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

Call to Order

Moment of Silent Meditation

Pledge of Allegiance

Carl Shaw - FY 2021/2022 Financial Review

Henderson County Tax Re-evaluation discussion

Public Comments

Agenda Approval/Changes

Consent Agenda

1.
   - October 3, 2022 – Agenda Workshop Minutes
   - October 13, 2022 – 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

7. Village Rebranding discussion – Vice Mayor Coletta

New Business

8. Park Ranger Salary extension
9. Daffodil Project
10. Fire Wise Program

Other Business

11. Mayor – Council Reports

Public Comments

Adjournment

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

Mayor Weedman presided over the November 10, 2022, 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.

Carl Shaw – FY 2021/2022 Financial Review

Mr. Carl Shaw gave an overview of the finances. He will send to council members a copy of the financial statements. The Village's financial statements are in compliance, with a clean audit. Mayor Weedman thanked Mr. Carl Shaw for his services.

Henderson County Tax Re-evaluation Discussion

Mayor Weedman stated this presentation was made at the last LGCCA meeting. In February 2023 the tax assessor's office will be sending letters to property owners showing the new property values. Darlene Burgess, Henderson County Tax Assessor, along with other staff members from the assessor's office were in attendance. Ms. Burgess gave out a reappraisal guide handout that discusses tax laws, reappraisal, and gives a timeline.

Mr. Kevin Hensley presented a PowerPoint presentation showing the process of conducting reappraisals. After the presentation, council members asked questions, then thanked everyone from coming.

Public Comments – Polly Angelakis, Superintendent of Carl Sandburg, gave an update on the dam/bridge that collapsed in mid-August, reporting that one cause for the collapse came from a broken pipe. Inspectors came in September, and she is currently waiting on the inspection report. Ms. Angelakis has reached out to regional and national fund managers for funding. The House will remain open four days a week until the end of the year. Starting in January the House will only be open Saturdays and Sundays. They will continue to run the emergency shuttle.

Agenda Approval/Changes

Under *New Business – Item #10, FireWise Program* was added to the agenda. Council Member Carpenter made a motion to approve the agenda as amended, seconded by Vice Mayor Coletta. The motion carried by unanimous vote.

Consent Agenda

1. The Consent Agenda consisted of the following:
    - October 3, 2022 - Agenda Workshop Minutes
    - October 13, 2022 – Council Meeting Minutes

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

Special Reports

2. Administration – Village Administrator Christie

Village Administrator Christie reviewed the October 2022 zoning report dated November 8, 2022, and the Village Administrator report dated November 4, 2022 (see attached reports).

3. Park Update – Council Member Carpenter

Council Member Carpenter gave the following update from the Park Commission October 27, 2022, meeting:

- The gate counter for October averaged 713 cars per day.
- Summer programs have ended for the year.
- Park Director Dages is researching the cost of a new gate.
- Pinecrest Church held the trick or treat trail on Friday, October 28, 2022, with 1,100 people attending.
- According to Google the park has a 4.8 rating out of 5 rating.
- The Park Commission's next meeting is Thursday, November 17, 2022.

4. Foundation Update – Council Member Toner

Park Foundation met Monday, November 7, 2022, and discussed the following:

- Foundation assisted with the Park Volunteer Appreciation Luncheon, which had 34 attendees and received very positive feedback.
- Foundation is preparing for a social media push for "Giving Tuesday" 11/29.
- Foundation is moving forward with funding initiative for Dye Creek. The plan is for the Foundation to support at $100,000, seek donor support of $100,000 and seek grants of at least $50,000. Foundation's plan is for Village Council to provide a matching $250,000.
- Foundation will contract with Sharon Nunnelee to prepare and seek grants. Mayor Weedman has spoken with Maurean Adams about Sharon Nunnelee seeking grants, and the Foundation will hire and pay Ms. Nunnelee directly. The Foundation may need some supplemental funding. Mayor Weedman made a motion for Village Council to approve the Foundation's hiring of Sharon Nunnelee, with the understanding that the Foundation may come to the Village and seek supplemental funding. The motion was seconded by Council Member Jeter and carried by unanimous vote.
- Beginning early discussions around celebrations for the park 10-year Anniversary in 2024. Probably a series of events throughout 2024.

Tracey Daniels reported the Foundation will be writing a reimbursement check of $17,595 to the Village today, and at the next meeting the Foundation will discuss the expenses for Dye Creek.

5. Transportation Update – Vice Mayor Coletta

Vice Mayor Coletta reported the following:

- There is no Henderson County TAC meeting this month or next month. At the October Henderson County TAC meeting, the committee had a presentation on the county's comprehensive plan, which is now online for review. The county is still taking comments on the plan.

- Lonnie Watkins, the NCDOT district engineer for our region, has retired, Rusty Darnell is his temporary replacement until NCDOT appoints someone to the position and Mr. Darnell was at the TAC meeting to meet everyone.

