

AGENDA
VILLAGE OF FLAT ROCK COUNCIL MEETING
VILLAGE HALL ASSEMBLY ROOM
110 VILLAGE CENTER DRIVE
JUNE 12, 2025
9:30 AM

Call to Order

Moment of Silence

Pledge of Allegiance

Public Comments

Public Hearing – Proposed FY 2025-2026 Budget

Action – Adoption of Ordinance No. 128 – Fiscal Year 2025-2026 Budget

Agenda Approval/Changes

Consent Agenda

1.
 - April 28, 2025 – Agenda Workshop Minutes
 - May 8, 2025 – Council Meeting Minutes

Special Reports

2. Administration – Village Administrator Christie
3. Park Update – Council Member Carpenter
4. Foundation Update – Vice Mayor Toner
5. Transportation Update – Council Member Whitmire
6. Tax Report – Council Member Stuller

Old Business

7. Discussion of proposed amendments to the Land Development Ordinance

New Business

8. Budget Amendment FY 2024 - 2025

Other Business

9. Mayor-Council Reports

Public Comments

Adjournment

VILLAGE OF FLAT ROCK COUNCIL MEETING MINUTES
VILLAGE HALL – ASSEMBLY ROOM
110 VILLAGE CENTER DRIVE
JUNE 12, 2025
9:30 A.M.

Mayor Coletta presided over the June 12, 2025, council meeting at 9:30 a.m. Those present in addition to Mayor Coletta were Vice Mayor Toner, Council Members Gregory, Jeter, Stuller, and Whitmire, Village Clerk Parker and Village Administrator Christie. Council Member Carpenter was not present.

MOMENT OF SILENCE /PLEDGE OF ALLEGIANCE

Mayor Coletta led the group in a moment of silence. She then led the group in the Pledge of Allegiance.

Public Comments— None

Public Hearing – Proposed FY 2025-2026 Budget

Mayor Coletta opened the public hearing to the public. No comments were received. Council Member Gregory made a motion to close the public hearing, seconded by Council Member Jeter. The motion was carried by unanimous vote.

Action – Adoption of Ordinance No. 128 – Fiscal Year 2025-2026 Budget

Vice Mayor Toner made a motion to approve Ordinance No. 128, FY 25/26 Budget, seconded by Council Member Jeter. The motion was carried by unanimous vote.

Agenda Approval/Changes

Under *New Business – Item #8, Budget Amendment FY 2024- 2025* was added to the agenda. Council Member Whitmire made a motion to approve the agenda as amended, seconded by Council Member Gregory. The motion was carried by unanimous vote.

Consent Agenda

1. The Consent Agenda consisted of the following:
 - April 28, 2025 - Agenda Workshop Minutes
 - May 8, 2025 – Council Meeting Minutes

Council Member Gregory moved to approve the Consent Agenda, seconded by Council Member Jeter. The motion was carried by unanimous vote.

Special Reports

2. Administration – Village Administrator Christie

Village Administrator Christie reviewed the May 2025 zoning report dated June 7, 2025, and the Village Administrator report dated June 7, 2025 (see attached reports).

Village Administrator Christie mentioned health insurance will be with Blue Cross Blue Shield starting July 1, 2025. We will continue to carry dental insurance with Delta Dental and vision insurance with VSP.

3. Park Update – Council Member Carpenter

In Council Member Carpenter's absence, Vice Mayor Toner gave the following update from the May 29, 2025, Park Commission meeting:

- The Park Commission finalized a review of Ordinance No. 91 - Park Rules & Regulations. The proposed document is included in the council member packets. Formal recommendations and discussion will be at the July council meeting.
- The Park Commission had another lengthy Bee City USA discussion with the assistance of our Park Summer Intern Forrest Nottingham. He was an active participant in Bee City activities at UNC Asheville and provided much needed direction concerning Village requirements, including the required Village proclamation, annual fees, requirements of the Bee City committee and composition of the membership of the committee.
- Park Director Dages, with the support of the Commission, Village Administrator, Mayor Coletta and Vice Mayor Toner, has released an RFP (Request for Proposal) for Landscape Architect services for redevelopment of the south side of the Park along the N. Highland Lake Drive area. The scope of work will also include an interactive update of the Park map. The final design will greatly assist the Foundation in fund-raising efforts to help pay for the work needed.
- The washing and staining of the playground equipment is complete.
- Discussion of a second part-time Ranger was deferred until July due to Village Administrator Christie's absence.
- Associated with Park staffing needs, there was a discussion of the use of Volunteers to increase "official" presence in the Park through a regular and scheduled "Park Rover" program. This idea was supported by the Commission and Tracey Daniels, executive director of development for the Park Foundation, has volunteered to help kick-start the effort by using her list of Park donors as a first pass for volunteers. Village Administrator Christie brought to our attention a program used by Hendersonville Public Works where volunteers "adopt" sections of trail. Council Member Jeter has also volunteered to assist as needed in her role as Volunteer Coordinator.
- The traffic count in the Park for May totaled 18,124 cars (or 604/day).
- We have received the final payment from DEQ, and the Dye Creek project is complete.

