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

Call to Order

Moment of Silent Meditation

Pledge of Allegiance

Public Comments

Agenda Approval/Changes

Consent Agenda

1.
   - May 31, 2022 – Agenda Workshop Minutes
   - June 9, 2022 – Council Meeting Minutes
   - 2021/2022 Tax Settlement

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. ARP Discussion

New Business

8. Park Commission Member increase – Council Member Carpenter
9. Tool Shed – Council Member Carpenter
10. Seasonal Part-time Park Ranger job description – Council Member Carpenter
11. Halfway Tree Mobile Home Park – Council Member Dethero
12. GovOffice, Village Website – Vice Mayor Coletta
13. Sheriff's Office visit – Mayor Weedman

Other Business

14. Mayor – Council Reports

Public Comments

Adjournment

VILLAGE OF FLAT ROCK COUNCIL MEETING MINUTES
VILLAGE HALL – ASSEMBLY ROOM
110 VILLAGE CENTER DRIVE
JULY 14, 2022
9:30 A.M.

Mayor Weedman presided over the July 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, Village Clerk Parker, and Village Administrator Christie. Council Member Toner 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 #11, Halfway Tree Mobile Home Park, Item #12, GovOffice-Village website, Item #13, Sheriff's Office visit* were added to the agenda.

Consent Agenda

1. The Consent Agenda consisted of the following:

   - May 31, 2022 - Agenda Workshop Minutes
   - June 9, 2022 – Council Meeting Minutes
   - 2021/2022 Tax Settlement

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

Special Reports

2. Administration – Village Administrator Christie

Village Administrator Christie reviewed the June 2022 zoning report dated July 10, 2022, and the Village Administrator report dated July 10, 2022 (see attached reports).

3. Park Update – Council Member Carpenter

Council Member Carpenter reported the following:

- Committee member Roger Bass presented an overview of the concept of mini-forestry based upon the book "Mini-Forest Revolution" by author Hannah Lewis. The book outlines the concept of the Miyawaki Method, a unique approach to reforestation of currently vacant or open land as envisioned by the late Japanese biologist Akira Miyawaki. The book explains how open spaces as small as just a few square meters can be replanted to grow quickly, and subsequently provide rich biodiversity and environmental benefits. The concept envisions planting within a small space (in some cases 6 feet x 6 feet), a canopy tree such as an oak or tulip poplar, and understory tree such as a dogwood, and a small

shrub or perennial plant. After a few years, this space will become a self-sustained miniature ecosystem.

Following Roger's presentation, the Park Commission members discussed ways to use this concept in replanting areas of the Park with native species, such as between the playground and Highland Golf Villas to help alleviate the noise issue, and during the revegetation phase required by the Dye Creek Restoration project once the streambed has been moved back to its original position. Further study of this concept is underway.

- Park Commission is looking at using a less toxic herbicide at the Park.
- Visitation in the Park has increased 10 percent from May 2021.
- Park Director Dages gave an update on the park gate, stating the invoice of approximately $7,000 from Carolina Time Parking has been signed to repair the existing gate and install a car counting system. Village Administrator Christie mentioned a claim was filed for the gate repair and the Village received a check of approximately $6,000 from the insurance company.

4. Foundation Update – Council Member Toner - No report

5. Transportation Update – Vice Mayor Coletta

- French Broad River MPO or Henderson County TAC will not be meeting in July.
- NCDOT is continuing to deal with budget issues.

6. Tax Report – Mayor Weedman

No official report available. All property taxes for 2021 have been collected except one property in Kenmure. The Village will foreclose on this property and Henderson County will also start foreclosure proceedings.

Old Business

7. ARP Discussion

Council Member Gregory reported the language for the application is continuing to be worked on with Mary Roderick. At the agenda meeting, a couple of items that were discussed, but no decision was made: 1) Criteria of where businesses and nonprofits are located (e.g., should they be based in Flat Rock's jurisdiction) and 2) whether to use ARP funds for repaving of the Village Hall parking lot.

After discussions, it was suggested to prioritize businesses and nonprofits which are based in Flat Rock's jurisdiction. If any funds are remaining, then funding could expand into the community.

After discussions, Council Member Gregory made a motion that businesses based inside the municipal borders of the Village of Flat Rock will be eligible to apply for funds made possible through the American Rescue Plan. The motion was seconded by Vice Mayor Coletta and carried by unanimous vote.

Council Member Gregory made a motion that nonprofits based inside the municipal borders of the Village of Flat Rock will receive the highest prioritization for funds made possible through the American Rescue Plan. The motion was seconded by Vice Mayor Coletta and carried by unanimous vote.

Council Member Gregory made a motion to use ARP funds to pave the Village Hall parking lot, seconded by Vice Mayor Coletta. In discussions, Mayor Weedman expressed the paving of the parking lot will be done anyway, without the need to use ARP funds. The motion was withdrawn, and the second of the motion was withdrawn.