- On the request for double yellow line on Greenville Highway, the NCDOT pavement marking supervisor has bumped this request up to the Division Traffic Engineer for review. Vice Mayor Coletta let Steve Jamerson who made the request, know the progress.

- Bridge maintenance department should be taking care of potholes in front of Pinecrest Church.

6. Tax Report – Mayor Weedman

Mayor Weedman reported that, as of November 9, 2022, the current fiscal year tax collections are at $521,508 (40.8 percent) total collected (see attached report).

Old Business

7. Village Rebranding discussion – Vice Mayor Coletta

Derek Stipes with Formation PR+Brand presented and reviewed Option A and Option B designs for rebranding the Village's seal/logo. After discussions, Vice Mayor Coletta made a motion for Village Council to select Option A from Formation PR+Brand's presentation as the new Village seal/logo, but still need to resolve the correct date of the village was established. The motion was seconded by Council Member Carpenter and carried by unanimous vote.

New Business

8. Park Ranger Salary extension - Council Member Carpenter

Council Member Carpenter made a motion that Village Council extend the money allocated to pay for a part-time Park Ranger position from mid-December through June 30, 2023, for a total sum of $8,400, seconded by Council Member Jeter. Council Member Carpenter mentioned if he so chooses, the park ranger could take a two-week vacation with no pay, and there would be no change in hours or pay.

Park Director Dages mentioned it has been a tremendous help having Gabriel Garcia in the park, and he shared job tasks that Mr. Garcia had accomplished in the short amount of time since his hire date.

After discussions, the motion carried by unanimous vote.

9. Daffodil Project

Duncan Fraser, President of the Park Commission, explained this project is an opportunity to have a visual feature in the park by participating in an international program of planting daffodils in dual recognition of the children who were killed during the holocaust and the number of children who survived. The program is about 1/3 of the way to its goal of planting 1.5 million daffodils worldwide. The Park Commission has looked at an area in the park and could require only a minimum amount of signage. The Park Commission strongly recommends that Village Council approve the project.

Council Member Carpenter made a motion that Village Council accept the gift of a daffodil garden in conjunction with the Daffodil Project that would be fifty-foot-long path, eight feet in diameter, 400 square feet total to be located in the park with proper signage. All costs of installation and plantings to be covered by the donor, and park volunteers would maintain the garden. Council Member Jeter seconded the motion.

Duncan Fraser mentioned there would be minimal costs of around $2,000 in the parks budget in professionally preparation of the bed, and a minor cost of acquiring daffodil bulbs from the international organization. The donor would donate that fund to the Foundation. Vice Mayor Coletta and other council members expressed concerns of the project setting a precedence. After discussions, council members agreed to defer the item, Council Member Carpenter withdrew the motion, and Council Member Jeter withdrew the second of the motion. No action was taken.

10. FireWise Program

Council Member Jeter presented a handout explaining how communities can participate in the FireWise project. If Village Council wishes to facilitate this program, Council Member Jeter suggested holding a community meeting for homeowners. Mayor Weedman suggested that Village Council review and will discuss later.

Other Business

11. Mayor - Council Reports

Council Member Toner reported on the following;

- October Budget Report is complete, with nothing to report.
- ARP applications are due by Wednesday, November 23, 2022.
    - Had contact with Friends of Carl Sandburg
    - Cuisine Team (Application)
    - Flat Rock Playhouse
    - Several Fire & Rescue discussions with Mayor Weedman

Flat Rock Playhouse – Several members of the cast and crew for Momma Mia tested positive for COVID and the Playhouse has been shut down for about a week. Tonight's show is cancelled. Depending on COVID test results, shows will start up again as soon as possible.

Public Health – The State of NC and Henderson County have seen a continued reduction in the number of COVID cases over the last months. Severity remains generally low with the Omicron BA4.6 and BA5 variants, which account for over 90 percent of current cases, although several new variants have emerged over the last month, BQ.1; BQ.1.1; BF7; BA.2.75. Henderson County retains a low-risk designation. The first week in October North Carolina had 9,335 new COVID-related cases, but in the first week of November that number was down to 7,924. Hospitalizations associated with COVID are also down over 30 percent during the month to 583.

Mayor Weedman mentioned Kevin Whitaker with the Henderson County Sheriff's Office is the temporary replacement for Brandon Staton.

Vice Mayor Coletta reminded council members and staff that the RSVP deadline for the village holiday luncheon is November 28, 2022. The luncheon is December 7, 2022, 12:00 p.m., at Hendersonville Country Club.

Council Member Jeter commented the Park Volunteer Appreciation Luncheon was a success.

