AGENDA
VILLAGE OF FLAT ROCK COUNCIL MEETING
VILLAGE HALL ASSEMBLY ROOM
110 VILLAGE CENTER DRIVE
JANUARY 13, 2022
9:30 AM

Call to Order

Moment of Silent Meditation

Pledge of Allegiance

Agenda Approval/Changes

Consent Agenda

1.
   - November 29, 2021 – Agenda Workshop Minutes
   - December 9, 2021 – Council Meeting Minutes

Special Reports

2. Administration – Village Administrator Christie
3. Park Update – Council Member Carpenter
4. Foundation Update – Council Member Toner
5. Transportation Update – Vice Mayor Coletta
6. Finance and Tax Report – Mayor Weedman & Paul de Chalain

Old Business

New Business

7. Appointment of Susan Gregory & Matt Toner to Historic Landmarks Commission
8. Discussion of 2022 Town Hall meetings – Council Member Carpenter
9. Appointment of Sharon Nunnelee to the Park Foundation Board – Council Member Toner
10. Appointment of Carol Richard – Village Administrator Christie

Other Business

11. Mayor – Council Reports

Public Comments

Adjournment

MINUTES OF VILLAGE OF FLAT ROCK COUNCIL MEETING
VILLAGE HALL ASSEMBLY ROOM
110 VILLAGE CENTER DRIVE
JANUARY 13, 2022
9:30 A.M.

Mayor Weedman presided over the January 13, 2022, council meeting at 9:30 a.m. Those present in addition to Mayor Weedman were Council Members Carpenter, Dethero, Gregory, Jeter, and Toner, Village Clerk Parker, and Village Administrator Christie. Vice Mayor Coletta was not present.

MOMENT OF SILENT MEDITATION/PLEDGE OF ALLEGIANCE

Mayor Weedman led the group in a moment of silent meditation. He then led the group in the Pledge of Allegiance.

Public Comments – None

Agenda Approval/Changes

Under *New Business – Item #10 – Appointment of Carol Richard* was added to the agenda. Council Member Carpenter made a motion to approve the agenda as amended, seconded by Council Member Gregory. The motion carried by unanimous vote.

Consent Agenda

1. The Consent Agenda consisted of the following:

   - November 29, 2021 - Agenda Workshop Minutes
   - December 9, 2021 – Council Meeting Minutes

The Minutes under the Consent Agenda were approved.

Special Reports

2. Administration – Village Administrator Christie

Village Administrator Christie reviewed the December 2021 zoning report dated January 3, 2022, and the Village Administrator report dated January 10, 2022 (see attached reports).

3. Park Update – Council Member Carpenter

Council Member Carpenter mentioned there was no Park Commission meeting in November. He turned the meeting over to Duncan Fraser and Park Ranger Dages who gave an update from the December 16, 2021, meeting.

Park Ranger Dages reported everything at the Park is doing well. He is looking forward to the Dye Creek Restoration project moving forward.

Duncan Fraser mentioned the Park Commission is beginning to revisit looking at the master plan and suggests Village Council readdress the plan every two years.

Council Member Carpenter mentioned we need to start planning the annual event for National Arbor Day, to be held Saturday, April 30, 2022. He mentioned the final item needed for the Tree City USA application is a document received that will reflect the costs spent in the Park in several categories. Park Ranger Dages will prepare the document.

4. Foundation Update – Council Member Toner

Council Member Toner reported he attended the Park Foundation meeting via Zoom on Monday, January 10, 2022. The Foundation's end-of-year campaign raised over $45,000, and they are kicking off a new fundraising campaign beginning February 1, 2022, tied to saving the bees in the Pollinator Garden. Several board members will be attending the Park Commission meeting to participate in the discussion of the master plan.

5. Transportation Update – Vice Mayor Coletta

In Vice Mayor Coletta's absence, Mayor Weedman read the transportation report as follows:

- Vice Mayor Coletta heard from John Wilkerson, president of the Highland Lake Village HOA, that a street sign at Town Circle and Highland Lake Drive was hit by a car and destroyed. In checking with the Henderson County NCDOT Maintenance, she was directed to Matt Champion at the Henderson County Code Enforcement and Zoning Services Department, who handled getting the sign replaced.