New Business

8. Park Commission Member increase – Council Member Carpenter

Council Member Carpenter stated the allowed number of members to the Park Commission is currently five members. The Park Commission has requested permission to increase to a maximum of seven members. Council Member Carpenter made a motion that the Charter that controls the Park Commission be amended to allow the maximum number of Council appointed members to increase from five to a maximum of seven members. The motion was seconded by Vice Mayor Coletta and carried by unanimous vote.

9. Tool Shed – Council Member Carpenter

Council Member Carpenter mentioned it was originally planned to have students at East Henderson High School build a tool shed, which they are unable to build. Park Director Dages is asking for Village Council's approval to purchase a pre-built tool shed to accommodate the park volunteers, to be located adjacent to the Pollinator Garden, and that funding for the shed is already in the budget. After discussions, Council Member Carpenter made a motion to accept the proposal to purchase a pre-built shed instead of the shed being built by East Henderson High School students. The motion was seconded by Council Member Jeter, and the motion carried with a 4-yes, 1-nay vote.

10. Seasonal Part-time Park Ranger job description – Council Member Carpenter

Council Member Carpenter presented the seasonal part-time park ranger job description with the position to offer an hourly rate of $15/hour, not to exceed 20 hours/week, 300 hours/year. Council Member Carpenter made a motion to approve the job description, seconded by Council Member Jeter. The motion carried by unanimous vote.

11. Halfway Tree Mobile Home Park – Council Member Dethero

Council Member Dethero presented a handout from Brent G. Detwiler, PE, City Engineer for the City of Hendersonville, giving an update on the mobile home park from the last Water and Sewer Advisory Council meeting. The private installed sewer collection system within the mobile home park is complete. The owner of the park has hired a plumber who has begun connecting the 127 individual units to the sewer collection system. They are starting with the units whose septic systems are the worst. Council Member Dethero stated the sewer from the park is the main

problem and he stated the State Agency should be called to review and approve the problem. Mr. Bill Walker provided pictures of fecal matter located in his pond that is coming from the mobile home park. Even though the mobile home park is not located within Flat Rock's municipal boundaries, the water runs to King Creek at the Park at Flat Rock. Mr. Walker stated the report from Brent Detwiler is misleading, and that there is dirt in the septic systems and in the drain fields.

Park Director Dages stated the water in King Creek has been tested by Mountain True Water Conservancy, and he will get the data from them to forward to council members.

Mayor Weedman and Village Administrator Christie will plan to set up a meeting with the head of Henderson County Environmental Health Division. Ms. Christie will contact Mr. Seth Swift to get report.

12. GovOffice – Vice Mayor Coletta

Vice Mayor Coletta stated GovOffice hosts and handles the Village's website, and the Village currently has a contract paying $1,100/annually. In June, GovOffice changed their business module to offer an annual flat rate of $3,995/year with a four-year contract. At the end of the four years, the Village would have the option for a four-year renewal at the same price. The contract includes hosting and revamping of the website every four years.

Vice Mayor Coletta made a motion to continue with GovOffice for our website hosting and design, at a new rate of $3995/year from 2022 – 2025, with the option to renew at the same rate for 2026 – 2029. The motion was seconded by Council Member Gregory and carried by unanimous vote.

13. Sheriff's Office visit – Mayor Weedman

Mayor Weedman reported he and Council Member Gregory met with Sheriff Lowell Griffin and Captain Brandon Staton to discuss Flat Rock having a Flat Rock law enforcement officer. After discussions, the consensus was that with Flat Rock's low crime rate and the high cost of adding an officer that it would not be beneficial to do so. Mayor Weedman mentioned the possibility of the Sheriff's Office providing animal control, but no decision was made. Mayor Weedman stated Flat Rock has a great relationship with the Sheriff's Office. Captain Staton will be retiring the end of July 2022, and Village Council would like to host a small reception for Captain Staton at a later date.

Other Business

14. Mayor – Council Reports

Council Member Dethero reported he is working on Kudzu spraying and has contacted Top Gun Applications/Hunter Eubanks. Dennis Flanagan has agreed to volunteer with kudzu.

Council Member Gregory mentioned articles for the next Village Record newsletter has been postponed until August 1, 2022.

Council Member Jeter mentioned she is working with a graphic artist to design t-shirts for the gardening volunteers, she will forward to council members the design when it is received.

Mayor Weedman will be out of town July 24, 2022 – August 6, 2022.

Public Comments - None

Adjournment

At 11:23 a.m., the meeting adjourned.