Public Comments - None

Adjournment

At 11:55 a.m., Vice Mayor Coletta made a motion to adjourn the meeting, seconded by Council Member Jeter. The motion 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: November 8, 2022

Ordinances Activity Report for October 2022

Ordinance Activities	This Month	2022 YTD	2021 YTD
Compliance Certificates Approved for SFD's	1	15	22
Temporary Compliance Certificates Approved	0	0	0
All Other Compliance Certificates Approved	3	17	26
Certificates of Occupancy/Compliance Approved	1	20	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	1	0
Subdivision Application	0	0	0
Floodplain Development Application	0	1	1
Sign Permits	0	1	0
Historic Landmark Status Application	0	0	0
Ordinance Fees Received	$375.00	$3925.00	$6,350.00

October 2022 Ordinances Activity Report

Certificates of Zoning Compliance applications approved:

1 – Single Family Dwelling - (The Farm at Highland Lake Village)
1 – Deck Expansion - (Dunroy)
1 – Front Porch Addition - (Beaumont Estates)
1 – Single Family Demolition - (Teneriffe)

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: In May, we received an asphalt evaluation report from Bunnell Lammons Engineering. We asked an engineer to review the letter "unofficially" and his response was to get

a second opinion. May have attorney review letter to determine if we actually need to go out and find an engineer that will "officially" review it.

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. Both (plat and covenants) are now acceptable. Plat was signed on August 5th, 2022, and appears to have been recorded as it shows on Henderson County GIS. Need covenants recorded at the register of deeds and the homeowner's association still needs to be established through the secretary of state. Received word that the property owner passed away unexpectedly. The property is in a trust, and they are working with an attorney to work out the details to move forward.
- Working with new owner and his landscape architect of property in commercial district to answer C-1 related questions. Have had multiple meetings to discuss how to move forward with a "parking lot only" option. Notified the landscape architect of possible options up to and including a text amendment to the LDO. Landscape architect met with zoning administrator and Mayor to discuss. They have notified us that they will not be pursuing the parking lot only concept at this time. Owner set to attend planning board meeting next week.
- Text amendment request for M-L And M-L CD zoning district was brought before the planning board and now needs to come before Council as a legislative hearing. Applicant requested that the legislative hearing be postponed until November. Received a phone call from applicant's attorney who is asking to postpone the hearing until the spring or asking for a referral back to the Planning Board in order to present additional information. After consulting with our attorney, we gave him his options (postpone, request a rehearing before the planning board or withdraw). Received notification via email on October 11, 2022, that they wish to withdraw this application.
- Field inspections/reinspection's of complaints for properties in Claremont, and Highland Lake Dr. Update on Highland Lake Dr. complaint. According to the complainant, the property has been sold and is being cleaned up. A reinspection on August 26th, confirms progress has been made. According to a woman on site, they have until September 23rd to move out. A reinspection of the site on November 1st confirms that property is cleaned up and trailer is gone.
- Continuing to work with Flat Rock Playhouse Board of Trustee's president, 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.
- Issued three zoning district confirmation forms for Founders Dr, Maple Hill Dr, and Kenmure Dr (all in Kenmure).
- Received inquiry about Dorn property on Greenville Highway. Am researching permit issued for it's current use.
- Met with retired manager of Brevard and Tryon who now resides at The Farm. He is requesting information regarding The Farm's approvals as the HOA will be taking over in May/June of next year.
- Discussed possible recombination plat in Chanteloupe.
- Reviewed exempt subdivision plat on Estate Dr.
- Received call from board member from Kingwood HOA. Discussed solar panel permitting requirements.

SCO, TPO, FDPO, HLO:

- Received inquiry from an engineer out of Forest City about lots 16/17 on Mockingbird Dr. in Statonwoods which are located in the floodplain. He was asking about bringing fill onto those lots to take a portion of them out of 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. Update: Property owner came into the office requesting a certificate of zoning compliance application to build a SFD. Gave him the CZC form and asked about the CLOMR-F request. He had some paperwork with him from FEMA dated June of 2021 which he left with us. I sent that paperwork to our consultant. It is FEMA's conditional concurrence of the request. He still needs a floodplain permit and a CZC permit to bring in the fill and build the house. Have reached out to Natalie Berry at Henderson County for guidance.
- 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. On October 31, 2022, Mayor Weedman received a letter from FEMA confirming that the Flood Insurance Rate Map had been revised by this letter of map revision (LOMR). Per our floodplain consultant, we just need to keep this on file.
- 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.
- The Historic Landmark Commission held a meeting in April. 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.

Planning Board and Board of Adjustment Meetings:

- The Board of Adjustment did not meet in October. Victoria Flanagan and Victor Behoriam were appointed for 3-year terms. John Gerni was also appointed as an alternate at the September Council meeting. Both Mr. Behoriam and Mr.Gerni are taking SOG training for BOA boards.
- Planning Board did not meet in October. The next scheduled meeting is November 15th due to the Board of Elections being at Village Hall. Jim Miller is scheduled to speak to the board about his plans.

