AGENDA
VILLAGE OF FLAT ROCK COUNCIL MEETING
VILLAGE HALL ASSEMBLY ROOM
110 VILLAGE CENTER DRIVE
APRIL 14, 2022
9:30 AM

Call to Order

Moment of Silent Meditation

Pledge of Allegiance

Agenda Approval/Changes

Consent Agenda

1.
   - February 28, 2022 – Agenda Workshop Minutes
   - March 10, 2022 – Council Meeting Minutes
   - 2021 Tax Release

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

7. Discussion of CLUP

New Business

8. Amendment to Ordinance No. 112 – ARPA Grant Project Ordinance and
9. Policy & Procedures for ARP Compliance (combined)
10. TAC – Traffic mirror

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
APRIL 14, 2022
9:30 A.M.

Mayor Weedman presided over the April 14, 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 *Consent Agenda – 2021 Tax Release,* Under *New Business – Item #10, TAC – Traffic mirror* was added to the agenda. Vice Mayor Coletta 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:

   - February 28, 2022 - Agenda Workshop Minutes
   - March 10, 2022 – Council Meeting Minutes
   - 2021 Tax Release

The Consent Agenda was approved.

Special Reports

2. Administration – Village Administrator Christie

Village Administrator Christie reviewed the March 2022 zoning report dated April 12, 2022, and the Village Administrator report dated April 10, 2022 (see attached reports).

3. Park Update – Council Member Carpenter

Council Member Carpenter gave the following update:

- Briefly discussed that Duncan Fraser and Michael Dages would make a presentation at the Park Workshop addressing the need for a part-time park ranger.

- Update on the tool shed for the park volunteers. Park Ranger Dages and Village Administrator Christie are searching for a company to lay concrete footings. Park Ranger Dages has been trying to reach the East Henderson High School vocational teacher to set a date for when construction of the shed can begin but has not been able to reach him yet.
- Council Member Carpenter stated that Council needed to decide no later than the Park Workshop today on how to proceed with the Dye Creek restoration. The decision must be made on whether to keep the current stream bed for Dye Creek (online option) or move the stream bed to its original location prior to the golf course being built (offline option). A presentation will be made at the Park Workshop showing details and costs of both options.
- The Park Commission needs some way to measure vehicle traffic into the parking lot at the Park. Bay Chamberlain volunteered to investigate this.
- Summer intern status – Thirteen local schools have been contacted to let them know that the Village would like to hire a summer intern at the Park. As of the March 24, 2022, Park Commission meeting, no applications had yet been received.

4. Foundation Update – Council Member Toner

Council Member Toner gave the following update:

- Park Foundation Board met Monday, April 11, 2022.
- Several recent marketing successes, including articles in Flat Rock Together and a front-page story (4/8) in the Times-News on Nature Walks and Immersion programming.
- April e-newsletter with updated calendar (99 percent delivery and 65 percent open rate)
- Facebook event listing and website event pages updated for entire year.
- Annual Report to print by end of next week.
- Pardee – Yoga in the Park has started; three classes to date.
- Will send approved press release on Tree City/Arbor Day by end of this week.
- Planning for Ice Cream Social in the works.
- Planning for a "Friends of the Park" party in June 2022 at Hubba Hubba Smokehouse.
- Working to establish a nominating committee for identification of new board members.
- Robust financials.

5. Transportation Update – Vice Mayor Coletta

Vice Mayor Coletta gave the following update:

- The Flat Rock TAC met on April 12, 2022, and discussed concerns about the intersection of Greenville Highway and West Blue Ridge Road. They are still gathering traffic incident data for the area.
- The delay on starting the N. Highland Lake Road project is due to continuing utility relocation work, in particular with AT&T. Once construction begins, it will start on the west end (intersection of NHLR and Greenville Highway) and work eastward.

- Council members requested that Vice Mayor Coletta ask the Henderson County Sheriff's Office to put out their traffic speed trailer on West Blue Ridge as soon as it's available.

6. Tax Report – Mayor Weedman

Mayor Weedman reported that, as of April 13, 2022, the current fiscal year tax collections are at 99.53 percent with $1,268,992.94 total collected (see attached report).

Old Business

7. Discussion of CLUP – Council Member Gregory

Council Member Gregory presented a draft CLUP plan showing comments from Mayor Weedman and Council Members. After review and discussions, Council Member Gregory will prepare language with topics discussed. Council Member Carpenter commended Council Member Gregory and Planning Board Chairman Barbara Platz on their hard work on the plan. No public hearing in May, as the plan is not complete.

