



TOWN OF SYLVA PLANNING BOARD MEETING

Thursday, October 22, 2026 at 5:00 PM
Board Room, 83 Allen Street Sylva, North Carolina

AGENDA

WELCOME AND OPENING REMARKS

APPROVAL OF MINUTES

1. September 24, 2026 Minutes

PUBLIC COMMENTS

NEW BUSINESS

2. Zoning Map Amendment Alice Grindstaff
3. Zoning Map Amendment Jackson County
4. Mural Ordinance

ADJOURNMENT



TOWN OF SYLVA PLANNING BOARD MEETING

Item 1.

Thursday, September 24, 2026 at 5:00 PM

Board Room, 83 Allen Street Sylva, North Carolina

MINUTES

PRESENT: Russ Harris
Rose Bauguess
Melissa Madrona
Larry Tyson

Paige Dowling, Town Manager
Angela Stanley, Town Clerk

ABSENT: Taylor Horne
Rob Burns
Kendall Waldrop

CALL TO ORDER

The Planning Board meeting was called to order at 5:02 p.m.

STAFF PRESENT: Bernadette Peters (Economic Development Director), John Jeleniewski (Senior County Planner) and Amanda Murajda.

VISITORS: None

APPROVAL OF MINUTES

Larry Tyson made a motion to approve March 26, 2026, minutes. Rose Bauguess seconded the motion, and the motion carried with a unanimous vote.

NEW BUSINESS

Sylva Health and Fitness- Sidewalk Discussion: Sylva Health and Fitness is a new business located on Asheville Highway. They are working in coordination with John Jeleniewski, Senior County Planner, and the NCDOT in coordinating the construction of sidewalks as required for new development. During these discussions, the NCDOT offered to accept an alternative sidewalk design that will satisfy the zoning ordinance requirements and serve the community better by providing safe passage for pedestrians. The proposed design will eliminate the need for a sidewalk to parallel the front property line along Highway 23 (Asheville Highway) but will instead cross Highway 23 with a signalized crosswalk and sidewalk being constructed along the north side of Hospital Road, terminating at the first driveway to the hospital parking lot. *Official request is made by the Jackson County Planning Staff to approve this alternative design. Russ Harris made a motion to approve the request. Melissa Madrona seconded the motion and the motion carried with a unanimous vote.*

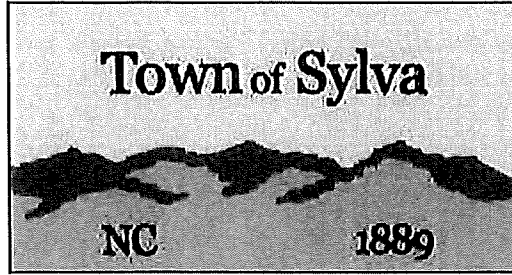
Mural Ordinance Proposal: Manager Dowling presented a mural ordinance several months ago to the Planning Board at which time suggestions were made. Those suggestions have been incorporated into a revised version of the proposed mural ordinance. Bernadette Peters, Economic Development Director, explained to the board that the biggest concern is content and free speech. The Planning Board discussed several areas of the proposed ordinance and gave additional suggestions to staff. Peters explained that the goal is to have the property owner who wishes to have a mural painted, meet with MSSA members to discuss materials to use and locations. Staff will continue revising the proposed ordinance and will review again at the October Planning Board meeting.

Updates: Manager Dowling notified the Planning Board that the housing complex, Waterfall Gardens on Savannah Drive, was approved for funding.

ADJOURNMENT: *Russ Harris made a motion to adjourn the meeting at 6:02 p.m., Rose Bauguess seconded the motion and the motion carried with a unanimous vote.*

Melissa Madrona
Chairman

Angela D. Stanley
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: 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 20714Phone: (703) 994-2721

Fax: _____

Email: Grindstaff@comcast.netProperty Owner(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 7642-20-8769Current Use of Property(ies): Vacant land currently zoned Low Density Residential (LDR)Acreage to be Rezoned: 15.441 +/- acresDeed 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 ResidentialRequested Zoning District(s): General BusinessPurpose of Zoning Change (optional): The property adjoins the northern boundary line 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: ☒ 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.