- According to Jonathan McCall, the current NCDOT engineer in charge of the N. Highland Lake Road project, he does not yet (as of Dec 20) have a project start date from the construction contractor. The completion date remains the same as in the contract (currently March 13, 2024) unless there is "some justification to award additional days."

- The Flat Rock Transportation Advisory Committee will meet on Tuesday, February 8, 2022, at 10:00 a.m., and will begin a review of the intersection of Greenville Highway and W. Blue Ridge Road, as requested by council.

6. Finance and Tax Report – Mayor Weedman & Paul de Chalain

Mayor Weedman reported that, as of January 12, 2022, the current fiscal year tax collections are at 95.2 percent with $1,212,497.18 total collected (see attached report).

Old Business

New Business

7. Appointment of Susan Gregory & Matt Toner to Historic Landmarks Commission – Council Member Dethero

Council Member Dethero made a motion to appoint Susan Gregory and Matt Toner to the Historic Landmarks Commission, seconded by Council Member Carpenter. The motion carried by unanimous vote.

8. Discussion of 2022 Town Hall meetings – Council Member Carpenter

Council Member Carpenter suggested holding the Town Hall meetings in March, May, August, and October on the same day as the Council meetings in the evenings from 6:30 p.m. – 8:00 p.m., location to be determined. No action was taken, and this item will be discussed at the January 31, 2022, agenda meeting.

9. Appointment of Sharon Nunnelee to Flat Rock Park Foundation Board – Council Member Toner

Council Member Toner reported at their last meeting, the Foundation Board voted unanimously to appoint Sharon Nunnelee as a member to the Board. Council Member Toner made a motion to appoint Sharon Nunnelee to the Foundation Board, seconded by Council Member Carpenter. The motion carried by unanimous vote.

10. Appointment of Carol Richard – Village Administrator Christie

Village Administrator Christie asked Village Council to appoint Carol Richard as replacement for Martha Orr as Deputy Village Clerk and Tax Collector.

Mayor Weedman made a motion to appoint Carol Richard as the incoming Deputy Village Clerk and Tax Collector effective January 24, 2022. Martha Orr will train Ms. Richard until January 31, 2022. The motion was seconded by Council Member Gregory and carried by unanimous vote.

Mayor Weedman asked Fire Chief Will Sheehan of Blue Ridge Fire & Rescue to give an update on the opening of the station adjacent to the Village Hall. Fire Chief Sheehan reported the certificate of occupancy had been granted, the station was nearing completion, and he was just waiting on some equipment, which he hoped to be delivered and installed next week. The station is functional and operating, but not currently at a place to have personnel stay full time. Open House is scheduled for February 26, 2022, 12:00 p.m., and the Village Council has expressed an interest in participating in the event.

Other Business

11. Mayor – Council Reports

Mayor Weedman asked for Council's approval to hire Martha Orr on a part-time basis as a consultant (details to be worked out later). Mayor Weedman made a motion to hire Martha Orr part-time, seconded by Council Member Toner. The motion carried by unanimous vote.

Council Member Dethero mentioned the next Historic Landmarks Commission meeting will be held Thursday, March 10, 2022, after the council meeting. Historic Landmarks Commission is looking at Flat Rock businesses to apply for historic designation status and looking at raising the fees to apply for historic status. Council Member Dethero reported the Halfway Tree Mobile Home Park sewer connections are currently ongoing in connecting all units within the park.

Council Member Gregory mentioned the Planning Board will be having their second meeting to finish the update on the Comprehensive Land Use Plan on January 18, 2022, via Zoom. Shred Day is scheduled for Saturday, May 14, 2022, 9:00 a.m. – 11:00 a.m.

Council Member Toner mentioned that as Budget Officer, he is working on the budget and plans to have estimates by the end of April.

Flat Rock Playhouse – Council Member Toner will be meeting with Lisa Bryant and Kim Hinkelman next Monday.

