



TOWN OF SYLVA PLANNING BOARD MEETING

Thursday, September 24, 2026 at 5:00 PM
Board Room, 83 Allen Street Sylva, North Carolina

AGENDA

WELCOME AND OPENING REMARKS

APPROVAL OF MINUTES

- [1.](#) March 26, 2026 Minutes

PUBLIC COMMENTS

NEW BUSINESS

2. Sylva Health and Fitness- Sidewalk Discussion
- [3.](#) Mural Ordinance- Proposed

ADJOURNMENT



TOWN OF SYLVA PLANNING BOARD MEETING

Thursday, March 26, 2026 at 5:00 PM

Board Room, 83 Allen Street Sylva, North Carolina

MINUTES

PRESENT: Taylor Armstrong
Rose Bauguess
Melissa Madrona
Kendall Waldrop

Paige Dowling, Town Manager
Amanda Murajda, Town Clerk

ABSENT: Russ Harris
Larry Tyson

CALL TO ORDER

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

STAFF PRESENT: John Jeleniewski (Senior County Planner).

VISITORS: Tammy Stern

APPROVAL OF MINUTES

Kendall Waldrop made a motion to approve the October 23, 2025, minutes. Taylor Armstrong seconded the motion, and the motion carried with a unanimous vote.

NEW BUSINESS

Zoning Map Amendment – Conditional District (Modification of March 10, 2026): John Jeleniewski, Senior County Planner, presented the staff report as follows:

Applicant: COOP Properties, LLC; (Solstice Partners, LLC; Cathy Connors, Partner)

Property Location: Savannah Drive, Sylva – PIN 7631-66-1393

Current Property Zoning: General Business District (GB), ETJ

Ordinance Sections for Review: Article 3 – Procedures; Section 3.5.J – Review Process/Conditional Zoning; Section 3.9.B – Zoning and Map Amendments and Article 4, Section 4.4 – Conditional District

Description of Request:

The applicant is requesting a map amendment to create a *General Business - Conditional District* on the property identified by PIN 7631-66-1393 to allow for a multi-family residential development. The Town Board of Commissioners may approve Conditional Districts through the legislative review process identified in *Article 3 – Procedures, Section 3.5 – Review Process*.

This proposed conditional district for a multi-family residential development includes three, 2-story **3-story** structures consisting of eight **twelve** 1-bedroom units, twenty-eight **thirty** 2-bedroom units and twelve **eighteen** 3-bedroom units (48 **60** total units, **126 bedrooms total**). Included amenities are a community center with laundry, computer center; playgrounds and covered picnic shelter with tables/grills.

Background:

The property for this development is located on the south and west sides of Savannah Drive and approximately 1,120 lf south of the intersection of Business 23 (West Main Street) and Savannah Drive. The area of this vacant property is 6.83 total acres and this proposed complex would be developed on the entire tract. Public utilities will be provided by Tuckaseegee Water and Sewer Authority (water and sanitary sewer) and Duke Power. This property will be served by the Sylva Fire Department. Driveway access and 3-party encroachment (sidewalk) will be required from NCDOT during their review/approval process as Savannah Drive is a state road (S.R. 1356).

Application Response:

The applicant is requesting a zoning map amendment to create a *General Business - Conditional District* on the 6.83-acre property. *Article 4 - Section 4.4 Conditional Districts* of the Town's Zoning and Subdivision Ordinance allows the Town Board of Commissioners to create these districts:

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.

Staff Findings:

The conclusion of Planning Staff is that this proposed development can meet or exceed the regulations set forth in of the zoning ordinance including General Business District standards and required development regulations (Article 7). Approval of this *Conditional District* is required by the Town Board of Commissioners for this application. Planning Staff will issue a zoning permit at the time of final plan review/approval.

The board discussed the prior approval and the additional units added for this modification.

Being no further discussion, Rose Bauguess made a motion to approve the request and the statement of consistency. Kendall Waldrop seconded the motion, and the motion carried with a unanimous vote.

ADJOURNMENT: *Kendall Waldrop made a motion to adjourn the meeting at 5:38 p.m., Taylor Armstrong seconded the motion and the motion carried with a unanimous vote.*

Melissa Madrona
Chairman

Amanda W. Murajda
Town Clerk

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, for the purpose of promoting the local economy, tourism, and for the purpose of beautifying the Town of Sylva, to adopt this chapter regarding murals, 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. 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 design meeting required for permit issuance.* Prior to painting, installation and execution of a mural, an application must be submitted by the Property Owner for review by the Main Street Association's Design Committee.
- b. *Mural design amendment - approval required.* Prior to amending a mural plan (whether painted or not yet painted), the permit application shall be amended and resubmitted prior to execution.
- c. *Location of murals.* It is the intent of the Town of Sylva Board of Commissioners that murals be located on the side of buildings that have been approved.
- d. *Murals.* No wall mural shall be permitted within the Town's municipal limits except those in compliance with this Section.

4. Design Criteria. The following criteria shall apply to the design of murals submitted for approval:

- 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. The Town Board of Commissioners may, from time to time, by resolution, adopt additional criteria and guidelines for the design of murals.
- e. *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.
- f. *Mural Review Committee and Application.* The Main Street Sylva Association Design Committee will establish an application and guidelines consistent with this chapter.
- g. *Fees for mural permit.* Application fee and/or permit issuance. The Town of Sylva Board of Commissioners may set the fee for the Mural application and/or permit issuance.
- h. *Final approval.* The Main Street Sylva Association will issue final approval to the applicant.

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