4. Foundation Update – Vice Mayor Toner

Vice Mayor Toner reported that the Park Foundation met on Monday, June 9, 2025.

- On June 12 from 5:00 – 8:00 p.m. there will be a Friends of the Park Thank You BBQ event at Hubba Hubba Smokehouse for donors and every board member to ever serve on the Foundation Board. Council Members are invited.
- Kitty Olson, the newly approved Foundation Board President, has decided she may not be ready for the role. She has requested to shadow another volunteer in possibly taking over

sometime within the next year. The Board is seeking an internal volunteer to fill the role.

- The Foundation reviewed a spreadsheet of reimbursement requests from Park Director Dages, consistent with the listing of previously approved budget accounts. The request totaled \$49,109.36 and was unanimously approved, which will bring total fiscal year reimbursement, excluding Dye Creek, to \$116,823, exceeding the budgeted forecast of \$111,600. Once the \$200K for Dye Creek and \$200K in Dye Creek Grant money applied for by the Foundation has been included, the Foundation provided over \$500K of support to the Village.
- Tracey Daniels plans to staff a “fundraising and information table” at the Park in August, September, and October to seek both volunteers and donations.
- Fall Pumpkin Sale is on Saturday, October 11, 2025.
- The Foundation will hold a Board retreat in the fall with details to follow.

5. Transportation Update – Council Member Whitmire

The Flat Rock Transportation Advisory Committee meeting was held on June 9, 2025. Rusty Darnell and Elias Hord attended from NCDOT. Mr. Darnell will be retiring and in August Mr. Hord will be taking over his role. Mr. Darnell offered to have NCDOT come to the monthly council meetings.

Both representatives provided updates on projects. Moving forward, Council Member Whitmire will contact them on the radar sign.

A ribbon cutting will be held July 18, 2025, for the opening of the Ecusta Trail.

Council Member Whitmire attended the French Broad River MPO in May, but the May Henderson County TAC meeting was canceled.

6. Tax Report – Council Member Stuller

No official report was available.

Old Business

7. Discussion of proposed amendments to the Land Development Ordinance

Council Member Gregory thanked everyone who worked on the Land Development Ordinance.

Council Member Gregory turned the meeting over to Kaitland Finkle of the Land of Sky Regional Council who mentioned Village Attorney Sharon Alexander has reviewed the amendments. Ms. Finkle reviewed several sections of the proposed amendments with council members. After discussions, the Village Council requested some changes to the amendments which Ms. Finkle will make in time for the public hearing scheduled for July 10, 2025, council meeting.

New Business

8. Budget Amendment FY – 2024-2025

Budget Officer Toner will present a FY 2024-2025 Budget Amendment to finalize the fiscal year at the June 30, 2025, agenda meeting.

Other Business

9. Mayor – Council Reports

Council Member Jeter reported that at the Land of Sky Regional Council meeting, it was announced that there would be no increase in annual member dues for the eighteenth year in a row. In discussions of the budget, sixty-six percent of the budget is federal money, which is a lot of grants. One of the specific grants that had not been lost was for Eastern Band Cherokee Cemetery Cleanup & Restoration. The Advisory Board for Council passed a resolution asking that a particular grant for digital access broadband in uncovered small communities be continued.

Vice Mayor Toner mentioned the Flat Rock Playhouse and encouraged everyone to see Beautiful: The Carole King Story. There was nothing to report on Public Health.

Council Member Gregory gave an animal control and transportation update from the Sheriff's Office. She and David Dethero will be visiting the properties before spraying for Kudzu.

Council Member Stuller mentioned Water & Sewer Week is July 28, 2025.

Council Member Stuller thanked everyone for their help with the annual Ice Cream Social, which was a huge success. She asked the Village Council to think about the possibility of having Blue Ridge Humane Society set up an adoption area for next year's ice cream social.

As Finance Officer she asked for permission to look at accounts to improve to save the Village money.