Public Health

Council Member Toner reported there has been an increase in COVID cases, and 79 percent of residents in Henderson County over 65 years of age are fully vaccinated.

Council Member Carpenter mentioned the last Park Workshop meeting was in October 2021 and will discuss at the agenda meeting about scheduling another workshop.

Council Member Jeter mentioned she has met with Village Administrator Christie to review office procedures and responsibilities.

Mayor Weedman reported the Treasury Department has issued the final 437-page guidelines for American Rescue Plan funding.

Mayor Weedman asked council members for their thoughts on whether council meetings should continue to meet in person and follow CDC guidelines or have meetings via Zoom. Council Member Gregory mentioned the Planning Board will be having their meeting via Zoom. After discussions, Village Council agreed to have meetings in person, to follow CDC guidelines, but if other committees wished to meet via Zoom, that would be fine.

Council Member Dethero mentioned he would continue to contact Virginia Spigener about staying on the Tourism Development Authority committee, as she is currently out of town.

Public Comments – Maurean Adams, Chairman of the Park Foundation, thanked Village Council for their support to the Foundation. She made recognition of Mr. Bob Lane, Foundation board member in attendance at this council meeting. Ms. Adams made a comment about the Village putting an online survey on the Village's website asking how the community wishes to spend the ARP funding.

Adjournment

With no further discussions, Council Member Carpenter made the motion to adjourn the meeting, seconded by Council Member Jeter, and the meeting adjourned at 10:42 a.m.

Michelle Parker, CMC
Village Clerk

Nick Weedman
Mayor

The Village of Flat Rock
North Carolina

Incorporated in 1995

To: Mayor and Council
Planning Board Members

From: Zoning Administrator

Date: January 3, 2022

Ordinances Activity Report for December 2021

Ordinance Activities	This Month	2021 YTD	2020 YTD
Compliance Certificates Approved for SFD's	1	22	23
Temporary Compliance Certificates Approved	0	0	1
All Other Compliance Certificates Approved	2	26	25
Certificates of Occupancy/Compliance Approved	2	35	45
Variance Applications	1	2	0
Special Exception Application	0	0	1
Special Use Permit Applications	0	0	0
Appeal Applications	0	0	0
Special Use Permit Amendment Applications	0	1	0
Rezoning/Text Amendment Applications	0	0	1
Subdivision Application	0	0	2
Floodplain Development Application	0	1	0
Sign Permits	0	0	2
Historic Landmark Status Application	0	0	1
Ordinance Fees Received	$500.00	$6,350.00	$7,600.00

December 2021 Ordinances Activity Report

Certificates of Zoning Compliance applications approved:

1 – SFD (Garden Hamlet at Highland Lake)
2 – Additions-Garage and Porch (Kenmure X 2)

Highland Lake PMUD: Letters of credit for Unit 1 and 4 have expired. A final plat for The Farm has been signed and recorded. Letter of release from Completion Assurance Agreement drafted, approved by Attorney, signed by Mayor, and picked up by representative of BB&T.

King Creek Preserve: The developer still needs to hire an engineer to take core samples and certify the final paving of the road. Spoke to developer in December and he said local realtor Rick

Merrill is back on board and will be finding an engineer to certify the road. Sent letter February 18th indicating that the bond is set to expire on March 31st but recognizing that the pandemic made it difficult to get obtain the services of an engineer. For this reason, we would allow the bond to be continued for one more year if we received the continuation certificate by March 15, 2021. The certificate, dated February 25th, was received on March 5th, 2021. An email has been sent to open dialogue once again about the certification of the road.

