

**AGENDA
VILLAGE OF FLAT ROCK COUNCIL MEETING
VILLAGE HALL ASSEMBLY ROOM
110 VILLAGE CENTER DRIVE
JULY 10, 2025
9:30 AM**

Call to Order

Moment of Silence

Pledge of Allegiance

Public Comments

Public Hearing – Land Development Ordinance Amendments

Action – Approval of Land Development Ordinance Amendments

Agenda Approval/Changes

Consent Agenda

1.
 - June 2, 2025 – Agenda Workshop Minutes
 - June 12, 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. Reschedule Land Development Ordinance Amendments Public Hearing

New Business

8. Approval of Awarding Contract of Landscape Architect
9. Discussion of Ordinance No. 91 – Park Rules & Regulations

Other Business

10. Mayor-Council Reports

Public Comments

Adjournment

VILLAGE OF FLAT ROCK COUNCIL MEETING MINUTES
VILLAGE HALL – ASSEMBLY ROOM
110 VILLAGE CENTER DRIVE
JULY 10, 2025
9:30 A.M.

Mayor Coletta presided over the July 10, 2025, council meeting at 9:30 a.m. Those present in addition to Mayor Coletta were Vice Mayor Toner, Council Members Carpenter, Gregory, Jeter, Stuller, and Whitmire, Village Clerk Parker and Village Administrator Christie.

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— Sharon Nunnelee thanked Village Council for their support while serving as the Flat Rock Park Foundation President. Village Council thanked her for volunteering and wished her good luck moving North.

Public Hearing – Land Development Ordinance Amendments

Mayor Coletta mentioned there will be no public hearing today, and it will need to be rescheduled.

Agenda Approval/Changes

Under *Old Business – Item #7, Reschedule Land Development Ordinance Amendments Public Hearing* was added to the agenda. Vice Mayor Toner made a motion to approve the agenda as amended, seconded by Council Member Whitmire. The motion was carried by unanimous vote.

Consent Agenda

1. The Consent Agenda consisted of the following:
 - June 2, 2025 - Agenda Workshop Minutes
 - June 12, 2025 – Council Meeting Minutes

Council Member Whitmire 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 June 2025 zoning report dated July 7, 2025, and the Village Administrator report dated July 7, 2025 (see attached reports).

3. Park Update – Council Member Carpenter

In Council Member Carpenter’s absence, Vice Mayor Toner gave the following update from the June 26, 2025, Park Commission meeting:

The Park Commission finalized review of Ordinance No. 91 – Park Rules & Regulations. The Park Commission unanimously supports and recommends that Council approve the update, which will be

discussed under New Business.

- The Park Commission had another review of Bee City USA requirements. Park Summer Intern Forrest Nottingham provided the Commission with a proposed “Resolution Designation the Village of Flat Rock as a Bee City USA Affiliate”. The Commission is consulting with our contractors about pesticides and any other chemicals. If the Commission approves, it will be recommended to Council and if approved, it would be sent to the Xerces Society for their review and consideration.
- The Park Commission was presented with a memorandum, prepared by Tracey Daniels and Park Director Dages, covering the Trail Rover Volunteer Program. The memo covers program objectives, volunteer recruitment strategies, sign up and orientation issues, ongoing engagement and community connection considerations as well as reward, recognition and retention considerations. So much progress has been made, and we could have a review of final plans as early as the next meeting. I don’t believe this item needs council approval, but the plan is to keep Council apprised.
- The Park Commission is also working on a few permit applications.
- Under *New Business*, there will be discussion of the recommendation to approve awarding the landscape architect contract to provide a plan for the south side of the Park along Highland Lake Road. Park Director Dages, with the support of the Park Commission, Village Administrator Christie, Mayor Coletta, and Vice Mayor Toner, has released an RFP (Request for Proposal) for landscape services for redevelopment of the south side of the Park. The work will also include an interactive update to the Park map. The final design will greatly assist the Park Foundation in fund-raising efforts to help pay for the work needed.

4. Foundation Update – Vice Mayor Toner

The Park Foundation did not meet this month, so no items to report.