Michelle Parker, CMC
Village Clerk

Nick Weedman
Mayor

Village of Flat Rock
110 Village Center Drive, P.O. Box 1288
Flat Rock, NC 28731-1288
(828) 697-8100
July 1, 2022

Settlement for Current Taxes for
Fiscal Year 2021/2022

Charges to Tax Collector

Carryover taxes due from fiscal year 2020/2021	$ 1,513.94
Total amount of all taxes placed in Tax Collector hands for the fiscal year 2021/2022	$1,261,349.36
Utilities added	$ 11,937.41
Penalties Charged	$ 1,592.34
Total	**$1,276,393.05**

Credits to the Tax Collector

All sums collected by the Tax Collector		$1,280,301.18
Adjustments:		($ 4,028.14)
Discoveries	$ 149.86	
Write Off Less than $5.00	($ 363.62)	
Refunds for Overpayments	($3,636.94)	
Releases per H/C	($ 177.44)	
	($4,028.14)	
Amount of taxes constituting liens against real property (uncollected for 2021)		$ 120.01
Principal amount of taxes determined to be insolvent and to be allowed as credits by the Village Council		$ 0.00
		$1,276,393.05

Respectfully submitted

Carol Richard
Carol Richard, Tax Collector

Sworn to and subscribed before me on the 1st day of July 2022

My Commission expires
9/10/2024

Michelle D. Parker
Michelle D. Parker, Notary Public

The Village of Flat Rock
North Carolina

Incorporated in 1995

To: Mayor and Council
Planning Board Members

From: Zoning Administrator

Date: July 10, 2022

Ordinances Activity Report for June 2022

Ordinance Activities	This Month	2022 YTD	2021 YTD
Compliance Certificates Approved for SFD's	0	8	22
Temporary Compliance Certificates Approved	0	0	0
All Other Compliance Certificates Approved	2	10	26
Certificates of Occupancy/Compliance Approved	4	14	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	1	1	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	$350.00	$2175.00	$6,350.00

June 2022 Ordinances Activity Report

Certificates of Zoning Compliance applications approved:

2 – Additions -Deck and Garage (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.

King Creek Preserve: The developer still needs to certify the final paving of the road. Received renewal bond 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. On May 27th, we received an asphalt evaluation report from Bunnell Lammons Engineering. It is still under review. We asked an engineer to review the letter "unofficially" and he suggests getting a second opinion.

Misc. zoning and other ordinance issues:

- Minor subdivision at Trenholm and Little River Rd approved (Captain Smyth's Preserve). Infrastructure has been installed. Conducted a field inspection of the subdivision infrastructure to confirm installation, road widths, take photos for the file, etc. Working with the engineer and surveyor to correct final plat. Working with land planner and developer to revise covenant language. Both (plat and covenants) are now acceptable. Still need to sign mylar and get mylar and covenants recorded at the register of deeds. Homeowner's association still needs to be established through the secretary of state.
- 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.
- Reviewed recombination plat involving property in Trenholm Woods and Kalimar Heights. Waiting for revised plan.
- Met with new owner of property in commercial district reference future plans. Working with his landscape architect to answer C-1 related questions. Have had multiple meetings to discuss how to move forward with a "parking lot only" option. Have consulted with village attorney throughout the process.
- Met with an engineer who is looking into what can be done with the remaining available acreage (approximately 17 acres) of the old Braewood project on W. Blue Ridge.
- Received another text amendment request for M-L And M-L CD.
- Received inquiry about AT&T's ability to install fiber without gaining property owner's permission.
- Field inspections/reinspection's of complaints for properties in Claremont, on Robert E. Lee Dr., and Highland Lake Dr.
- Worked with property owner in Teneriffe reference stormwater drainage questions and work being proposed to correct drainage issues.

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.. 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 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. In March, 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. Letters sent out on May 31st, 2022. Have received two phone calls out of the 30 letters mailed.

- Received an inquiry from a property owner who wanted an elevation certificate in order to buy flood insurance even though his property is not located in a flood zone.
- 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.
- Have met multiple times with gentleman looking to purchase property on Rhett Dr and renovate an old "boathouse", install a floating dock, and build a house. Have included village engineering consultant in these discussions in ref to the boathouse and floating dock. Have received a recombination plat for this property that is unusual enough that I am consulting with village attorney. It was determined that the recombination plat was acceptable. Mylar was signed for recording at the register of deeds.
- The Historic Landmark Commission held a meeting on April 7th, 2033. Victoria Flanagan has been working on producing a procedural document for granting landmark status and reviewed her proposed changes to the application and "sequence of events" handout. They also discussed an increase to the application fee from $75.00 to $500.00 which was approved at the June Council meeting. No future meetings are scheduled at this time.
- Permission was granted for the placement of banners on Village property in April and May. Both parties were notified. A policy discussion is still pending.
- Council members Coletta and Gregory on sign patrol for temporary signs. Thanks!

