AGENDA
VILLAGE OF FLAT ROCK COUNCIL MEETING
VILLAGE HALL ASSEMBLY ROOM
110 VILLAGE CENTER DRIVE
FEBRUARY 10, 2022
9:30 AM

Call to Order

Moment of Silent Meditation

Pledge of Allegiance

Agenda Approval/Changes

Consent Agenda

1.
   - January 3, 2022 – Agenda Workshop Minutes
   - January 13, 2022 – Council Meeting Minutes
   - 2021 Discoveries and Releases

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

7. ARP Update

New Business

8. Town Hall Meetings – Council Member Carpenter
9. CLUP Draft Presentation – Council Member Gregory
10. Budget Schedule

Other Business

11. Mayor – Council Reports
12. Closed Session

Public Comments

Adjournment

MINUTES OF VILLAGE OF FLAT ROCK COUNCIL MEETING
VILLAGE HALL ASSEMBLY ROOM
110 VILLAGE CENTER DRIVE
FEBRUARY 10, 2022
9:30 A.M.

Mayor Weedman presided over the February 10, 2022, council meeting at 9:30 a.m. Those present in addition to Mayor Weedman were Vice Mayor Coletta and Council Members Carpenter, Dethero, Gregory, Jeter, and Toner, Village Clerk Parker, and Village Administrator Christie.

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 – Budget Schedule,* and under *Other Business – Item #12 – Closed Session* were added to the agenda. Vice Mayor Coletta made a motion to approve the agenda as amended, seconded by Council Member Carpenter. The motion carried by unanimous vote.

Consent Agenda

1. The Consent Agenda consisted of the following:

   - January 3, 2022 - Agenda Workshop Minutes
   - January 13, 2022 – Council Meeting Minutes
   - 2021 Discoveries and Releases

The Minutes under the Consent Agenda were approved.

Special Reports

2. Administration – Village Administrator Christie

Village Administrator Christie reviewed the January 2022 zoning report dated February 3, 2022, and the Village Administrator report dated February 7, 2022 (see attached reports).

3. Park Update – Council Member Carpenter

Council Member Carpenter gave the following update from the January 27, 2022, Park Commission meeting.

- **Meeting Location:** Beginning in March 2022 and continuing through October 2022, the Park Commission will be meeting in the Rudnick Room at the Park. This will allow the members to easily survey areas of the Park that come under discussion, as well as lessen the amount of time

Michael spends away from the Park during meetings.

- **2021 – 2022 Budget Update:**

As of December 31, 2021, the expenditures for the Park were (-11.31%) below the amount budgeted for the first six (6) months of the fiscal year, as reported by Michael.

- **Park Use Reservation Form:**

The Park Commission has begun reviewing the park use reservation form for probable revision to make it easier for Village staff and park users to understand. Some of the areas of concern are as follows:

- Parking for large events (we only have 92 parking spots, currently)
- Off-site bus parking and use of shuttles for large events (Pinecrest Church)
- Requiring portable toilets for large events
- Limits on the size of events
- Review fees (5 years old)
- Review list of prohibitions

- **New Garden Shed for Volunteers' Tool Storage**

The East Henderson High School Vo-Tech Group has volunteered to build this shed for us in order to provide on-the-job training for their students. The park commission is still working to find someone to draw up the plans for this shed prior to asking the Village Council for formal approval to proceed. The design firm that worked on our pavilion, nature center, etc., was not interested in doing this design work due to the small size of the project.

- **2022 Arbor Day Celebration:**

Our Arbor Day Observation Ordinance states that the Village will hold an Arbor Day event on the Saturday closest to National Arbor Day (April 30th). This year, April 30th falls on a Saturday, so that is when the event will be hold. Preliminary discussions on what to do this year were held during the meeting.

- **Summer Intern:**

Discussed the idea of hiring a summer intern to help the Park Ranger and Village Administrator handle the workload at the Park during the busiest months of the year. Park Foundation Vice Chair Don Luy agreed to reach out to some of the local colleges to see if any of them had a credit program that would help us select a candidate for this position.

