AGENDA
VILLAGE OF FLAT ROCK COUNCIL MEETING
VILLAGE HALL ASSEMBLY ROOM
110 VILLAGE CENTER DRIVE
APRIL 13, 2023
9:30 AM

Call to Order

Moment of Silent Meditation

Pledge of Allegiance

Public Comments

Agenda Approval/Changes

Consent Agenda

1.
   - January 30, 2023 – Agenda Workshop Minutes
   - February 9, 2023 – Council Meeting Minutes
   - February 27, 2023 – Agenda Workshop Minutes
   - March 9, 2023 – 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. Tax Report – Mayor Weedman

Old Business

New Business

7. Land Development Ordinance
8. Park Foundation Board nomination – Council Member Toner

Other Business

9. Mayor – Council Reports

Public Comments

Budget Workshop

Adjournment

VILLAGE OF FLAT ROCK COUNCIL MEETING MINUTES
VILLAGE HALL – ASSEMBLY ROOM
110 VILLAGE CENTER DRIVE
APRIL 13, 2023
9:30 A.M.

Mayor Weedman presided over the April 13, 2023, council meeting at 9:30 a.m. Those present in addition to Mayor Weedman were Vice Mayor Coletta, Council Members Carpenter, Dethero, Gregory, Jeter, Toner and 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 – Polly Angelakis, Superintendent of Carl Sandburg Home National Historic Site, gave an update on the dam repairs. They have received funding for the design portion of the repairs, and the design portion will determine the timeline and the actual steps needed to repair the dam. The Music Festival will be a scaled-down festival on the property June 3, 2023, 11:00 a.m. – 2:00 p.m.

Agenda Approval/Changes

Under *New Business, Item #8 – Park Foundation Board nomination* was added to the agenda. Council Member Carpenter made a motion to approve the agenda as amended, seconded by Vice Mayor Coletta. The motion was carried by unanimous vote.

Consent Agenda

1. The Consent Agenda consisted of the following:

   - January 30, 2023 - Agenda Workshop Minutes
   - February 9, 2023 – Council Meeting Minutes
   - February 27, 2023 – Agenda Workshop Minutes
   - March 9, 2023 – Council Meeting Minutes

Council Member Jeter made a motion to approve the Consent Agenda, seconded by Vice Mayor Coletta. The motion was carried by unanimous vote.

Special Reports

2. Administration – Village Administrator Christie

Village Administrator Christie reviewed the March 2023 zoning report dated April 10, 2023, and the Village Administrator report dated April 10, 2023 (see attached reports).

3. Park Update – Council Member Carpenter

Council Member Carpenter gave an update on the following:

- Arbor Day Celebration is April 29, 2023, 11:00 a.m. – 12:00 p.m. Ace Hardware is donating a magnolia tree and an apple tree. The Park Commission is hoping to get the Park Foundation to donate trees.

- Fifty-six white cedar trees were planted between the playground and Highland Golf Villas.
- Despite the rain, Pinecrest Presbyterian Church held the Easter Egg Hunt on Saturday, April 8, 2023. The 30 volunteers from the church facilitated a car caravan in the parking lot, handing out bags full of plastic Easter eggs full of candy to 85 cars with 185 children.
- No update for a summer intern for the park

4. Foundation Update – Council Member Toner

The Park Foundation met Monday, April 10, 2023, and discussed the following:

- Sharon Nunnelee is waiting to hear from the N.C. Department of Environmental Quality Division of Water Resources on the grant request she submitted and is expecting to hear mid-May. She also reported that she had submitted a $20,000 request to the Block Foundation to help with the environmental educational signage for the Dye Creek project. Tracey Daniels received notification that the Park Foundation was approved for the $20,000.
- Members of the Foundation and the Park Commission held their quarterly review of potentially reimbursable items during the Foundation meeting. Park Director Dages has done an exceptional job of identifying and proposing items. He proposed a list of items totaling $7,724.75 and the Foundation Board voted to approve them all. This brings the total reimbursement for this budget year to $77,224.75. Foundation support from the Village through March is approximately $63,000. So, a net return to the Village of over $14,000 and ahead of the budgeted full-year reimbursement of $60,000.
- Yoga in the Park is in full swing.
- The Foundation will host a tent at the Ice Cream Social, June 10, 2023, 12:00 p.m. – 4:00 p.m.
- The Foundation is developing Dye Creek and 10th Anniversary plans. Those activities will likely kick off this summer, closer to the time of actual construction and when full drawings to entice donors to name a bridge will be available.
- Tracey Daniels will be on medical leave for approximately the next 6-8 weeks. She has coordinated with Village Staff and others to cover activities. Please keep her in your thoughts and prayers for a speedy recovery.
- Park financials are slightly behind from last year as no Valentine's Day fundraiser was held this year but will make up for that with the Dye Creek and 10th Anniversary programs.
- The Foundation Board has approved and is requesting Village Council approval of the appointment of Katie Glockler to the Park Foundation. The Foundation and Council Member Toner as the council liaison to the Foundation support Katie's nomination. This will be discussed under *New Business – Item #8.*

