AGENDA
VILLAGE OF FLAT ROCK COUNCIL MEETING
VILLAGE HALL ASSEMBLY ROOM
110 VILLAGE CENTER DRIVE
MARCH 9, 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

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. Daffodil Project – Council Member Carpenter

New Business

8. Park Commission appointments – Council Member Carpenter
9. Waive fee Pavilion rental – Blue Ridge Community College

Other Business

10. Mayor – Council Reports

Public Comments

Adjournment

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

Mayor Weedman presided over the March 9, 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, and 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 *Old Business, Item #7 – Daffodil Project, Item #9 – Pavilion Usage fee waiver – Blue Ridge Community College* were 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

Mayor Weedman asked that the above minutes be removed, and approval delayed until the April 13, 2023, council meeting.

Special Reports

2. Administration – Village Administrator Christie

Village Administrator Christie reviewed the February 2023 zoning report dated March 6, 2023, and the Village Administrator report dated March 4, 2023 (see attached reports).

3. Park Update – Council Member Carpenter

Council Member Carpenter gave the following update from the Park Commission February 23, 2023, meeting:

Park Commission Appointments:

The appointments of Roger Bass, Bay Chamberlain and John Miller will be discussed under New Business, Item #8.

Park Permit applications:

The Park Commission approved an application for a wedding as well as the application for the Pinecrest Presbyterian Church Easter Egg Hunt for Saturday, April 8, 2023.

Daffodil Project:

The Park Commission has voted unanimously to approve this project, to be discussed under Old Business, Item #7.

Signage for Split Rail Fencing:

Continuing to work on the signage which may require a small amendment to the park ordinance. Park Commission will discuss in a couple of weeks.

Park Master Plan:

The Park Commission is waiting for a new map/drawing of the Park to be finalized. The updated Park Master Plan has been delayed until April or May for presentation to Village Council.

Arbor Day 2023 Celebration:

Arbor Day Celebration is to take place Saturday, April 29, 2023, 10:00 a.m. – 12:00 p.m. Trees will be planted in the back section of the Park along King Creek where several were planted during previous Arbor Day celebrations. Georgia Bonesteel has volunteered to contact local nurseries about donating trees. Don Luy will contact the Park Foundation about funding two large trees. The Boy Scouts and the new local NC Dept. of Forestry representative still need to be contacted. Mayor Weedman will make a speech during the event.

Volunteer Tool Shed:

Still waiting for the contractor to pour the concrete footings for the shed.

Beehives:

All ten beehives have survived the winter and are doing very well. Fred Thompson is taking care of bluebird houses again.

Nature Immersion Hikes (Forest Bathing):

Roger Bass will be restarting the Nature Immersion Hikes on the fourth Sunday in May (May 28, 2023) and will continue each fourth Sunday through October 2023.

Noise Abatement Project:

The 56 Eastern White Cedar trees have been reserved at the nursery. A quote from Summey Plumbing on installing a water line from the Welcome Center to where the trees will be planted was outside of the budget allocation for this project. Park Director Dages and Village Administrator Christie will negotiate for a more reasonable price. Highland Golf Villas has installed "No Trespassing" signs to help prevent illegal parking, as required by the Sheriff's Office.

4. Foundation Update – Council Member Toner

In Council Member Toner's absence, Park Director Dages reported that the Park Foundation's financials are doing well. The Foundation has reimbursed the Village $69,496 for park-related project expenses. The campaign for the Dye Creek Restoration project will start in May 2023. The Foundation is coordinating with YAM in Hendersonville and Pardee UNC Healthcare to offer free yoga classes every week on Thursday & Saturdays, starting in April 2023. The Park Foundation is looking for new board members.

5. Transportation Update – Vice Mayor Coletta

Vice Mayor Coletta reported the following:

- Vice Mayor Coletta reported that the NCDOT maintenance crew has repaired potholes on Olde Chanteloup Court.
- Vice Mayor Coletta received a response from State Treasurer Folwell about the N. Highland Lake Road project, which she forwarded to Council. The Treasurer asked NCDOT Secretary Boyette about the project and forwarded the Secretary's response to the Vice Mayor.
- At the February Henderson County TAC meeting, there were questions about the status of the N. Highland Lake Road project. Rusty Darnell, the district engineer, sent an update to committee members, which Vice Mayor Coletta forwarded to Council. The update noted that the project contractor had filed a claim with NCDOT saying that his delay was due to supply chain issues. That claim is currently being investigated by NCDOT in Raleigh and there is no start date yet for the project. There is a "substantial completion" benchmark of October 2023 for the contractor, and a final deadline of March 2024, but NCDOT can extend that if they approve the contractor's claim.
- An order for two speed signs for Greenville Highway has been placed with Radarsign and they are expected to arrive in 4-6 weeks.
- The Flat Rock Transportation Advisory Committee will meet Tuesday, March 14. Committee Member Dennis Flanagan will be reporting to the committee on what elements of the NHLR project the Village has input information, like the culvert design, etc.

6. Tax Report – Mayor Weedman

Mayor Weedman reported that, as of March 8, 2023, the current fiscal year tax collections are at $1,284,754 (99.3 percent) total collected (see attached report).