Misc. zoning and other ordinance issues:

- Minor subdivision application for property at Trenholm and Little River Rd approved (Captain Smyth's Preserve) by planning board. Infrastructure has been installed and I have been notified that they are closing out water, erosion and storm water. The surveyor has prepared the final plat which was received via email. It was reviewed and sent back for additional information/documentation.
- Blue Ridge Fire Department expansion appears to be complete. CO has been issued.
- Received inquiry from the owner of Beaumont about the possibility of a home occupation (photography) at the house. Would require a special use permit.
- Received inquiry about ability to improve an outbuilding (cottage) at Pinecrest on Greenville Hwy. Awaiting owner documentation.
- Met with Steve Collins and Kerry Lindsey about property outside of PMUD. Trying to determine how four lots became one lot without a recombination and questioning the zoning assigned by the Village. Per the Village Attorney, the property will be considered four lots for the purposes of the land development ordinance. They will be seeking variance(s) to build on those lots with the existing zoning. No application has been received.
- Met with members of Dunroy HOA. They are questioning developer's ability to "move" two manor (cluster) homesites from one section of the RPUD to another. This all was part of a 1999 Special Use Permit (SUP) that had been amended three times. Attorney advises that the SUP does not specify how many of each type of home (lot) to allocated throughout the subdivision, therefore the developer is allowed to "move" manor lots around if he doesn't exceed the total number of lots allowed in the SUP approval.
- Signed off on one Construction Form Not Requiring a Certificate of Zoning Compliance (Greenville Hwy)

SCO, TPO, FDPO, HLO:

- Received inquiry from an engineer out of Forest City about lots 16/17 on Mockingbird Dr. in Statonwoods. He was asking about bringing fill onto those lots which are located in the floodplain. He has been working with our Floodplain Consultant reference permitting requirements. Signed off on Community Acknowledgement Form for a Conditional Letter of Map Revision (CLOMR) request. This will allow FEMA to do a technical review. Have not been apprised of any update or approvals from FEMA.
- A Flood Development Permit was issued for a culvert replacement project in Bonclarken. Our engineering consultant inspected the site on May 17th for compliance with permit requirements. Received as-built survey in September, which was sent to our consulting engineer for review and comment. He indicated that it looked good. Next step is to update the model with a Letter of Map Revision (LOMR). We received a copy of the LOMR report and per our consultant, it looked good and was OK to sign off so that it can be sent to the state and FEMA.

- Participated in an electronic meeting with Andrew Bick and the engineer representing Kerry Lindsey who is performing his due diligence for an upcoming dredging operation of Highland Lake.
- Council granted Historic Landmark status to Saluda Cottages at their November meeting by adopting the ordinance designating the property as a historic landmark during a joint public hearing with the Historic Landmarks Commission. Victoria Flanagan has been working on producing a procedural document. Their next meeting is scheduled for March 10th, 2022.

Planning Board and Board of Adjustment Meetings:

- The Board of Adjustment did not meet in December. A variance application was received on December 30th, 2021. We are in the process of setting a meeting now.

- Planning Board met on December 7th, 2021, and discussed the comments received during the public meeting and CLUP sections concerning land use, open space, and recreation and preservation. Their next meeting was January 4th, 2021, where they discussed preservation and transportation. The have an additional meeting scheduled for January 18th, 2022, to continue work on the CLUP. Their next scheduled meeting is February 1, 2022.

Village Administrator Report
January 10, 2022

Flat Rock Crime Reports:

Information obtained from the Citizen Connect incident map link on Henderson County Sheriff's Dept. website.
Reporting period of December 1, 2021 – December 31, 2021:

Fraud

12/2/21: 14 Linda Ann Dr, Identify Fraud
12/10/21: 127 Williams Meadow Loop, Identity Fraud

Website/Facebook Report/EV Charging Station Stats:

Reporting period of December 1, 2021 – December 31, 2021:

- There were 6070 - page views of the home page of the website, a decrease of 397 from the previous month.
- Following the default home page views, the following 12 sections were viewed most, in descending order: Community Calendar, Mayor and Council, About Us, The Park at Flat Rock, Shopping and Dining, Annual Audit Reports, Park Facility Reservations, Meeting Room Reservations, Site Map, Boards/Commissions, Village Staff, 2021 Village Council Minutes.
- Items added or updated: Park facilities reservation calendar information, community calendar for all of 2022, updates of scheduled meetings of council, boards and committees, approved council meeting minutes, council meeting agenda, special meeting notices including ARP Meetings, links to community events, road construction updates.
- Facebook stats for December 2021:
  Page views: 57
  Likes: 5
  Post Reach: 920
  Page Reach: 1682
- Electric Vehicle Charging Station Uses:
  December 2021: 69-Issues with Station again. Michelle has communicated with ChargePoint.