5. Transportation Update – Vice Mayor Coletta

Vice Mayor Coletta reported the following:

- There will be no French Broad River MPO board meeting in April.
- At the March 14 Flat Rock Transportation Advisory Committee meeting, committee

member Dennis Flanagan presented information on the requirements of the State Historic Preservation Office (SHPO) on elements of the N. Highland Lake Road project.

- The N. Highland Lake Road project has begun, and the contractor is clearing space for the temporary construction easement areas where equipment and material will be stored during the project.
- NCDOT is still dealing with budget constraints and has allowed the swapping of projects to reflect more accurately community priorities. The Henderson County Transportation Advisory Committee (HCTAC) has asked that the upgrade of the I-26/U.S. 64 interchange be swapped onto the project list in place of the Kanuga Road project (R-5748), which would be removed. The MPO has agreed and that request now goes to the State Board of Transportation for a final vote in May.
- The speed signs have been shipped and should soon arrive at the Village Hall.

6. Tax Report – Mayor Weedman

Mayor Weedman reported that, as of April 11, 2023, the current fiscal year tax collections are at $1,290,167 (99.8 percent) total collected (see attached report).

Old Business

New Business

7. Land Development Ordinance

Council Member Gregory and Village Administrator Christie have reached out to two potential contractors for the audit of the Land Development Ordinance. Also, Council Member Gregory has reached out to Land of Sky Regional Council to have them audit the LDO but has not yet heard back.

Vice Mayor Coletta asks that the Planning Board review sections 807 and 810 of the Land Development Ordinance, and bring their recommendations to Village Council. Village Council agreed by consensus.

8. Park Foundation Board nomination – Council Member Toner

Council Member Toner mentioned Katie Glockler had expressed an interest in serving on the Park Foundation Board, and her resume was included in the council member packets. Council Member Toner made a motion to approve the nomination of Katie Glockler to the Board, seconded by Council Member Carpenter. The motion was carried by unanimous vote.

Other Business

9. Mayor – Council Reports

Council Member Dethero reported treatment of hemlocks by Bartlett Tree plans to start in

April to Flat Rock residents on Little River Road. The letters states 100 feet, but he would like to change that to 25-30 feet. Planning for the annual Ice Cream Social, June 10, 2023, 12:00 p.m. – 4:00 p.m., is proceeding, and the flavors of ice cream from Baabals Ice Cream Shoppe in Fletcher have been picked.

Council Member Gregory mentioned Shred Day is May 6, 2023, 9:00 a.m. – 11:00 a.m.

Council Member Toner reported on the following:

Budget Officer – Budget Workshop is today. Budget Officer Toner will present the consolidated budget requests and preliminary totals to the Village Council for review and discussion, providing the Budget Officer necessary input to prepare a final budget and budget message at the May council meeting. The budget is in great shape. Total revenue is at 98 percent of the budget, with expenses at 85 percent (driven by 96 percent spent on ARP funds); Village Staff at 65 percent and Park at 68 percent. Time period through this March represents 75 percent of year.

ARP – Awards are completed. Mary Roderick will prepare the yearly report later this month.

Flat Rock Playhouse – New Managing Director Lex Green has been in contact with Fire Chief Will Sheehan about use of the field in front of the fire station for parking. Lex is also discussing with several of the other business owners in the Village to see if there is an interest in developing a more robust parking plan. Any action will, of course, be at the discretion of Blue Ridge Fire & Rescue.

Public Health – Earlier this week, the President officially ended the National Emergency for Covid 19.

Vice Mayor Coletta mentioned name badges are on order and hope to have them in time for Shred Day.

Council Member Jeter asked Council Member Dethero to attend the Land of Sky Regional Council meeting at the end of April as she will be out of town.