5. Transportation Update – Council Member Whitmire

The Ecusta Trail Ribbon Cutting is scheduled for July 18, 2025, at the Hendersonville Welcome Center. The event will begin at 2:00 p.m., with the ribbon cutting ceremony at 3:00 p.m. The French Broad River MPO (FBRMPO) meeting is cancelled for July; however, Council Member Whitmire will be reaching out to the Henderson County Transportation Advisory Committee (HCTAC) to check on their meeting schedule. Additionally, the public comment period for the 2026 – 2035 Transportation Improvement Plan (TIP) is currently open and will remain open until August 20, 2025.

6. Tax Report – Council Member Stuller

Council Member Stuller reported that the 2024 tax settlement for property taxes ended with two individuals, with an outstanding balance of \$334.37.

Old Business

7. Reschedule Land Development Ordinance Amendments Public Hearing

After discussions, Council Member Gregory made a motion to reschedule the public hearing for the August 4, 2025, agenda meeting. Council Member Stuller seconded the motion, which was carried on a unanimous vote.

New Business

8. Approval of Awarding Contract of Landscape Architect

Park Director Dages mentioned an RFP (Request for Proposal) was sent out for a landscape architect for the south side of the park. Four proposals were received. After reviewing all of the proposals, the Park Commission recommended hiring Equinox of Asheville, which was the second lowest bidder, for work to be completed in twelve weeks. Attorney Sharon Alexander reviewed the contract and recommended some changes. Park Director Dages will make those changes and send to Equinox. A budget amendment will be needed to cover the cost.

Vice Mayor Toner made a motion to approve the contract with updated changes with Equinox of Asheville as the landscape architect for the south side of the Park, seconded by Council Member Carpenter. The motion was carried by unanimous vote.

9. Discussion of Ordinance No. 91 – Park Rules & Regulations

Park Director Dages reported that the Park Commission has finalized the changes to Ordinance No. 91. Attorney Sharon Alexander has reviewed the Ordinance. Council Member Carpenter made a motion to approve Ordinance No. 91 – Park Rules & Regulations as presented with changes, seconded by Council Member Jeter. The motion was carried by unanimous vote.

Other Business

10. Mayor – Council Reports

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

Council Member Gregory mentioned the next Shred Day will be in October, and she will contact the company to set the date. Kudzu spraying for 2025 is complete. She also gave an animal control and transportation update from the Sheriff's Office.

Vice Mayor Toner mentioned he made three minor additions (\$1,800) to the Budget Amendment that Council approved at the agenda meeting. This amendment will close the FY 24-25 budget. June revenue was very strong at \$235K, so the year was finished with Revenue of \$3.2 million and Expenses of \$2.9 million, positive net income of \$256K. That includes covering the unanticipated \$143K associated with Helene and therefore no fund balance appropriation was required.

Vice Mayor Toner mentioned the Flat Rock Playhouse has excellent reviews and attendance at the recently concluded showing of "Beautiful": The Carole King Story. There was nothing to report on Public Health.

Council Member Jeter reported that at the June meeting of the Land of the Sky Regional Council, the budget was passed at \$31.3 million, with sixty-six percent of the budget being grants and no increase in dues. A speaker with NCDEQ spoke about water quality, emergency bridge loans at zero percent interest, and state revolving funds loans for wastewater plants/clean water plants damage repair at zero percent interest.

Council Member Whitmire mentioned that the Flat Rock Traffic Advisory Committee (FRTAC) has an opening. She attended the Henderson County Behavioral Health Coalition meeting in June, where Henderson County Schools were recognized as the champion agency for their implementation of the Sources of Strength program – a suicide prevention initiative to be introduced in the schools. BlueRock Behavioral Health also attended as the resident agency speaker. Henderson County will be working on an action plan related to behavioral health, and she has asked Council to consider exploring training opportunities in behavioral health for residents.

Mayor Coletta reported the contractor may finish the repair work on N. Highland Lake Road soon and are working on the suicide lane at CVS.


Mayor Coletta mentioned that the legislation proposed by City of Hendersonville and Henderson County for their water and sewer interlocal agreement has been delayed, so the city and county will have to figure out what the next move is.

