



TOWN OF SYLVA PLANNING BOARD MEETING

Thursday, September 25, 2025 at 5:00 PM
Board Room, 83 Allen Street Sylva, North Carolina

AGENDA

WELCOME AND OPENING REMARKS

APPROVAL OF MINUTES

- [1.](#) May 15, 2025 Meeting Minutes

PUBLIC COMMENTS

NEW BUSINESS

- [2.](#) Ordinance Amendment: Appendix A, Article 8: Sign Standards

ADJOURNMENT



TOWN OF SYLVA PLANNING BOARD MEETING

Thursday, May 15, 2025 at 5:00 PM

Board Room, 83 Allen Street Sylva, North Carolina

MINUTES

PRESENT: Taylor Armstrong
Rose Bauguess
Russ Harris
Melissa Madrona
Larry Tyson
Kendall Waldrop

Paige Dowling, Town Manager
Amanda Murajda, Town Clerk

ABSENT: Geoffrey Hirsch

CALL TO ORDER

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

STAFF PRESENT: None.

VISITORS: John Jeleniewski (Senior County Planner) and Michael Poston (Planning Director)

APPROVAL OF MINUTES

Russ Harris made a motion to approve the February 27, 2025, minutes. Kendall Waldrop seconded the motion, and the motion carried with a unanimous vote.

NEW BUSINESS

ZONING MAP AMENDMENT REQUEST—AWD FAMILY LIMITED PARTNERSHIP LLLP/JACKSON

COUNTY: John Jeleniewski, Senior County Planner, presented the staff report as follows:

Applicant: Jackson County Government – Kevin King, County Manager

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

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

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

Description of Request:

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

Background:

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

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

Application Response:

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

Staff Findings:

The requested map amendment would not constitute “spot zoning” as the request is consistent with the Town’s adopted 2040 Land Use Plan. The Town’s adopted Land Use Plan for 2040 establishes that this property will be in the future *Community Corridors District* with encouraged land uses for this district being mixed-use buildings, institutional uses, walkable neighborhood commercial (retail, office, personal services), large scale commercial, business centers, community services and civic/educational services.

The board discussed traffic impacts and sufficient lot size. Mike Poston noted that the map amendment would cause the property to be eligible for any use in that zoning district.

Being no further discussion, Rose Bauguess made a motion to approve the map amendment request. Melissa Madrona seconded the motion, and the motion carried with a unanimous vote.

Melissa Madrona read the statement of consistency for the application. *Russ Harris made a motion to approve the statement of consistency, Rose Bauguess seconded the motion, and the motion carried with a unanimous vote.*

ADJOURNMENT: *Russ Harris made a motion to adjourn the meeting at 5:20 p.m., Rose Bauguess 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 approval required for permit issuance.* Prior to painting, installation and execution of a mural, an application must be submitted by the Property Owner for review and approval by the Town Board of Commissioners.
 - b. *Mural design amendment - approval required.* Prior to amending a mural design (whether painted or not yet painted) that has been approved by the Town Board of Commissioners, an application by the

Property Owner for an amendment of the permit shall first be approved by the Town Board of Commissioners.

- c. *Location of murals.* It is the intent of the Town Board of Commissioners that murals be located on the side of buildings that have been approved by the Board.
- 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. The subject matter shall be of historic significance in terms of the growth and development of the town and its surrounding environs, to include the geographical area of the County of Jackson.
- 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 and/or Town Commissioners to assist in the decision-making process.
- f. *Mural Review Committee and application.* The Downtown Design Committee will establish an application and guidelines consistent with this chapter.
- g. *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.
- h. *Town Board of Commissioner approval.* The Town Board of Commissioners' approval of a mural design shall occur only after public notice and an opportunity provided to any interested party to present any appropriate comments, considerations and/or concerns, either in writing or orally, to the Town Board of Commissioners.

This ordinance shall be in full force and effect upon its adoption on October 9, 2025.

Johnny Phillips, Mayor

Attest:

Approved as to form:

Amanda W. Murajda, Town Clerk

Town Attorney