New Business

8. Amendment to Ordinance No. 112 – ARP Grant Project Ordinance and
9. Policy & Procedures for ARP Compliance (combined)

Mayor Weedman stated number of the ordinance is Ordinance No. 120, and the ordinance must be in effect by April 30, 2022, if Village Council wishes to move ARP funds to the general fund. Council Member Toner will contact Mary Roderick after she returns from vacation to discuss the simplified plan. A special meeting was scheduled for Thursday, April 21, 2022, 10:00 a.m. to present for approval Ordinance No. 120.

Mary Roderick prepared ARP Policy & Procedure documents on Employee Premium Pay, Record Retention, Procurement & Conflict of Interest, Non-Discrimination, Cost Principals, and Eligible Project Policy to be adopted by April 30, 2022. In discussions of the policies and procedures, in the Non-Discrimination agreement, there is a provision that the Village must make a report with the Department of Treasurer that no complaints have been received. Mayor Weedman recommends changing this provision. After discussions, Mayor Weedman made a motion to approve the policies and procedures prepared by Mary Roderick, with the understanding that the Village Council is going to question whether or not that the Village has to prepare negative reports when the Village has no discrimination. Council Member Carpenter seconded the motion and it carried by unanimous vote.

10. TAC – Traffic mirror

Vice Mayor Coletta mentioned at the Traffic Advisory Committee meeting on Tuesday, April 12, 2022, that a suggestion had been made to erect a traffic mirror directly across the exit of the Flat Rock Village Bakery parking lot on West Blue Ridge Road to help with line of sight for cars coming out of the parking lot. The Flat Rock TAC asked Vice Mayor Coletta to bring this request to the council. Vice Mayor Coletta made a motion to approve installation of a traffic mirror across the exit of the Flat Rock Village Bakery, appropriating not more than $1,000.00. Council Member Jeter seconded the motion and it carried by unanimous vote.

Other Business

11. Mayor – Council Reports

Budget Officer Toner mentioned he plans to collect all budget input today, or by next Wednesday at the latest. He will prepare budget recommendation and budget memo for review at the Budget Workshop on May 12, 2022.

Council Member Toner gave the following update:

Flat Rock Playhouse – On April 11, 2022, the Playhouse officially removed the requirement for proof of vaccination or a negative Covid test for admission and masks are now optional. The Playhouse has requested $102,500 from the Flat Rock Village ARP funds for HVAC and COVID protocol items. The Playhouse has total budgeted COVID-related expenses of $475,000.00.

Public Health – The State of NC and Henderson County continue to be considered a low risk for COVID transmission. The new Omicron BA.2 variant is the most prevalent in the state at 64 percent of all cases last week. Omicron BA.2 continues to be a low severity form of the virus. New COVID hospitalizations last week were down 10 percent from the previous week at 242. This is down 95 percent from, the most recent high of 4,285 earlier this year, the week of January 29, 2022.

Council Member Dethero mentioned Council Member Gregory, Victoria Flanagan, and himself are continuing to plan for the Ice Cream Social, to be held June 4, 2022, 12:00 p.m. – 4:00 p.m., and themed "Volunteering." Victoria Flanagan gave an update on the planning.

- Ice cream has been ordered; Council Member Dethero donated two freezers for the ice cream
- Apple Country String Band has been booked
- Maybin's Garbage is loaning trash cans

- Porta potties have been ordered
- Council Member Gregory is working on a list of volunteers for scooping
- Carl Sandburg will bring baby goats
- The event will honor Chris & Mary Jane McDonnell
- Flat Rock Merchant's Association will be selling hot dogs
- Sheriff's Office canine presentation

Council Member Dethero mentioned there will be a City of Hendersonville Water & Sewer Commission meeting this month. Connections have been made and the streets within Halfway Tree Mobile Home Park are starting to be paved.

Council Member Gregory reported the Village Record newsletter is on the website and in the mail. On the Village's website, she will update the location of the Town Hall meeting on May 12, 2022, 6:30 p.m. – 8:00 p.m., at Pinecrest Presbyterian Church, and update the date of the legislative hearing for the CLUP. Council Member Gregory has received four votes from council members to have no signs on Village property, and she will prepare a policy by the next council meeting. Council will recommend that signs be placed in the right-of-way between the sidewalk and the curb.

Mayor Weedman mentioned Jane Bilello, a member of the public who had to leave the meeting, presented a document asking Village Council to defund the Flat Rock Playhouse with public money.

Public Comments – Georgia Bonesteel asked if the request to erect a sign on Village property for the Bonclarken Quilt event had been approved, which it had been. She expressed concerns of not being able to locate having any trees in time for Arbor Day, April 30, 2022.