Areas where an intern could be of help include observing public events, park reservation system, carrying the cell phone when Michael is off or attending meetings/training, light maintenance,

watering trees/gardens during droughts, etc. We will need to formulate a job description, determine going pay rates, hours per week, etc.

- **Park at Flat Rock Master Plan**

Work has begun on the review of the Flat Rock Master Plan after receiving approval from the Village Council to proceed. This plan has not been reviewed since it was originated back in 2014/2015. Our goal is to present a finished draft to the Village Council and Park Foundation for review and discussion at the Park Workshop scheduled for April 14, 2022.

- **Dye Creek Restoration Project:**

The area is currently being surveyed.

- **Beehives in the Park:**

There are currently seven (7) beehives up and running in the Park, and all are doing well, having survived through the winter so far for the first time in several years. The locations of the hives can be found on the free-standing maps located throughout the Park.

- **Tree City USA Application:**

The application for Flat Rock's certification was submitted in October. Two (2) additional forms required by the NC Dept. of Forestry (not the Arbor Day Foundation) were submitted to us on December 23, 2021, for completion which Pat and Michael completed. These were duly submitted to the Forestry Department. We are still waiting for final word on our application.

4. Foundation Update – Council Member Toner

Council Member Toner gave the following update:

- End of Year Appeal was a success, and the Park Foundation raised over $51,000. The new fundraiser Bee Mine Valentine – Save the Bees/Pollinator Garden has raised over $8,000 in less than ten days; goal is to raise $10,000.
- The Foundation is applying for a grant from the Community Foundation of Henderson County to fund the internship program, with grant amounts ranging from $20,000 – $40,000.
- The Foundation's Annual report is one of the next projects that they hope to have printed and posted on the Foundation's website by end of March.
- Next Foundation meeting is scheduled for Monday, March 7, 2022, at 5:00 p.m.

5. Transportation Update – Vice Mayor Coletta

There will be no Henderson County TAC or French Broad River MPO meeting in February. The Flat Rock TAC met on February 8, 2022. Julie Mayfield, co-director of MountainTrue, gave a

presentation on how a nonprofit works with NCDOT and other government agencies. The TAC also discussed how to address concerns about the intersection of Greenville Highway and W. Blue Ridge Road. The committee will first gather traffic data on the intersection and also research traffic calming techniques that might be helpful. The next TAC meeting will be April 12, 2022.

Mr. Dennis Flanagan of Historic Flat Rock presented examples of historic district signs that may be put up within Flat Rock.

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

Mayor Weedman reported that, as of February 10, 2022, the current fiscal year tax collections are at 98 percent. No report available.

Old Business

7. ARP Update

Mayor Weedman and Village Administrator Christie have attended the ARP meetings with other local municipalities and Henderson County. The final guidelines from the Treasury Department have been released. Mayor Weedman suggested having a workshop with Mary Roderick, Land of Sky Regional Council consultant, to discuss the Village's spending options of ARP funding.

New Business

8. Town Hall Meetings – Council Member Carpenter

Council Member Carpenter suggested to have Town Hall meetings in March, May, August, and November 2022 on the same dates in the evenings of the regular Council meetings. During discussions, Vice Mayor Coletta suggested having two meetings this year, in May and September with topics for discussion. Mayor Weedman suggested the topics for the May meeting be ARP funding and budget, and in September discuss ARP funding again. After discussions, Council Member Carpenter made a motion to hold two Town Hall meetings, Thursday, May 12, 2022, and Thursday, September 8, 2022, from 6:30 p.m. – 8:00 p.m., location to be determined. Vice Mayor Coletta seconded the motion and it carried by unanimous vote.

9. CLUP Draft Presentation – Council Member Gregory

Council Member Gregory commended Planning Board Chairman Barbara Platz on her work in getting the Planning Board members to approve the Village Comprehensive Land Use Plan (CLUP) at the February 1, 2022, meeting. A text draft of the CLUP plan has been provided to council members for their review and consideration. Council Member Gregory will work on

completing the plan to have a public hearing to receive public input and have the plan completed by the April council meeting.