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, Alice Grindstaff, Trustee (Land owner name) am the owner of the property located in the Town of Sylva Zoning Jurisdiction at: 19/74

Street address: Grindstaff Cove Rd intersection with US Hwy 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

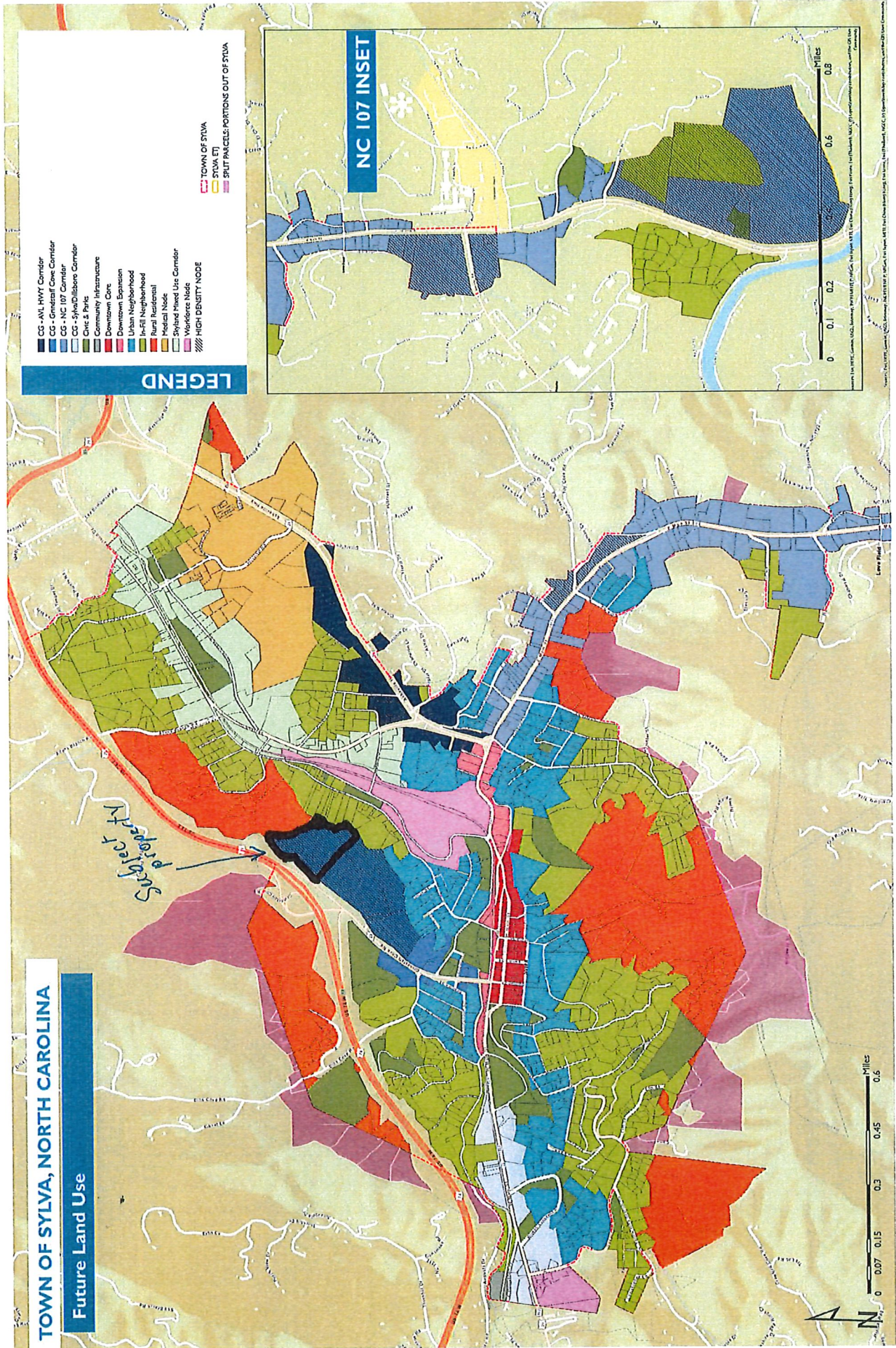
Claire N Bringley
Notary Public

My commission expires: 10/07/2028



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

Land Use Map



**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 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 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.

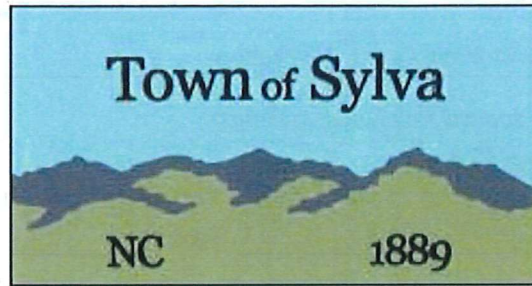
We find the proposed amendment to be consistent with the key drivers for The Plan for Sylva identified on page 20 and corridor specifications found on page 32 of the Town of Sylva 2040 Land Use Plan. The term driver refers to a top planning consideration that shapes The Plan for Sylva. More specifically:

- 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



83 Allen Street, Sylva, NC 28779

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**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 RoadPhone: 828-631-2295

Fax: _____

Email: kevinking@jacksonnc.orgProperty Owner(s): Jackson County

(If the owner is different than the applicant)

Address: _____

Phone: _____

Fax: _____

Email: _____

Property Information:Property Location/Address(es): 108 Dillsboro Road, SylvaTax Parcel Identification Number(s): 7641-09-2476, 7631-99-9763Current Use of Property(ies): Single Family Residential, vacantAcreage to be Rezoned: 5.9Deed Book: 2419Page: 1534Lot / Tract Size: 5.9 (acres)Property Street Frontage / Width: 366 feet (approx.)