Mr. Jim Hart mentioned Pinecrest Presbyterian Church will hold an Easter Egg Hunt event at the Park at Flat Rock, April 16, 2022, 11:00 a.m. – 1:00 p.m.

Adjournment

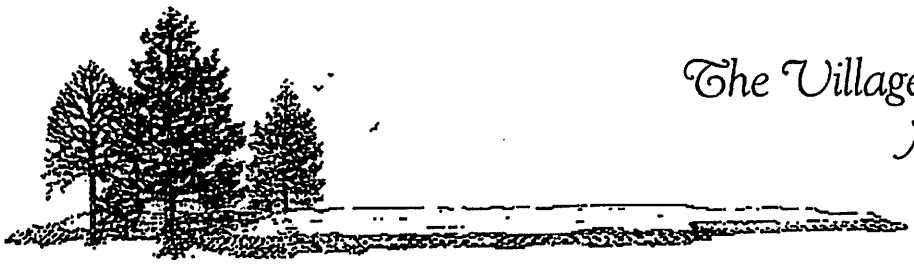
With no further discussions, Vice Mayor Coletta made a motion to adjourn the meeting, seconded by Council Member Jeter, and the motion carried by unanimous vote. The meeting adjourned at 11:19 a.m.

Michelle Parker

Michelle Parker, CMC
Village Clerk

Nick Weedman

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 12, 2022

Ordinances Activity Report for March 2022

Ordinance Activities	This Month	2022 YTD	2021 YTD
Compliance Certificates Approved for SFD's	1	4	22
Temporary Compliance Certificates Approved	0	0	0
All Other Compliance Certificates Approved	1	3	26
Certificates of Occupancy/Compliance Approved	3	6	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	0	1	0
Historic Landmark Status Application	0	0	0
Ordinance Fees Received	$225.00	$850.00	$6,350.00

March 2022 Ordinances Activity Report

Certificates of Zoning Compliance applications approved:

1 – SFD (The Farm at Highland Lake)
1 – Addition-Deck (Kenmure)

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 in February 2022 and he said that the bond had automatically been renewed and would be mailed down the next day. Received message that developer's computers

had been hacked and it had shut him down. Since the bond had already been renewed, he would send it down. Received original certificate on February 23, 2022. Spoke to Developer again April 12th and he indicated that Rick Merrill had found an engineer to do borings and certify the road.

Misc. zoning and other ordinance issues:

- Minor subdivision at Trenholm and Little River Rd approved (Captain Smyth's Preserve).. Infrastructure has been installed. The surveyor has prepared the final plat which was reviewed and sent back last December for additional information/documentation. Working with the engineer and surveyor to correct final plat. Working with land planner and developer to revise covenant language.
- 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 Kerry Lindsey again 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. Henderson County Assessor's office has now assigned all four lots individual PIN numbers due to the recombination error. They will be seeking variance(s) to build on those lots with the existing zoning. No application has been received.
- Also met with Kerry Lindsey about the possibility of subdividing Southlake. He will look for documentation of previous approvals/work to satisfy subdivision application requirements.
- 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 Forms (Kenmure).
- Reviewed recombination plat involving property in Trenholm Woods and Kalimar Heights. Waiting for revised plan.
- Issued CZC associated with the variance approved along Greenville Hwy.
- Received multiple inquiries about permitted uses in the RC zoning district. These were in reference to the Highland Lake Inn property.
- Met with new owner of property in commercial district reference future plans. Working with his landscape architect to answer C-1 related questions.

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 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. Was copied on an email from NCEM acknowledging official receipt of the request. Update: On March 8th, was copied again on an email requesting additional data to complete the review. Received request to send letters to adjacent property owners reference LOMR. After consulting with our engineer, we will do that after Bonclarken's engineering firm addresses additional information request by NCEM.

- Participated in an electronic meeting last October with Andrew Bick and the engineer representing Kerry Lindsey who is performing his due diligence for an upcoming dredging operation of Highland Lake. Have been made aware that Mr. Lindsey has indicated that the permitting process will begin soon.
- Council granted Historic Landmark status to Saluda Cottages at their November 2021 meeting. Victoria Flanagan has been working on producing a procedural document. Their next meeting is rescheduled from March 10th, 2022, to April 7th, 2022.
- Have received two sign permit applications to place banners at Village Hall property. These requests do not require a sign permit per our ordinance as long as size, duration and other requirements are met. These requests do need consent from the property owner (VOFR) to be placed on Village property. This was discussed at the March 10th Council meeting and permission was granted for the placement of banners on Village property. Both parties were notified.

Planning Board and Board of Adjustment Meetings:

- The Board of Adjustment met March 10th to approve the final decision letter for the variance application on Greenville Hwy.