Planning Board and Board of Adjustment Meetings:

- The Board of Adjustment did not meet in June. Have some members going off board in August due to term limits.
- Planning Board met June 7th, 2022. The updated CLUP draft was put on the Village's website and approved at a legislative hearing held at the June 9th Council meeting. There was no meeting in July. The next scheduled meeting is August 2nd, 2022, where a text amendment request will be considered.

Village Administrator Report
July 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 June 1, 2022 – June 30, 2022:

Other

6/15/22: 312 S. Windsong Ln, Animal Bites, Canine Bite

Larceny

6/13/22: 91(?) York Ridge Ln, Larceny Auto Accessories
6/15/22: 616 Kenmure Dr, Larceny All Other

Fraud

6/14/22: 168 Overlook Dr, Wire Fraud
6/14/22: 1885 Little River Rd, Flat Rock Playhouse Youth Theater, Obtain Property by False Pretense

Assault

6/1/22: 2732 Kanuga Rd, Assault on a Female

Website/Facebook Report/EV Charging Station Stats:

Reporting period of June 1, 2022 – June 30, 2022:

- There were 8133 - page views of the home page of the website, an increase of 343 from the previous month.
- Following the default home page views, the following 12 sections were viewed most, in descending order: Site Map, North Highland Lake Road Project, Community Calendar, The Park at Flat Rock, Contact Us, Mayor and Council, Park Facility Reservations, General Information, Historic Landmarks Information, Shopping and Dining, About Us, Community Resources.
- Items added or updated: Park facilities reservation calendar information, community calendar, and public hearings, 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 June2022. Facebook has changed what information is available:
  Followers: 1773
  Post Engagement: 357
  Post Reach: 869
  New Followers: 6
- Electric Vehicle Charging Station Uses:
  June 2022: 54- Message on Chargepointe site indicated that the left port wasn't working on June 25th. Checked on July 10th and 11th and both ports are show as working. The new faceplate has been delivered but has not yet been installed.

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

- For the upcoming month, notices emailed regarding the Village monthly meetings and events. Carol is going to take this over for me. 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 June 23rd, 2022. The next scheduled meeting to be held will be on July 28th, 2022, in the Rudnick Room at the Park.
- Park updates include updating the Park's master plan, tool shed for volunteers, part-time staff discussion, public programs, playground noise mitigation and fencing, the Dye Creek Project, Park Commission composition.
- Dye Creek-Work continues on permitting with applications being submitted to reviewers.
- Working with Michael reference draft park budget and updated job description and title.
- Hemlock treatments took place along Greenville Hwy, Rutledge Dr, and West Blue Ridge Rd conducted by Bartlett Tree Service.
- Participate in zoom calls with Western North Carolina Managers Association (WNCMA) and Land of Sky Regional Council quarterly managers meetings.
- Carol Richard has completed two weeks of Clerk's training. She has also completed website training and notary training as well. She is now a notary!
- 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 (which may need to be updated) has been approved by Council and implemented. ARP village policies have been approved and the April Project and Expenditure report to Treasury has been submitted. Project selection is next. Staff continues to work with Mary Roderick providing information as requested. Mary attended the June ARP workshop where the application for businesses and non-profits was discussed.
- Participate in weekly ARP "office hours" meetings when possible.
- 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 on March 25 indicates that they got three quotes, but due to the cost, they are going to delay moving forward. Per Chief Sheehan one of the companies measured the Village Hall parking area. Have contacted that company to get a quote from them. Received estimate and have reached out to John Jeter for some expertise related to the current condition of the village hall parking lot.
- Renewed workers comp and property and liability through the NCLM insurance portal. Received notifications that policies were issued.
- Filed a claim for the park gate damage with NCLM. Check received and deposited
- FRTAC meeting for June was cancelled.
- Worked with Michelle Parker, Michael Dages, Mayor Weedman, Council Member Toner, Council Member Carpenter, and Council Member Jeter putting together budget

information for the administration and park accounts. Budget approved at June Council meeting.

- Updated Fee Schedule approved at June Council meeting.
- Council Member Toner, Michelle Parker and I met with Carl Shaw in May and June to discuss ARP and budget.
- New mini split HVAC units installed in Clerk's office, Administrator's office and Highlander Conference Room due to inability to repair the old malfunctioning units. New breaker installed, drywall repaired, and county inspection completed.
- All HVAC units located at Village Hall and the Park now outfitted with air purification systems.
- Contacted Gary (handyman) for a few projects. He is phasing out of the handyman business but will complete a couple of small projects at Village Hall property.
- Created a checklist (with Carol's help) for cleaning contractor to sign off every week for Village Hall cleaning. Michael working on one for daily park cleanings.

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 Ice Cream Social on June 4th, 2022.
Attended Henderson County TAC meeting June 15th, 2022.

Report prepared by:
Patricia Christie, CZO
Village Administrator