Village Administrator Report
November 4, 2022

Flat Rock Crime Reports:

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

Other

10/7/22: 82 Williams Meadow Loop, Death Inv Death Investigation

Larceny

10/9/22: Bonclarken Conference Center, 500 Pine Dr, Larceny from a Motor Vehicle

Fraud

10/14/22: 71 Bungalow Ln, Wire Fraud

Website/Facebook Report/EV Charging Station Stats:

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

- There were 8179 - page views of the home page of the website, a decrease of 51 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, Contact Us, 2022 Village Council Minutes, Shopping and Dining, Community Resources, Site Map, Media Resources, General Information, Village Newsletter, 2021 Village Council Minutes.
- Items added or updated: Park facilities reservation calendar information, calendar, updates of scheduled meetings of council including the Park Workshop meeting scheduled for October 13th, boards and committees, approved council meeting minutes, council meeting agenda, links to community events, road construction updates.

- Facebook stats for October 2022. Facebook has changed what information is available:
  Followers: 1782
  Post Engagement: 402
  Post Reach: 872
  New Followers: 4

- Electric Vehicle Charging Station Uses:
  October 2022: 69- Chargepointe notified Michelle of problem with the left port. Have called for service. They have a "ticket" waiting which puts it at the local level. Email indicates still waiting on a part.

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 October 27th , 2022. The next scheduled meeting to be held will be on November 17th, 2022, in the Assembly Room at Village Hall.
- Park updates include updating the Park's master plan, Mini Forest, Daffodil Project, the Dye Creek Project, budget, and review of a park use application.
- Attended Park Workshop on October 13th, 2022.
- Dye Creek-Andrew Bick made a presentation to Council updating them about plans, permits, and projected costs. It has been decided to look into grant funding for this project as well as fund raising by the park foundation.
- Gabriel Garcia, our part time seasonal ranger is working at the park 20 hours a week and is doing great! Discussing the possibility of extending his time at November Council meeting.
- Attended the first park quarterly financial review meeting on September 29th, 2022.
- Attended Park Foundation meeting on October 10th, 2022.
- Attended Park Volunteer Appreciation Lunch on October 31st, 2022.
- Attended Western North Carolina Managers Association (WNCMA) meeting at BRCC.
- Attended via zoom the Land of Sky Regional Council quarterly managers meeting.
- Carol Richard has completed four weeks of Clerk's training and is now a Certified Municipal Clerk (CMC).
- Utilized our account with a background check service called Mind Your Business, based out of Hendersonville, to run a background check on the Village's newest employee. They may also be useful for summer interns, part time employees and volunteers.
- Land of Sky ARP contract- The premium pay policy 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. Staff continues to work with Mary Roderick providing information as requested.
- Provided Kim Carland information as requested for audit.
- ARP grant award process has been advertised and posted on the website with applications available to print and fill out. Two applications have been received thus far.
- Mayor Weedman and I met with Jimmy Brissie, Director of Henderson County Emergency Services, about possible ARP request(s).
- 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 indicates that they received three quotes, but due to the cost, they are going to delay moving forward.
- Discussed snow removal and a possible solution for the key box situation with Chief Sheehan.

- Attended September 13th, FRTAC meeting. Their October and November meetings have been cancelled. The next scheduled meeting will be December 13th, 2022.
- Submitted annual Resident Canada Goose Nest and Egg Registration Report as required for the months of March-June.
- Received final certified permanent resident population from the state (3496).
- Champion serviced all the HVAC units and has made some recommendations to consider.
- Reached out to Steve Jamerson for contact info about who did the stonework on the walls at the park. Have two estimates from the masons. Have contacted the mason with the lowest estimate after confirming the quality of his work with Mr. Jamerson. He will be here after the Board of Election people leave.
- Created a checklist for cleaning contractor to sign off every week for Village Hall cleaning. Michael created one for daily park cleanings.
- New UPS backup for server installed.

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, 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 Future Water Demand Forecasting and Stakeholder Meeting hosted by the City of Hendersonville on October 24th, 2022.
Attended the Western North Carolina Managers Association Meeting at Blue Ridge Community College on October 28th, 2022.

Report prepared by:
Patricia Christie, CZO
Village Administrator

Tax Collection Report

November 9, 2022

2022/23 Tax Year

Total billed	**$1,280,296**
Total collected as of 11/9/2022	**$521,508 (40.8%)**
Remaining to collect – real & personal	**$758,788**

Collections are proceeding smoothly. No problems are foreseen at this point. The collection rate is 40.8% which is slightly behind this time last year when the collection rate was 41.4%.

November is traditionally the month when escrow companies make payments, so a significant increase in collections is anticipated by the end of November.

Nick Weedman
Finance Officer