Mayor Weedman presented a handout showing the steps certain Bills have taken in the Senate and House. Senate Bill 265 and Senate Bill 374 are pending legislation and would impact the Village of Flat Rock. Senate Bill 265 would move municipal elections to even-numbered years. The Village Council voted on this at the last council meeting, and Mayor Weedman sent an email to State Senator Moffitt asking that he exempt Flat Rock but has not received a response to date. Senate Bill 374 is an act to increase affordable housing by allowing for the construction or siting of accessory dwelling units in residential zoning areas.

Public Comments – Mr. Richard Olson, resident of Beaumont, inquired about the property assessment increase and the revenue neutral tax rate.

At 10:45 a.m., a break was taken, with the meeting resuming at 11:05 a.m. for the Budget Workshop.

Budget Officer Toner presented and reviewed a draft of the fiscal year 2023/2024 budget spreadsheet.

After review, there were several cuts made to some expense accounts, and an increase in one

revenue account. Budget Officer Toner will incorporate these changes into the proposed fiscal year 2023/2024 budget spreadsheet and have a detailed Budget Message to be presented at the May 11, 2023, council meeting.

Adjournment

At 12:18 p.m., Council Member Carpenter made a motion to adjourn the meeting, seconded by Vice Mayor Coletta. The motion was carried by unanimous vote.

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: April 10, 2023

Ordinances Activity Report for March 2023

Ordinance Activities	This Month	2023 YTD	2022 YTD
Compliance Certificates Approved for SFD's	3	4	18
Temporary Compliance Certificates Approved	0	0	0
All Other Compliance Certificates Approved	3	7	17
Certificates of Occupancy/Compliance Approved	2	7	28
Variance Applications	0	0	1
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	0
Rezoning/Text Amendment Applications	0	0	1
Subdivision Application	0	0	0
Floodplain Development Application	0	0	1
Sign Permits	0	0	1
Historic Landmark Status Application	0	0	0
Ordinance Fees Received	$675.00	$1,125.00	$4,575.00

March 2023 Ordinances Activity Report

Certificates of Zoning Compliance applications approved:

3 – Single Family Dwellings - (Kenmure, Beaumont Estates, The Farm at Highland Lake)
1 – Deck Extension - (Kenmure)
2 – Decks - (Kenmure, Teneriffe)

Highland Lake PMUD: Letters of credit for Unit 1 and 4 have expired. Have been notified by the developer, of Unit 1, Block 1, otherwise known as the Market Center and Residence that they intend to restart the project. Will need to research previous SUP issued in 2007, and the 1998 ordinance they work from. Will likely confer with Village attorney as well as they intend to apply for a SUP and come before the Planning Board at their May meeting. Update: April 12th is the last day to apply for the May Planning Board Meeting. After a discussion with the developer, this will come before the Planning Board at their June meeting.

King Creek Preserve: We received an asphalt evaluation report from Bunnell Lammons Engineering. Attorney has reviewed the letter and determined that it is "minimally defensible". After meeting with the Mayor and Vice Mayor, and confirming with the Village Attorney, we notified the developer, Flat Rock Partners, that we are no longer going to require the bond.

Misc. zoning and other ordinance issues:

- Minor subdivision at Trenholm and Little River Rd approved (Captain Smyth's Preserve). Infrastructure has been installed. Both (plat and covenants) are now acceptable for recording. Plat was signed and has been recorded. Need proof of covenants being recorded at the register of deeds and the homeowner's association still needs to be established through the secretary of state before any lots can be sold. Owner's trustee has all the needed information and needs to record the HOA documents with the Secretary of State. 2/9/23 update: Covenants are to be recorded and HOA documents are to be sent to the Secretary of State in the next week. 3/7/23 update: Communication has broken down between the developer and the trustee. Side Note: Taxes have not been paid.
- Continuing to work with Flat Rock Playhouse Board of Trustee's representative, Joe Ippolito in reference to a lot with a SFD on it that they want to expand. Consulted with village attorney about nonconforming language in the LDO and updated Mr. Ippolitio. They are working on combining lots (recombination plat) for the Village to review.
- Received inquiry about Dorn property on Greenville Highway. Am researching permit issued for its current use. Have located permits on Laserfiche that were issued in 2012 and 2015. The 2015 Council minutes are not with the 2015 file.
- Inspected a complaint off of Rutledge Dr about the placement of a shed in the front yard. According to the complainant, the owners are currently in Florida. The complainant will contact the Village when they return.
- Participated in the League of Women Voters forum on March 30th at the Henderson County Public Library. We discussed some current information and how we are planning for the future. We also discussed challenges we are facing. Two members of the planning board also attended this forum.
- Investigated complaints of smoke from burning at the construction site at 3200 Greenville Highway.