10. Budget Schedule – Council Member Toner

Council Member Toner presented a document stating budget requirements and a proposed budget meeting schedule for council members.

Other Business

11. Mayor – Council Reports

Council Member Dethero mentioned he met with Virginia Spigener asking if she will reconsider serving on the Tourism Authority Committee, she stated she would need to think about it. He stated this year the Village needs to treat the woolly adelgid, but funding for that is not in the budget.

Council Member Gregory mentioned Shred Day has been moved from Saturday, May 14, 2022, to Saturday, May 21, 2022, 9:00 a.m. – 11:00 a.m.

Council Member Toner mentioned he met with Lisa Bryant and Kim Hinkelman with the Flat Rock Playhouse and are excited to move forward in the process of ARP funding.

Council Member Jeter mentioned she has been working with Fire Chief Will Sheehan on the plans for the Blue Ridge Fire & Rescue grand opening on February 26, 2022.

Public Comments – None

12. Closed Session

Pursuant to General Statute §143-318.11(a) (3) Closed Session – Attorney/Client Privilege, Mayor Weedman made a motion to go into closed session, seconded by Council Member Carpenter. The motion carried by unanimous vote.

Mayor Weedman made a motion to come out of closed session, seconded by Council Member Carpenter. The motion carried by unanimous vote.

Adjournment

With no further discussions, the meeting adjourned at 11:28 a.m.

Michelle Parker, CMC
Village Clerk

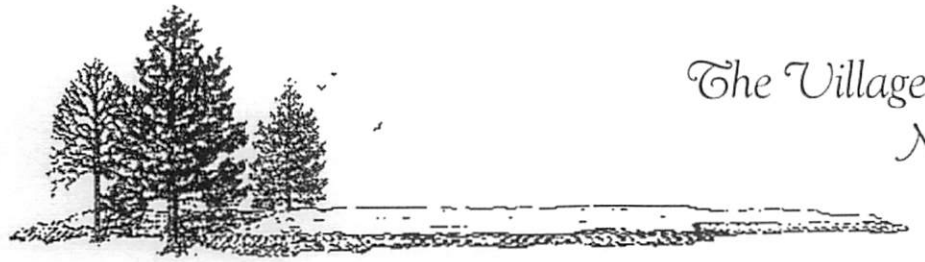
Nick Weedman
Mayor

2021 Discoveries and Releases

Discoveries

31-Jan-22

Owners Name	PID/ACCOUNT#	Tax Year	Assessed Value	Original Amount Billed	Adjusted Amount Including Penalties and late list fees	Difference/Late Penalty	Total To Collect	To Refund	Comments
Barnhouse Kitchen. INC.	2154981/3009	2017-2021	$ 11,550.00		$ 33.25		$ 33.25		
Team Pizza, INC. DBA BUDY	2155124/3008	2017-2022	$ 5,115.00		$ 75.10		$ 75.10		
			Releases						
Michael Douglas Bell	3057634/172	2020	$10,531.00	$ 15.06	$ 15.33				Boat sold in August 2019. No biill created for 2021. Rel is for 2020 taxes.
Marshall J. Frank	3091310/825	2021	$ 17,311.00	$ 24.75	$ 24.75				Released per Village Council on 12/09/21. Moved out of Flat Rock.
Commercial Industrial Finanace Inc.	3088278/489	2021	$ 5,777.00	$ 8.26	$ 8.26				
					$ 48.34		$ 108.35		
Original Scroll Amount	$ 1,261,349.36	**Org. Minus Less Than $5.00**			$ 285.45	Total After Less Than $5.00		$ 1,261,063.91	
Total Amount for Utilities	$ 11,937.41	**Total With Utilities Added**			$ 1,273,001.32	Total With Discoveries		$ 1,273,109.67	
Minus Less Than $5.00 + the discoveries that were more than $5.00						Total After Releases		$ 1,273,061.33	
Net Change to the Uploaded 2020 Tax Charge After all, Utilities, Discoveries, Releases and Adjustments								$ 11,711.97	