Mayor Coletta reported on the following;

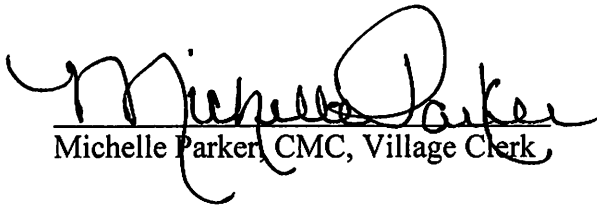
- Mayor Coletta thanked the Park Foundation and Park Director Dages in getting grant funding to help the Village.
- June 20, 2025, WSPA-TV from Spartanburg, SC will be visiting Flat Rock for a Ziptrip segment on what Flat Rock has to offer.
- The official dedication of the Nick Weedman Assembly Room will be held before the July 10th council meeting.
- Mayor Coletta mentioned the Village will be taking over billing commercial businesses within Flat Rock for fire inspections in 2026. We are waiting for a Memorandum of Understanding from the Henderson County Fire Marshall's Office
- NCDOT has started work at the culvert on N. Highland Lake Road project, hoping to be completed by the end of summer.

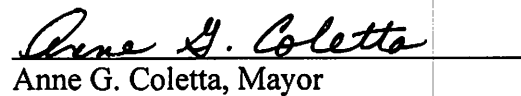
Council Member Whitmire attended a meeting of the Henderson County Behavioral Health Coalition, which focused on mental health and suicide prevention. She mentioned that the federal holiday of Juneteenth will be held on June 19, 2025.

Public Comments - None

Adjournment

At 11:55 a.m., Council Member Gregory made a motion to adjourn the meeting, seconded by Council Member Stuller. The motion was carried by unanimous vote.


Michelle Parker, CMC, Village Clerk


Anne G. Coletta, Mayor





To: Mayor and Council
 Planning Board Members

From: Zoning Administrator

Date: June 7, 2025

Ordinances Activity Report for May 2025

Ordinance Activities	This Month	2025 YTD	2024 YTD
Compliance Certificates Approved for SFD's	0	6	10
Temporary Compliance Certificates Approved	0	0	0
All Other Compliance Certificates Approved	2	11	20
Certificates of Occupancy/Compliance Approved	4	14	33
Variance Applications	0	0	0
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	0
Subdivision Application	0	0	0
Floodplain Development Application	0	0	0
Sign Permits	0	0	0
Historic Landmark Status Application	0	0	0
Ordinance Fees Received	\$150.00	\$1,650.00	\$3,075.00

May 2025 Ordinances Activity Report

Certificates of Zoning Compliance applications approved:

- 1 – Deck - (Beaumont)
- 1 – Solar Panels on Roof - (Woodhaven)

Highland Lake PMUD: Letter of credit for Unit 4 has expired. Unit 1 Block 1, now called Park Residences at Highland Lake Village, closed on financing last September. They secured the bond which was reviewed by the Village Attorney and deemed acceptable. The permit and completion assurance agreement were issued on January 3rd, 2025. Site work is now taking place.

Misc. zoning and other ordinance issues:

- The audit of our Land Development Ordinance (LDO) continues. The consultant has reviewed the existing LDO for compliance with 160D, received feedback from Council, and reviewed possible policy changes with the Planning Board. The Planning Board has made it's recommendation and when all the language is agreed upon by Council (with final approval by our attorney), it will need to be adopted at a public hearing. Status: Our consultant is presenting the changes to Council at it's regular June meeting.
- Working on a recombination plat for an existing lot in the Southlake subdivision in Highland Lake adjacent to Lake Cove Road. Have contacted the village attorney to advise.

SCO, TPO, FDPO, HLO:

- After meeting with the state NFIP representatives, Council approved a contract with Land of Sky for a flood ordinance update as well as technical assistance with the administration of the ordinance moving forward. The updated Flood Damage Prevention Ordinance was approved by Council at its January 2025 meeting. Land of Sky has agreed to stay on as the Village's Flood consultant for this upcoming fiscal year.
- The Historic Landmark Commission last held a meeting in April 2022. The situation at Beaumont (fire) may necessitate the involvement of the commission soon. According to HFR, the current owner intends to sell the property to someone who wants to restore it.
- **Planning Board and Board of Adjustment Meetings:**
- The Board of Adjustment met in April for an organizational meeting where Michael Thompson was elected Chair. They did not meet in May. They are still planning on looking at their bylaws at a future meeting. Council Member Gregery will look into it.
- The Planning Board did not meet in May. The June meeting was cancelled as well. The next meeting scheduled is July 1st, 2025.