Old Business

7. Daffodil project - Council Member Carpenter

Council Member Carpenter made a motion for Village Council to approve the Daffodil project in the Flat Rock Park, all expenses to be paid by the donor through the Park Foundation. The motion was seconded by Council Member Jeter. The daffodil garden will be located between the gator garage and Highland Lake Road and will be an 8-foot wide by fifty-foot-long garden with roughly 2,000 daffodils planted. The plan is to prepare the ground in late summer, early fall and plant the daffodils in November 2023. The Park Commission has voted unanimously to approve and proceed with this project. After discussions, the motion carried a 3-yay, 2-nay vote.

New Business

8. Park Commission appointments – Council Member Carpenter

Council Member Carpenter made a motion to appoint Roger Bass as Chairman to serve a one-year term expiring January 2024, seconded by Vice Mayor Coletta. The motion was carried by unanimous vote.

Council Member Carpenter made a motion to appoint Bay Chamberlain for a three-year term expiring February 28, 2026, seconded by Vice Mayor Coletta. The motion was carried by unanimous vote.

Council Member Carpenter made a motion to appoint John Miller for a three-year term expiring February 28, 2026, seconded by Council Member Jeter. The motion was carried by unanimous vote.

9. Pavilion fee waiver – Council Member Carpenter

Council Member Carpenter mentioned Blue Ridge Community College has requested rental of the Pavilion for Thursday, April 6, 2023, requesting that the usage fee of $125 be waived. Council Member Carpenter stated that he has never received a request from a school/educational facility in the past. After discussions, the request was denied.

Other Business

10. Mayor – Council Reports

Council Member Dethero reported letters have been sent to Flat Rock residents on Little River Road for hemlock treatment, to be treated by Bartlett Tree. He also mentioned Superintendent Polly Angelakis sent an updated email stating the music festival will be held at Carl Sandburg Home National Historic Site.

Council Member Gregory is working on the Village Record newsletter. The Planning Board is looking at hiring a contractor to do a technical review of the Land Development Ordinance, and she will contact possible contractors. Council Member Gregory and Council Member Dethero are looking at having coffee cups made with the Village's new logo to be given to volunteers at the Ice Cream Social this year.

Vice Mayor Coletta is working with Village Administrator Christie and Village Clerk Parker on ordering new business cards with the new village branding. Estimates for business cards have been received and the order should be placed in the next day or so.

Vice Mayor Coletta is working with Don McMahon, the Village's computer consultant, to standardize village email addresses for staff.

Council Member Carpenter mentioned Pinecrest Church has offered to staff the corn hole game at the Ice Cream Social. Students from Hendersonville High School plan to show up to help carry tubs of ice cream and help with parking.

Council Member Jeter mentioned she and Village Administrator Christie have started preliminary discussions of looking at updating the personnel policy.

Public Comments – None

Adjournment

At 10:35 a.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: March 6, 2023

Ordinances Activity Report for February 2023

Ordinance Activities	This Month	2023 YTD	2022 YTD
Compliance Certificates Approved for SFD's	0	1	18
Temporary Compliance Certificates Approved	0	0	0
All Other Compliance Certificates Approved	3	4	17
Certificates of Occupancy/Compliance Approved	3	5	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	$225.00	$450.00	$4,575.00

February 2023 Ordinances Activity Report

Certificates of Zoning Compliance applications approved:

1 – Addition to Single Family Dwelling - (Kenmure)
1 – Deck Extension - (Highland Golf Villas)
1 – Three Season Porch (off Little River Rd)

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 off of. 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.

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. Have asked her what we need to do to wrap this up as bond expires this month.

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.
- Property owner and his landscape architect had questions about property located in the C-1 district as they wanted to pursue a "parking lot only" option. Notified the landscape architect of possible options up to and including a text amendment to the LDO. They have notified us that they will not be pursuing the parking lot only concept at this time.
- Text amendment request for M-L And M-L CD zoning district was brought before the planning board and was expected to come before Council as a legislative hearing last November. Received notification to withdraw this application.
- 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.
- 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.
- Helped applicants representative navigate the ABC license requirements for the new owners of Kenmure Country Club.
- 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.
- Received a request from the League of Women Voters to join a discussion/forum on March 30th at the Henderson County Public Library. They indicated they want us to share some current information and how we are planning for the future. They also want to know about any challenges we are facing.
- Issued one construction form not requiring a certificate of zoning compliance for property in Kenmure.

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 for when this occurs.

- 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.
- Contacted by a new property owner (bought property in October 2022) for a property on Middleton Rd. There is an existing barn on the property built under an agriculture "exemption" which means no building permit was approved. In 2005, the Village issued a zoning approval to remodel the barn to add living quarters. The new owner wants to redo the interior and possibly add an accessory building to the property. This property is in the flood plain and it appears that the original building (barn) did not receive a flood permit. All of this took place prior to the Village having a flood plain ordinance in place. Have been working with Henderson County Site Development Director to see what steps to take next. The Village flood plain consultant has been notified of this situation.
- 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 is pending.

