



## **TOWN OF SYLVA PLANNING BOARD MEETING**

Thursday, October 23, 2025 at 5:00 PM  
Board Room, 83 Allen Street Sylva, North Carolina

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### **AGENDA**

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#### **WELCOME AND OPENING REMARKS**

#### **APPROVAL OF MINUTES**

- [1.](#) September 25, 2025 Minutes

#### **PUBLIC COMMENTS**

#### **NEW BUSINESS**

- [2.](#) Zoning Map Amendment: OPM Holdings, LLC

#### **ADJOURNMENT**



# TOWN OF SYLVA PLANNING BOARD MEETING

Thursday, September 25, 2025 at 5:00 PM

Board Room, 83 Allen Street Sylva, North Carolina

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## MINUTES

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**PRESENT:** Taylor Armstrong  
Geoffrey Hirsch  
Melissa Madrona  
Larry Tyson  
Kendall Waldrop

Paige Dowling, Town Manager  
Amanda Murajda, Town Clerk

**ABSENT:** Rose Bauguess  
Russ Harris

### CALL TO ORDER

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

**STAFF PRESENT:** None.

**VISITORS:** None.

### APPROVAL OF MINUTES

*Kendall Waldrop made a motion to approve the May 15, 2025, minutes. Taylor Armstrong seconded the motion, and the motion carried with a unanimous vote.*

### NEW BUSINESS

#### **Ordinance Amendment: Appendix A, Article 8: Sign Standards:**

Manager Dowling explained that this ordinance is a draft based on discussion of graffiti and murals in the Town limits. Recently, a mural was painted on the side of a downtown building. The property owner and business owner had not approved the design and were not happy with the artwork, so they chose to have it painted over. The mural resembled graffiti paintings that were previously found on Highway 107. The Town would like to maintain the integrity of the commercial corridor and historic district. This proposed ordinance would create an application and approval process for any mural to be constructed in the Town of Sylva. It is not meant to determine what art is; it is to clearly distinguish a mural from a sign and avoid artwork the property and business owner have not approved. The mural permit would be reviewed by the Main Street Sylva Association board and referred to the Town Board for approval.

Board members discussed not regulating art, facades, and supporting creativity. Melissa Madrona motioned that that Planning Board was not ready to make a recommendation and would like further review. Additionally, the Planning Board would like staff to research the application process. Geoffrey Hirsch seconded the motion and the motion carried with a unanimous vote.

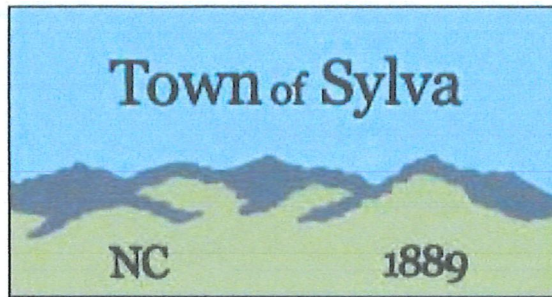
**ADJOURNMENT:** *Geoffrey Hirsch made a motion to adjourn the meeting at 5:43 p.m., Kendall Waldrop seconded the motion and the motion carried with a unanimous vote.*

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Melissa Madrona  
Chairman

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Amanda W. Murajda  
Town Clerk



83 Allen Street, Sylva, NC 28779

## APPLICATION FOR ZONING TEXT OR MAP AMENDMENT

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

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

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

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

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

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

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

**Contact Information:**Applicant/Agent: Kole and Kim Clapsaddle

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

Address: 3205 North River Road Sylva, NC, 28779Phone: Kole - (828)-506-8665 Fax: \_\_\_\_\_Email: KoleClapsaddle@gmail.comProperty Owner(s): OPM Holdings LLC

(If the owner is different than the applicant)

Address: 3205 North River Road Sylva, NC, 28779Phone: Kole (828)-506-8665 Fax: \_\_\_\_\_Email: KoleClapsaddle@gmail.com**Property Information:**Property Location/Address(es): 89 Apollo Drive Sylva, NC, 28779Tax Parcel Identification Number(s): 7641 - 48 - 6031Current Use of Property(ies): ResidentialAcreage to be Rezoned: 0.48Deed Book: 20 Page: 624 Lot / Tract Size: 0.48 (acres)Property Street Frontage / Width: ~150 - Property Depth: ~183 -

Flood Plain: \_\_\_\_\_ FIRM Panel: \_\_\_\_\_

**Zoning Information:**Current Zoning District(s): Sylva HDR - High Density ResidentialRequested Zoning District(s): Sylva GB - General Business DistrictPurpose of Zoning Change (optional): Dr. Office - Psychological



**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).

*Will not be Spot Zoning because adjacent properties are already Zoned GB.*

**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): *107 corridor*

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).

## Authorization:

Item 2.

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

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

I, OPM Holdings LLC (Land owner name) am the owner of the property located in the Town of Sylva Zoning Jurisdiction at:

Street address: 89 Apollo Drive Sylva, NC, 28779 Property PIN: 7641-48-6031

I hereby authorize Kole Clapsaddle (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: 3205 N. River Rd

City / State / Zip Code: Sylva N.C. 28779

Phone Number: 828-506-8665

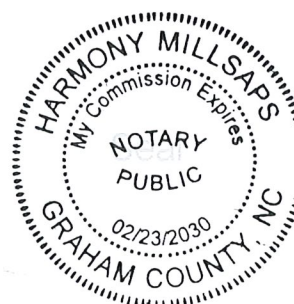
Email Address: Kole CLAPSaddle@gmail.com

Owners Signature: [Signature]

Sworn to and subscribed before me, this the 18<sup>th</sup> day of September, 2025

[Signature]  
Notary Public

My commission expires: 2/23/2030



**Town of Sylva, North Carolina  
Zoning Map Amendment Request  
Staff Report – October 15, 2025**

**Applicant:** OMP Holdings, LLC (Kole and Kim Clapsaddle) – Property Owners

**Property Location:** 89 Apollo Drive, Sylva NC 28779; PIN 7641-48-6031

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

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

**Description of Request:**

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

**Background:**

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

The subject property is located on the northeast side of the Highway 107/Asheville Highway (Business 23) intersection just behind vacant property that is currently zoned as General Business (GB) and in the Hall Heights neighborhood. This property is a total of 0.48 acres in land area with one existing residential dwelling. Access to this property is from the public right-of-way of Apollo Drive (Town road). This property is adjacent to properties to the west and south that are in the GB District and are not located within the 100-year flood plain. This property is 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 (0.48 acres total) to the General Business District.

**Staff Findings:**

The requested map amendment would not constitute "spot zoning" as the properties to the west and south are zoned GB District.

The Town's adopted Land Use Plan for 2040 establishes that this property will be in the future *Urban Neighborhood District*. The encouraged land uses for this future district include: primarily residential: small lot single family, townhome residential, two-, three- or four-family units, and multifamily; civic and educational uses that support community residents, live-work units, small scale in-home businesses and small scale public open space (e.g. active pocket parks, passive open space, greenways). However, if the map amendment request is approved, 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. In addition, this requested map amendment will create available property and opportunity in the GB District that may be needed to serve the community during/after the proposed Highway 107 improvement project.