



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