SCO, TPO, FDPO, HLO:

- A flood plain application for the renovation of a boathouse and dock on Rhett Dr. in Highland Lake were received. Consulted with Andrew Bick through questions posed by applicant. Also reached out to County inspector multiple times trying to ascertain applicants' ability to install a bathroom in a renovated boathouse. Floodplain permit and certificate of zoning compliance issued. Update: Owner requested to move location of dock into setbacks. This is not allowed and permission was not granted.
- The Historic Landmark Commission last held a meeting in April 2022. Victoria Flanagan had been working on producing a procedural document for granting landmark status and reviewed her proposed changes to the application and "sequence of events" handout. No future meetings are scheduled at this time.
- Permission was granted for the placement of banners on Village property last April and May. Both parties were notified. A policy discussion is still pending.

- Received a request from Dunroy HOA about removing a dying white pine on common property near Rutledge Rd. An inspection was made and tree permit letter issued March 17th.
- Inspected property in Claremont for a tree removal request. The permit letter is pending.

Planning Board and Board of Adjustment Meetings:

- The Board of Adjustment met on March 14th to hear a variance request which was granted. A meeting was held on April 10th to approve the final decision letter. They are also planning on taking a look at their bylaws.

- The Planning Board did not meet in March. They did meet on April 10th to get updates and discuss the review of the LDO, rules of procedure and statements of economic interest. The next scheduled meeting to be held will be May 2nd, 2023. The Unit 1 SUP will come before them at their June 6th meeting.

Village Administrator Report
April 10, 2023

Flat Rock Crime Reports:

Information obtained from the Citizen Connect incident map link on Henderson County Sheriff's Dept. website.

Reporting period of March 1, 2023 – March 31, 2023:

Larceny

3/01/23: Little River Rd, Larceny from Building (Residence)
3/07/23: Waterlily Dr, Larceny All Other

Vandalism

3/03/23: Mill House Lodge, W. Blue Ridge Rd, Damage to Personal Property

Website/Facebook Report/EV Charging Station Stats:

Reporting period of March 1, 2023 – March 31, 2023:

- There were 8203 - page views of the home page of the website, an increase of 248 from the previous month.
- Following the default home page views, the following 12 sections were viewed most, in descending order: Calendar, The Park at Flat Rock, , Mayor and Council, 2022 Village Council Minutes, Park Facility Reservations, About Us, Site Map, Village Newsletter, North Highland Lake Rd Project, Latest Village Council Agenda, Historic Landmarks Information, Boards/Commissions.
- Items added or updated: Park facilities reservation calendar information, calendar, 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 March 2023:
  Followers: 1791
  Post Engagement: 544
  Post Reach: 788
  New Followers: 9
- Electric Vehicle Charging Station Uses:
  March 2023: 61- The unit has been replaced. Both ports are working. Utility cost for last 30 days=$112.00 for 979 kWh based on $0.12 per kWh. The number of sessions hasn't increased significantly, but the amount of electricity and cost has almost doubled.