Public Comments - None

Adjournment

At 10:48 a.m., Council Member Gregory made a motion to adjourn the meeting, seconded by Council Member Whitmire. 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: July 7, 2025

Ordinances Activity Report for June 2025

Ordinance Activities	This Month	2025 YTD	2024 YTD
Compliance Certificates Approved for SFD's	1	7	10
Temporary Compliance Certificates Approved	0	0	0
All Other Compliance Certificates Approved	3	14	20
Certificates of Occupancy/Compliance Approved	4	18	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	1	10	0
Historic Landmark Status Application	0	0	0
Ordinance Fees Received	\$400.00	\$2,050.00	\$3,075.00

June 2025 Ordinances Activity Report

Certificates of Zoning Compliance applications approved:

- 1 – Single Family Dwelling - (Sherwood Estates)
- 1 – Deck - (Tranquility)
- 1 – Addition - (Bonclarken)
- 1 – Rebuild Lakeside Pavilion - (Bonclarken)

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. Our consultant presented the changes to Council at its regular June meeting. Update: The public hearing scheduled for the July 10th Council meeting is postponed due to issues with the statutory requirements for advertising. This hearing will be rescheduled.
- 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.
- Working with a potential buyer in RC who is looking to build duplexes.
- Working with a property owner along Kanuga Rd who wants to divide one lot into two.

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.
- We have received a sign permit application for business on Greenville Highway in the same area as the post office. I am researching prior sign permits for the tenants there.
- 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 June. They are still planning on looking at their bylaws at a future meeting.
- The Planning Board did not meet in June. The July meeting was cancelled as well. The next meeting scheduled is August 5th, 2025.

**Village Administrator Report
July 7, 2025**

Flat Rock Crime Reports:

Reporting period of June 1, 2025 – June 30, 2025:

The call for service history provided by the Sheriff's department to the Village reveals 114 total calls, with 65 under the law category, 17 under fire, and 32 under EMS. Out of the 65 calls under "law", 4 were listed for animal enforcement, 1 listed as animal bite, and 1 listed as livestock.

Website/Facebook Report/EV Charging Station Stats:

Reporting period of June 1, 2025 – June 30, 2025:

- Gov Office reports there were 7,925 - page views on the default home page of the website, which would be a decrease of 43,634 from the previous month.
- Coming in first for page views for last month is "A Short History of Flat Rock" with 9,978 views.
- The calendar had less views than the default home page this month with a total of 9,791 views.
- Following the default home page views, the following 12 sections were viewed most, in descending order: Media Archives, Mayor and Council, About Us, Park Facilities Reservation Calendar, Park Facility Reservations, Contact Us, Park FAQ, Shopping and Dining, How Do I ..., Meeting Room Reservations, Historic Landmarks, Village Property Tax Information.
- 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, and the public hearing for the LDO updates.
- Facebook stats for June 2025:
 - Views: 9,160
 - Content Interaction: 185
 - Reach: 2,573
 - Follows: 22
- Electric Vehicle Charging Station Uses:
 - June 2025: 31- Utility cost for last 30 days=\$88.00 for 589 kWh based on \$0.15 per kWh. Session Fees are the amount ChargePoint collects and remits to the Village. For June 2025 it was \$138.00.

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 June 26th, 2025. The next meeting scheduled is July 24th, 2025.
- June's Park updates include foundation events, Bee City USA designation, park rules update and an update about revitalizing the park volunteer program. The commission also reviewed the four proposals we received for landscape architect services and made a recommendation to Council.
- The Park Foundation meeting was held on June 9th, 2025. Discussed financials, reimbursements, PBS in the park, the RFP for a landscape architect and upcoming fundraising events. The July meeting was cancelled.
- 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. June 10-Last payment received.
- The electric Polaris was delivered and is in service.
- 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. Have requested a meeting with our consultants to be followed by a meeting with our FEMA Public Assistance Program Delivery Manager (PDMG).
- The BSI invoice for park clean up and repair from Helene was paid.
- Our request to Ebenefits was submitted by the June 15th deadline for our insurance(s).
- Painting of ceilings and exterior of building is complete.
- Received request to document our residential building activity (as well as annexation and boundary changes) for the annual North Carolina Demographic Information Survey (NCDS). It is due by July 25th, 2025.



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 the Village of Flat Rock Ice Cream Social on June 7th, 2025.

Attended the WNC Communications Resiliency Plan Stakeholder Meeting at the HCEMS building on June 16th, 2025.

Met with Connor Brown from Congressman Chuck Edwards office on June 18th, 2025 along with Mayor Coletta and Vice-Mayor Toner.



Report prepared by:

Patricia Christie, CZO

Village Administrator