- Planning Board did not meet in March or April. Carol continues to work with Councilmember Gregory to update CLUP. The updated draft was put on the Village's website. CLUP approval still slated for May 12th Council meeting. The next scheduled meeting is May 3rd , 2022.

Village Administrator Report
April 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 March 1, 2022 – March 31, 2022:

Fraud
3/18/22: 116 Waterlily Dr, Forgery
Breaking and Entering
3/8/22: 3114 Greenville Hwy, B&E Misd/Forced
Larceny
3/1/22: 303 Wagram Pl, Larceny all other
3/1/22: 210 Tranquility Pl, Larceny

Website/Facebook Report/EV Charging Station Stats:

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

- There were 6451 - page views of the home page of the website, an increase of 1143 from the previous month.
- Following the default home page views, the following 12 sections were viewed most, in descending order: Community Calendar, Park Facility Reservations, Mayor and Council, The Park at Flat Rock, About Us, Park Facilities Reservation Calendar, Annual Audit Reports, Archived Media Resources, Site Map, Historic Landmark Information, General Information, Community Resources.
- Items added or updated: Park facilities reservation calendar information, community 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 2022. Facebook has changed what information is available:
  Followers: 1744
  Post Engagement: 241
  Post Reach: 936
  New Followers: 4

- Electric Vehicle Charging Station Uses:
  March 2022: 30- A new modem was installed at the end of February and the station is operational. The new faceplate has been delivered. Was going to attempt to install in house but will probably need to hire outside help.

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, Michael Dages, and Tracey Daniels. The Park Commission met on March 24th, 2022. The next scheduled meeting to be held will be on April 28th, 2022 in the Rudnick Room at the Park.
- 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 volunteer pollinator week event planning, reviewing the park reservation form for Pinecrest Church, tool shed for volunteers, Arbor Day celebration, part-time staff discussion, public programs, and a counter for the gate.
- Andrew Bick's contract has been finalized, and surveying for the project has been completed. Preliminary designs with two design options, one on-line restoration, and another for partial off-line restoration have been received and reviewed by the Park Commission.
- Working with Michael reference draft park budget and updated job description and title.
- Sent out Hemlock letters to property owners along Greenville Hwy, Rutledge Dr, and West Blue Ridge Rd with a due date of April 15th. Treatments to start April 19th, 2022.
- 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 have been discussed. The next meeting is in person in May in Asheville to discuss budgets.
- Have gotten COLA/merit estimates from Town of Mills River, Fletcher, Brevard, and Biltmore Forest.
- Carol Richard has completed her first week of Clerk's training. She has also completed the Fundamentals of Property Tax Collection and has passed the test to become a Certified Tax Collector through the North Carolina Tax Collector's Association! The next week of clerk's training will take place in May. She has also completed website training.
- 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.
- Land of Sky ARP contract finalized. The premium pay policy has been approved by Council and implemented. Next up will be updating village policies, project selection, etc. Staff continues to work with Mary Roderick providing information as requested.
- Mary Roderick attended February 28th agenda meeting to discuss utilizing the $10 million allowance that has been included in the updated guidance. She has provided policies and an updated grant project ordinance for the April Council meeting.
- Participate in weekly ARP "office hours" meetings and SOG training courses.
- Received a copy of the NCLM sanctioned appraisal in January and forwarded it to Michael and Council Member Carpenter.
- Still communicating 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. Email from Chief Sheehan on March 25 indicates that they got three quotes, but due to the cost, they are going to delay moving forward.

- Preparing grounds maintenance and cleaning contracts. Met with Melinda from Mophead to discuss and get an updated quote.
- Received notifications that workers comp and property and liability renewals are available to review in the insurance portal. Must be renewed by the end of May.
- Received renewal packet from NCLM for medical, dental, and vision insurance.

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
Attended Henderson County TAC meeting (virtually) on March 16th, 2022.
Attended International Society of Arboriculture (ISA), Southern Chapter, conference on March 27-29, 2022.

Report prepared by:
Patricia Christie, CZO
Village Administrator

Tax Collection Report

April 13, 2022

2021/22 Tax Year

Total billed	**$1,274,987.82**
Total collected as of 4/13/2022	**$1,268,992.94 (99.53%)**
Remaining to collect – real, personal, and utilities	**$5,994.88**

Progress is being made on collections.

Another notice will be mailed to owners, phone calls will be made, and garnishment processes will begin as needed.

There are about 30 properties delinquent at this point. Our collection rate of 99.53% is about equal to last year but we have more delinquent properties this year.

Nick Weedman
Finance Officer