sewer Authority (TWSA) swears in new or reappointed Board Members at the January Business Meeting. Paige Dowling has completed her first full term on the TWSA Board of Directors and that term expires on December 31, 2026. However, she is eligible to serve another three (3) year term. Please provide the Town's appointment for this seat in the near future so we can prepare for the January meeting.

TWSA is very appreciative of the time, energy and dedication the Board of Directors contribute.

Sincerely,

Daniel Manring
Executive Director