Planning Board and Board of Adjustment Meetings:

- The Board of Adjustment met on January 19th, 2023, for an organizational meeting. Michael Thompson was elected chairperson and Victoria Flanagan was elected vice-chairperson. The next meeting was supposed to be held on February 23rd to hear a zoning variance request, but due to two board members having a conflict of interest, the February hearing was cancelled. It was rescheduled to March 14th at 2:00pm.

- The Planning Board met on January 3rd, 2023, to discuss possible items for the coming year to include a proposed LDO technical review and get updates from the council liaison and village administrator. They did not meet in February or March. The next scheduled meeting to be held will be April 4th, 2023.

Village Administrator Report
March 4, 2023

Flat Rock Crime Reports:

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

Reporting period of February 1, 2023 – February 28, 2023:

Larceny

2/06/23: Estate Dr, B&E Auto Larceny From Auto
2/06/23: Tara Pl, B&E Auto Larceny From Auto
2/23/23: Lakehouse Academy, Lily Pad Ln, Larceny All Other

Breaking and Entering

2/17/23: Bluebird Dr, B&E Felony/Forc/Larceny

Fraud

2/07/23: Sherwood Dr S, Counterfeiting/Forgery of Check

Other

2/16/23: Mill House Lodge, W. Blue Ridge Rd, Second Degree Trespass (X2)

Website/Facebook Report/EV Charging Station Stats:

Reporting period of February 1, 2023 – February 28, 2023:

- There were 7955 - page views of the home page of the website, an increase of 1230 from the previous month.
- Following the default home page views, the following 12 sections were viewed most, in descending order: Calendar, Mayor and Council, The Park at Flat Rock, 2022 Village Council Minutes, About Us, Site Map, Village Newsletter, Latest Village Council Agenda, Historic Landmarks Information, 2019 Survey Results, North Highland Lake Rd Project, Minutes and Agendas.
- 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 February 2023:
  Followers: 1780
  Post Engagement: 117
  Post Reach: 728
  New Followers: 2
- Electric Vehicle Charging Station Uses:
  February 2023: 60- The unit has been replaced. Both ports are working. Utility cost for last 30 days=$61.00 for 510 kWh based on $0.12 per kWh.

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 February 23rd, 2023. The next scheduled meeting to be held will be on March 23rd, 2023, in the Rudnick Room at the Park.
- Duncan Fraser has stepped down as chair and resigned from the Park Commission. As a result, with Council approval, Roger Bass has agreed to be nominated as chair with Bay Chamberlain as vice chair.
- Park updates include updating the Park commission composition with a chair and vice chair nomination, park use permit applications, master plan production, daffodil project, split rail signage discussion, and Arbor Day planning.
- 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. His submittal is under review by Michael Dages, Council Member Toner, Council Member Carpenter, and me. We have scheduled a meeting with Mr. Bick for mid-March to make sure we are all on the same page.
- The part time ranger position was extended to the end of the fiscal year. The position was advertised, interviews conducted, and one candidate selected. This candidate was appointed by Village Council at its February 27th meeting.
- Attended Park Foundation meeting on February 6th, 2023.
- 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 potential 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. 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 except Henderson County EMS. Checks have been processed for all approved contracts.
- Henderson County EMS update- Mr. Brissie submitted an application for the agreed upon requests after they were approved by the Henderson County Commissioners at their February 6th meeting. The commissioners voted to approve a budget amendment to match the VOFR amount during their March 6th meeting as part of their consent agenda.
- 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 are researching key boxes for installation in the firehouse.
- The Flat Rock Transportation Advisory Committee did not meet in February. They will be meeting quarterly in 2023. Their next scheduled meeting will be held on March 14th, 2023.
- Councilmember Coletta has been updating me reference the speed radar signs. They have been ordered.
- 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.
- Champion serviced all the HVAC units in December and has recommended replacement of the two central HVAC units at Village Hall. Have received a quote from Champion to replace both central units and contacted Horizon and Gentry for quotes as well. Upon learning that we were getting other quotes, Champion has submitted another quote for a different brand unit. Researching that now.
- Contacted a mason to repair the stone walls at the entrance and in the courtyard of Village Hall property. Update: Followed up calls the last couple of weeks have netted an expectation that he anticipates being here in 2-3 weeks. We are now contacting the next mason we received a quote from to try and schedule the work to be done.
- 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. Anticipate contacting another painter to get one more estimate.
- Created a checklist for cleaning contractor to sign off every week for Village Hall cleaning. Michael created one for daily park cleanings.

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 Henderson County TAC meeting on February 15th, 2023.

Report prepared by:
Patricia Christie, CZO
Village Administrator

Tax Collection Report

March 8, 2023

2022/23 Tax Year

Total billed	**$1,293,242**
Total collected as of 3/8/2023	**$1,284,754 (99.3%)**
Remaining to collect – real, personal, and utilities	**$12,297**

Collections continued to progress smoothly inFebruary and early March.

The 99.3% collection rate is excellent and is slighly ahead of this time last year when 98.87% was collected.

Nick Weedman
Finance Officer