Property Depth: _____

Flood Plain: YesFIRM Panel: 7641**Zoning Information:**Current Zoning District(s): Low Density ResidentialRequested Zoning District(s): InstitutionalPurpose 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.

APPLICATION REQUIREMENTS:

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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:**

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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

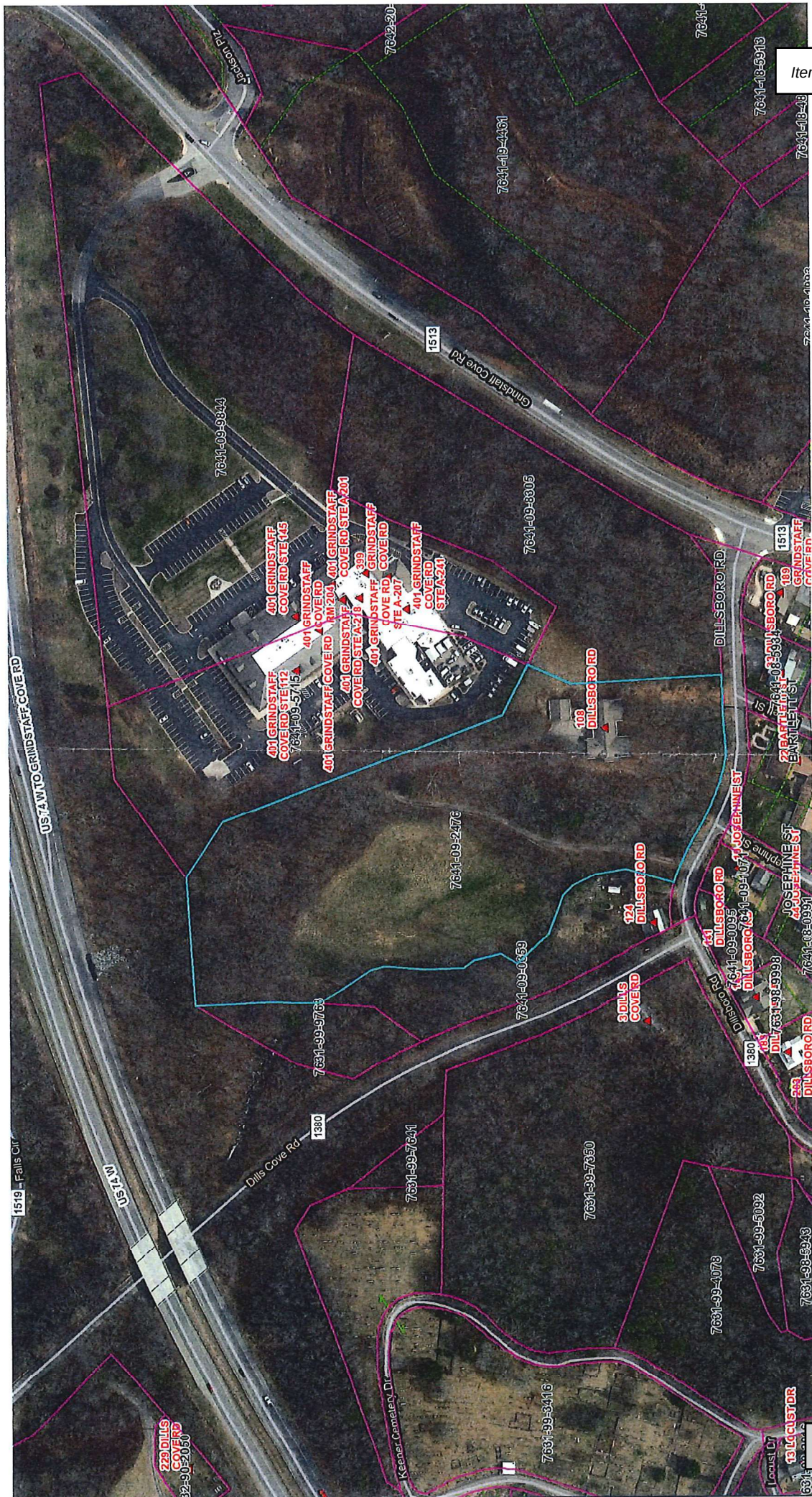
Owners Signature: 