The Village of Flat Rock
North Carolina

Incorporated in 1995

To: Mayor and Council
Planning Board Members

From: Zoning Administrator

Date: February 3, 2022

Ordinances Activity Report for January 2022

Ordinance Activities	This Month	2022 YTD	2021 YTD
Compliance Certificates Approved for SFD's	1	1	22
Temporary Compliance Certificates Approved	0	0	0
All Other Compliance Certificates Approved	1	1	26
Certificates of Occupancy/Compliance Approved	3	3	35
Variance Applications	0	0	2
Special Exception Application	0	0	0
Special Use Permit Applications	0	0	0
Appeal Applications	0	0	0
Special Use Permit Amendment Applications	0	0	1
Rezoning/Text Amendment Applications	0	0	0
Subdivision Application	0	0	0
Floodplain Development Application	0	0	1
Sign Permits	1	1	0
Historic Landmark Status Application	0	0	0
Ordinance Fees Received	$250.00	$250.00	$6,350.00

January 2022 Ordinances Activity Report

Certificates of Zoning Compliance applications approved:

1 – SFD (Kenmure)
1 – Addition-Garage with retaining wall (Woodhaven)

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 certify the final paving of the road. Spoke to developer December 2020 and he said local realtor Rick Merrill is back on board and will be finding an engineer to certify the road. Sent letter in February 2021 indicating

that the bond was set to expire on March 31st but that we recognized that the pandemic made it difficult to get obtain the services of an engineer and that we would allow the bond to be continued for one more year if we received the continuation certificate. An email was sent in January 2022 to open dialogue once again about the certification of the road. A phone call to Mr. Grela on February 8th of this year revealed that the bond had automatically been renewed and would be mailed down the next day. He has gotten the original construction documents out of storage and is looking through them to see what he can provide us about the road. I told him that only an engineer's certification will take care of this issue and that we have been dealing with this since at least 2012 and are looking to wrap it up. He is going to contact Rick Merrill to see if Rick had found an engineer to certify 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. The surveyor has prepared the final plat which was reviewed and sent back for additional information/documentation. Working with the engineer and surveyor to correct final plat. Working with land planner and developer to revise covenant language.
- Blue Ridge Fire Department expansion is complete. Fire station is now manned.
- 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 Zoning District Confirmation Form (Kenmure).
- Reviewed recombination plat involving property in Trenholm Woods and Kalimar Heights. Waiting for revised plan.

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 2021 meeting by adopting the ordinance designating the property as a historic landmark. Victoria Flanagan has been working on producing a procedural document. Their next meeting is scheduled for March 10th, 2022.
- Approved removal of a tree along Little River Road per Tree Preservation Ordinance.

Planning Board and Board of Adjustment Meetings:

- The Board of Adjustment did not meet in January. A variance application was received on December 30th, 2021. We are meeting on February 17th to hear this application.

- Planning Board met on January 4th, 2022, resuming discussions about the CLUP and in particular discussing the preservation and transportation sections. They also met on January 18th, 2022, via zoom on a "snow" day to continue work on the CLUP. They reviewed the intro, vision, land use, open space and recreation, preservation, and transportations sections. At their meeting on February 1st, they finalized content and a formally recommended approval of this language for Council's consideration. Susan Gregory, David Dethero, Barbara Platz and I met to go over next steps for CLUP approval. Their next scheduled meeting is March 1st, 2022.

Village Administrator Report
February 7, 2022

Flat Rock Crime Reports:

Information obtained from the Citizen Connect incident map link on Henderson County Sheriff's Dept. website.
Reporting period of January 1, 2022 – January 31, 2022:

Fraud

1/3/22: 200 Pine Dr, Wire Fraud

Larceny

1/7/22: 208 Estate Dr, Larceny from Building
1/10/22: 55 Highland Golf Dr, Breaking or Entering and Larceny from a Motor Vehicle
1/14/22: 1880 Greenville Hwy, Larceny of Cable Wire
1/19/22: 644 Rutledge Dr, Larceny All Other

Other

1/2/22: 416 Ledgemont Ct, Animal Bite
1/3/22: 107 Lee Estate Dr, Animal Bite
1/5/22: Hummingbird Ln, Suicide

Website/Facebook Report/EV Charging Station Stats:

Reporting period of January 1, 2022 – January 31, 2022:

- There were 6130 - page views of the home page of the website, an increase of 60 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, Park Facility Reservations, Annual Audit Reports, Historic Landmark Information, Shopping and Dining, Boards/Commissions, Village Staff, Site Map, Media Resources.
- 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, links to community events, road construction updates.
- Facebook stats for January 2022. Facebook has changed what information is available:
  Followers: 1739
  Post Engagement: 261
  Post Reach: 1468
  New Followers: 11
- Electric Vehicle Charging Station Uses:
  January 2022: 35-Issues continue with Station. Michelle has communicated with ChargePoint and we are waiting for a new modem to arrive and be installed.

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

- For the upcoming month, notices emailed regarding the Village monthly meetings and events. Updated online meeting calendar as needed. Updated website as needed for office and park closings and delays due to inclement weather.
- Park related issues and staff support: Worked with Tom Carpenter, Michael Dages, and Tracey Daniels. The Park Commission met on January 27th, 2022. The next scheduled meeting to be held will be on February 24th, 2022.
- Park Commission meetings will be held in the Rudnick Room at the Park March through October.
- Park updates include updating the Park's master plan, park volunteers, revising the park reservation form, tool shed for volunteers, Arbor Day celebration, summer intern, public programs, and the budget.
- Andrew Bick's contract to develop plans and obtain permits has been finalized. Surveying for the project started one-week later than planned (January 24th) due to snow.
- Participate in zoom calls with Western North Carolina Managers Association and Land of Sky Regional Council quarterly managers meeting where budgets, COLA, and ARP final rule were discussed. One of the WNCMA meetings 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(?).
- Carol Richard was appointed by Council on January 13th and started on January 24th, where she had 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. They may also be useful for summer interns, part time employees and volunteers.
- Attended the Henderson County ARP meeting on January 25th with Mayor Weedman.
- Land of Sky contract finalized. They started with the premium pay policy. Next up will be updating village policies, project selection, etc.
- Participate in weekly ARP "office hours" meetings which 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.
- 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.
- Fire Station staffing is 24 hours per day now. Planning has begun for an open house on February 26th.
- Updated Land of Sky as to our new delegate, Barbara Jeter with David Dethero as alternate.
- Michael and I assisted Councilmember Carpenter with documentation for the Tree City USA designation.

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 Manager, 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
Attended Treasury ARP webinar on January 12th, 2022
Attended FBRMPOTCC meeting via zoom, on January 13th, 2022
Attended Henderson County TAC meeting on January 19th, 2022
Attended LOSRC Quarterly Managers meeting via zoom, on January 24th, 2022
Attended Henderson County ARP meeting on January 25th, 2022

Report prepared by:
Patricia Christie, CZO
Village Administrator

Description	Count	Principal				Penalty	Total
		Arrears/Other	Fiscal 2021	Fiscal 2022	Future		
Adds	113						
Changes	5856						
Billing	2896	0.00	1,273,438.44	0.00	0.00		1,273,438.44
Deductions	0	0.00	0.00	0.00	0.00		0.00
Payments	2656	4,262.98-	1,248,283.26-	0.00	0.00	707.11-	1,253,253.35-
Reversals	1	0.00	226.66	0.00	0.00	0.00	226.66
Adjustments	175	0.00	330.56-	0.00	0.00	2.91	327.65-
Apply Over	0	0.00	0.00	0.00	0.00	0.00	0.00
Rev Appl Ovr	0	0.00	0.00	0.00	0.00	0.00	0.00
Ref Overpay	13	2,989.86	0.00	0.00	0.00	0.00	2,989.86
Cncl Overpay	7	6.37	0.00	0.00	0.00	0.00	6.37
Penalty	254					1,392.54	1,392.54
Totals	11971	1,266.75-	25,051.28	0.00	0.00	688.34	24,472.87

Amount Billed: $1,273,438.44
Penalty Added: $ 1,392.54
$1,274,830.98

Payments: $1,248,283.26 –
707.11 –
327.65 –
226.66 +
$ 1,249,091.36 –

98%