Village Hall Office, Grounds, Park, Misc. and Communications:

- For the upcoming month, notices emailed regarding the Village monthly meetings and events including the additional Council ARP Meeting. Updated online meeting calendar to include all the 2022 meetings.

- Park related issues and staff support: Worked with Tom Carpenter, Matt Toner, Michael Dages, and Tracey Daniels. The Park Commission met on December 16th, 2021. The next scheduled meeting to be held will be on January 27th, 2022.
- Park updates include updating the Park's master plan and a discussion about the park volunteer program. Two Park use applications were also considered.
- Andrew Bick's contract to develop plans and obtain permits was reviewed by staff and our attorney and signed. Surveying for the project is set to start on January 17th.
- Continue working with Michael bringing him up to speed on Village policies and procedures.
- Volunteers continue to provide park coverage when needed.
- Participate in zoom calls with Western North Carolina Managers Association and Land of Sky Regional Council (when possible). Last WNCMA meeting I was able to attend discussed website ADA compliance. Anne Coletta and I met with GovOffice to discuss. Improvements would have to include updating the entire website. This might be included in a budget discussion(?).
- Received thirty-six (36) resumes for the tax collector/deputy clerk position and met with Council Member Pam Tiles and Vice Mayor Anne Coletta to narrow the possible candidates to six for possible interviews. Reached out to those six and was able to set interviews for three of them. Interviews were conducted and one candidate was selected. She will start on January 24th, 2022 and have just over a week to work with Martha.
- Set up an account with a background check service called Mind Your Business. They are based out of Hendersonville.
- Received a new ARP meeting request from Henderson County for January 25th at 2:00pm.
- Additional Council meeting with Mary Roderick from Land of Sky in attendance to discuss possibility of contracting with them to assist with ARP program including updating village policies, project selection, etc.
- Participate in weekly ARP "office hours" meetings which took a hiatus for the holidays but have resumed this month.
- For our NCLM insurance, Michael and I met with a property appraiser in November who did a walk-through of the Village Hall Building, Welcome Center, and Pavilion at the Park. He also looked at both playground structures. We provided additional information as requested. Received a copy of the appraisal in January and forwarded it to Michael and Council Member Carpenter.
- Had AT&T come out to set up a POTS (Plain Old Telephone Service) line for the Village Hall alarm system to reduce the number of calls we receive about the system's daily test.
- Southern Alarm came out to do it's scheduled testing of our system. They also confirmed the POTS line install.
- Communicated with Fire Chief Will Sheehan about the possibility of getting a quote to repave our portion of the entrance road and parking lot in conjunction with their paving project.

Community Meetings, Networking, Agency Contacts:

Hendersonville Lightning
HC Permits and Inspections
Hendersonville Tree Board
Hendersonville Development Assistance Dept.
Blue Ridge Fire Dept
Town of Mills River Manager, Zoning Administrator, and Park Director
City of Hendersonville Public Works Director.
Town of Fletcher Manager, Park Director, and Planning Director
Henderson County Park Director, Planning Director, and Planning Staff
Henderson County Emergency Operations

Report prepared by:
Patricia Christie, CZO
Village Administrator

Tax Collection Report

January 12, 2022

2021/22 Tax Year

Total billed	**$1,273,441.35**
Total collected as of 1/12/2022	**$1,212,497.18 (95.2%)**
Remaining to collect – real, personal, and utilities	**$60,944.17**

The collection rate is good and is roughly equivalent to the same percentage as same period last year. No problems are foreseen at this time. There are less than 200 delinquent accounts at this point. A second notice will be mailed to delinquent accounts shortly.

Fire Department payments were made just before year end and amounted to $904.572.

Nick Weedman
Finance Officer