**Village Administrator Report
June 7, 2025**

Flat Rock Crime Reports:

Reporting period of May 1, 2025 – June 1, 2025:

The call for service history provided by the Sheriff's department to the Village reveals 107 total calls, with 65 under the law category, 21 under fire, and 21 under EMS. Out of the 65 calls under "law", 3 were listed for animal enforcement, 1 listed as animal bite, 2 listed as animal trap, and 1 listed as wildlife.

Website/Facebook Report/EV Charging Station Stats:

Reporting period of May 1, 2025 – May 31, 2025:

- Gov Office reports there were 51,559 - page views on the home page of the website, which would be an increase of 44,200 from the previous month.
- The calendar had less views than the default home page this month with a total of 11,257 views.
- Following the default home page views, the following 12 sections were viewed most, in descending order: Calendar, Media Archives, Park Facilities Reservation Calendar, Mayor and Council, About Us, Park Facility Reservations, Contact Us, Meeting Room Reservations, Park FAQ, Shopping and Dining, Boards/Commissions, Staff, How Do I
- 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 and closures, information about the ice cream social, and the public hearing for the 25/26 budget.

- Facebook stats for May 2025:
 - Views: 13,235
 - Content Interaction: 247
 - Reach: 5,539
 - Follows: 20

- Electric Vehicle Charging Station Uses:
 - May 2025: 19- Utility cost for last 30 days=\$50.00 for 335 kWh based on \$0.15 per kWh. Session Fees are the amount ChargePoint collects and remits to the Village. For May 2025 it was \$83.35.

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 and 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 meeting was held on May 29th, 2025. The next meeting scheduled is June 26th, 2025.
- May's Park updates include foundation events, Bee City USA designation, park rules update and a discussion about revitalizing the park volunteer program.
- The Park Foundation meeting was held on May 5th, 2025. Discussed financials, 10th anniversary balloons, PBS in the park, and new board members.
- Dye Creek Project Management Contract- Andrew Bick has been requesting a close out inspection for the stormwater permit from the NCDEQ (Asheville) which finally took place May 1st, 2025.
- Michael has submitted four reimbursement requests to NCDEQ. The fourth submission has been received. He has submitted a request for the final reimbursement, which is the 10% retainage. It still has not been received. Michael is following up. Update: June 10-Last payment received.
- The "gator" was put onto Gov Deals and received multiple bids. Per Michelle, the highest bid was \$4,100. The gator was picked up April 24th, 2025. Gov Deals has been paid, and the Village received payment on May 16th, 2025.
- The electric Polaris has been delivered!
- Participated in three intern interviews with Matt Toner and Michael Dages. The position has been offered to one candidate, Forrest Nottingham, who completed the background check and drug test. He was introduced at the last Council meeting.
- Land of Sky ARP - Staff and Council continue to work with Mary Roderick as needed. She submitted our last annual report April 25th, 2025. She indicates that a close-out report still needs to take place.
- The Flat Rock Transportation Advisory Committee met on June 9th, 2025. "Rusty" Darnell and Elias Hord, Assistant District Engineers from NCDOT, were in attendance to introduce themselves to the Board and answer questions. The next meeting is scheduled for September 8th, 2025.
- FEMA Public Assistance update: have had our exploratory and recovery scoping meetings (November 7th, and 14th). Next step was a site inspection of the park by FEMA which took place March 6th, 2025. Damage inventory completed. Continue to respond to FEMA requests for information, signatures on forms, etc.
- The BSI invoice for park clean up and repair from Helene was paid.
- Carol has been comparing quotes from Ebenefits and Hilb Group. I am reviewing them now as we need to get requests submitted by June 15th.
- Filed a claim with NCLM for the missing speed radar sign along Greenville Highway. Claim has been paid.
- Painting of ceilings and exterior of building is underway.

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, and Park Director

City of Hendersonville Manager

Town of Fletcher Manager, Assistant Town Manager

Town of Laurel Park Manager

Henderson County Planning Director, and Planning Staff

Henderson County Director of Site Development

Henderson County Emergency Operations

Attended (briefly) the Village of Flat Rock Shred event on May 1st, 2025.

Attended the Arbor Day planting at the Park on May 3rd, 2025.

Attended the Henderson County manager's update meeting at the Historic Courthouse on May 12th, 2025.

Report prepared by:

Patricia Christie, CZO

Village Administrator