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


Notary Public

My commission expires: 4-02-2028





**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 ft 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 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 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 to 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

AN ORDINANCE TO AMEND APPENDIX A, ARTICLE 8 OF THE TOWN OF SYLVA CODE OF ORDINANCES: SIGN STANDARDS

Appendix A, Article 8 is written as follows:

- Sec. 8-1. - Purpose.
- Sec. 8.2. – Exempt Signs.
- Sec. 8.3. – Regulated Signs Not Requiring A Permit.
- Sec. 8.4. – Regulated Signs Requiring A Permit.
- Sec. 8.5. – Outdoor Advertising.
- Sec. 8.6. – Window Signs.
- Sec. 8.7 – Sign Construction, Design, and Maintenance.
- Sec. 8.8 – Prohibited and Illegal Signs.
- Sec. 8.9 – Nonconforming Signs.
- Sec. 8.10 – Exceptions.
- Sec. 8.11 – Sign Summary Table.

The ordinance is now after discussion and affirmative vote amended to state the following:

Appendix A, Article 8 is written as follows:

- Sec. 8-1. - Purpose.
- Sec. 8.2. – Exempt Signs.
- Sec. 8.3. – Regulated Signs Not Requiring A Permit.
- Sec. 8.4. – Regulated Signs Requiring A Permit.
- Sec. 8.5. – Outdoor Advertising.
- Sec. 8.6. – Window Signs.
- Sec. 8.7 – Sign Construction, Design, and Maintenance.
- Sec. 8.8 – Prohibited and Illegal Signs.
- Sec. 8.9 – Nonconforming Signs.
- Sec. 8.10 – Exceptions.
- Sec. 8.11 – Sign Summary Table.

Sec. 8.12 – Mural Permit Required.

- 1. Intent:** It is the intent of the Town Board of Commissioners, to assist business and commercial property owners in formulating a plan for a successful mural, and for the purpose of promoting the local economy, tourism and for the purpose of beautifying the town, to adopt this chapter regarding murals, specifications, and their location and design.
- 2. Definitions:** As used in this chapter, the following definitions shall apply:
 - a. **Mural:** A permanent picture painted directly on an exterior wall or on panels to exterior walls that does not promote a business and does not fall under the Sign Standards of Sections 8.1 through 8.11 of this Ordinance.
 - b. **Mural Project Permit.** A permit issued by the town to a private party authorizing the painting of a mural within the Town of Sylva's municipal limits.
- 3. Permit Process and Location of Murals.**

The intent of the Town Board of Commissioners regarding the regulation of murals is to provide a means to allow murals that are not otherwise regulated by the Sign Standards of Sections 8.1

through 8.11 of this Ordinance.

- a. *Mural consultation and completed application required for permit issuance.* Prior to painting, installation and execution of a mural, an application must be submitted, then completed by the Property Owner for review by Main Street Sylva Association's Design Committee.
- b. *Mural design amendment* – permit update required prior to execution.
- c. *Location of murals.* It is the intent of the Town Board of Commissioners that murals be located on the side of commercial buildings as recommended by the committee.
- d. *Murals.* No wall mural shall be permitted within the Town's municipal limits except those in compliance with this Section.

4. Mural Specifications. The following criteria shall apply to the design of murals submitted for a permit:

- a. Murals should not include commercial messaging, including but not limited to business names, logos, registered trademarks, slogans or product images; references intended to promote or advertise for a business, person, service or organization.
- b. The paint to be used and applied shall be appropriate for use in an outdoor locale and for an artistic rendition and shall be of a permanent, long-lasting variety.
- c. The mural shall be designed and painted by qualified mural artists with sufficient knowledge of the design of such projects and the application of paints for such projects.
- d. *Mural design review.* All applications for mural permits shall be referred to the Main Street Sylva Association. The Main Street Sylva Association may offer suggestions and recommendations to the applicant to assist in the decision-making process.
- e. *Mural Application and Review Committee.* The Main Street Sylva Association Design Committee will establish an application and guidelines consistent with this chapter.
- f. *Fees for mural permit.* Application fee and/or permit issuance. The Board of Commissioners may set the fee for the Mural application and/or permit issuance.
- g. *Issuance of Permit.* The Town of Sylva shall issue a permit to the applicant once the Main Street Design Committee has completed the consultation process.

This ordinance shall be in full force and effect upon its adoption on _____.

Johnny Phillips, Mayor

Attest:

Approved as to form:

Angela D. Stanley, Town Clerk

Town Attorney