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.
- Park related issues and staff support: Worked with Council Member Carpenter, Council Member Toner, Michael Dages, and Tracey Daniels. The Park Commission met March 23rd, 2023. The next scheduled meeting to be held will be on April 27th , 2023, in the Rudnick Room at the Park.
- Roger Bass was appointed by Council to be chair of the park commission with Bay Chamberlain as vice chair.
- Park updates include master plan production, daffodil project, Arbor Day planning, update on internship program, easter egg hunt concerns, and noise abatement planting schedule. Update: the noise abatement trees have been planted.
- Dye Creek- It has been decided to investigate grant funding for this project as well as fund raising by the park foundation. Three grant applications have been submitted. Andrew Bick has been contacted to submit a project manager proposal. Michael Dages, Council Member Toner, Council Member Carpenter, and I have met with Andrew Bick to get on the same page. He sent an updated proposal, and we are still looking for some additional language that was discussed at the meeting. Michael has asked him to make the changes we requested.
- The part time ranger position was extended to the end of the fiscal year. Kassi Thacker was appointed by the Village Council at its February 27th meeting and started March 1st.
- Attended Park Foundation meeting on March 6th, 2023.
- Land of Sky ARP contract- Staff and Council continues to work with Mary Roderick to include ARP awards sheet, drafting the VOFR Community Assistance Agreement Document, and receiving completed VOFR ARP contracts from all entities. Checks have been processed for all approved contracts.
- Contacted Fire Chief Will Sheehan about the quotes obtained to repave our portion of the entrance road and parking lot in conjunction with their paving project. Email from Chief Sheehan indicates that they received three quotes, but due to the cost, they are going to delay moving forward.
- Discussed a possible solution for the key box situation with Chief Sheehan. In collaboration with Chief Sheehan, we have purchased a key box acceptable to Chief Sheehan for installation in the firehouse. Still need to contact 911 with info.
- The Flat Rock Transportation Advisory Committee met March 14th,2023. They will be meeting quarterly in 2023. Their next scheduled meeting will be held on June 13th, 2023.
- Councilmember Coletta has been updating me with reference to the speed radar signs. They have been ordered and are on their way.
- Drafted and mailed hemlock treatment agreement letters the first week of March. These letters were sent to properties along Little River Road for this year's treatment program. Treatment should take place in April.
- Champion serviced all the HVAC units in December and has recommended replacement of the two central HVAC units at Village Hall. We have worked with them to get costs down

and have been successful in getting the price reduced from the first quote. We have scheduled installation for April 12th, 2023.

- Contacted a mason to repair the stone walls at the entrance and in the courtyard of Village Hall property. Update: After multiple phone calls and delays, he completed the work in March.
- Contacted the paint contractor who did the original interior painting at Village Hall to come and look at the ceiling in the Highlander Room and give us an estimate for exterior painting of Village Hall. Those estimates have just been received. Council Member Gregory contacted another painter to get one more estimate.
- Budget Prep-Worked with Michelle and Michael to develop administration and park budgets to get to our respective council liaisons for the April 3rd deadline.
- Received notification that property and liability and workers compensation insurance renewal applications are due by April 28th, 2023.
- Also received notice that the bonds for tax collector and finance officer are now going to be converted into a Travelers Master Scheduled Public Officer Bond. Previously, the position was bonded, now the person in the position must be bonded. Carol is working on both bond applications which are due by May 1st, 2023.

Community Meetings, Networking, Agency Contacts:

Hendersonville Lightning
HC Permits and Inspections
Hendersonville Development Assistance Dept.
Blue Ridge Fire Dept
Town of Mills River Manager, Clerk, Zoning Administrator, and Park Director
City of Hendersonville Public Works Director, Planning Manager.
Town of Fletcher Manager, Park Director, and Planning Director
Town of Laurel Park Manager
Henderson County Park Director, Planning Director, and Planning Staff
Henderson County Director of Site Development
Henderson County Emergency Operations
Attended Land of Sky Quarterly Managers meeting via zoom on March 1, 2023
Attended FBRMPOTCC meeting via zoom on March 9th, 2023.
Attended Henderson County TAC meeting via teams on March 15th, 2023.
Attended NCLM RMS (Risk Management) meeting at the Hendersonville Operations Center on March 21st, 2023.
Attended the ISA Southern Chapter Conference in Chattanooga on March 26th-28th,2023.
Attended the League of Women Voters Henderson County Program at the main library on March 30th, 2023.

Report prepared by:
Patricia Christie, CZO
Village Administrator

Tax Collection Report

April 11, 2023

2022/23 Tax Year

Total billed	**$1,293,242**
Total collected as of 4/11/2023	**$1,290,167 (99.8%)**
Remaining to collect – real, personal, and utilities	**$3,075**

Progress continues with tax collections.

There are now 11 owners of 19 properties that are delinquent. Garnishment papers were served on four accounts, and all four were satisfied. We have one owner with sixteen properties who has paid for nine and promised payment for the remaining seven by the end of April.

It has been learned that two property owners have passed away, and each estate's administrator is being identified.

Collections are slightly ahead of this time last year, when about 30 properties were delinquent, and the collection rate was 99.7%.

Advertising of delinquent accounts will likely be done before May 31st unless collections are deemed to be virtually complete.

At this point, it is believed that 100% of the billed taxes can be collected by the end of June.

Nick Weedman
Finance Officer