

**AGENDA**  
**VILLAGE OF FLAT ROCK COUNCIL MEETING**  
**VILLAGE HALL ASSEMBLY ROOM**  
**110 VILLAGE CENTER DRIVE**  
**AUGUST 14, 2025**  
**9:30 AM**

**Call to Order**

**Moment of Silence**

**Pledge of Allegiance**

**Public Comments**

**Agenda Approval/Changes**

**Consent Agenda**

1.
  - June 30, 2025 – Agenda Workshop Minutes
  - July 10, 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**

**New Business**

7. Resolution recognizing Sharon Nunnelee
8. Book Mobile in the Park – Council Member Carpenter
9. Bee City – Council Member Carpenter
10. Fire Inspections Memorandum of Understanding – Mayor Coletta

**Other Business**

11. Mayor-Council Reports

**Public Comments**

**Adjournment**

**VILLAGE OF FLAT ROCK COUNCIL MEETING MINUTES**  
**VILLAGE HALL – ASSEMBLY ROOM**  
**110 VILLAGE CENTER DRIVE**  
**AUGUST 14, 2025**  
**9:30 A.M.**

Mayor Coletta presided over the August 14, 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 - None**

**Agenda Approval/Changes**

Under *New Business – Item #7, Resolution recognizing Sharon Nunnelee* was added to the agenda. Council Member Carpenter made a motion to approve the agenda as amended, seconded by Council Member Jeter. The motion was carried by unanimous vote.

**Consent Agenda**

1. The Consent Agenda consisted of the following:
  - June 30, 2025 - Agenda Workshop Minutes
  - July 10, 2025 – Council Meeting Minutes

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

3. Park Update – Council Member Carpenter

Council Member Carpenter gave the following update from the July 24, 2025, Park Commission meeting:

- The Park Commission approved presentation of the Bee City USA Resolution to the Village Council, to be discussed under New Business.
- The Commission approved the Book Mobile in the Park, to be discussed under New Business.
- Estimated 16,000 cars, 550/day entering the park in June.
- Roger Bass will be conducting Forest Energy Talks on the first Sunday of the month.
- Garden Kaleidoscope has been delivered, awaiting installation.

4. Foundation Update – Vice Mayor Toner

The Park Foundation met Monday, August 11, 2025, with several items discussed.

- New Board Officers were elected: Stephanie Winterrowd – President; Don Luy – Vice President; Cathy Veal – Secretary; Katie Glockler – Treasurer.
- The Board is planning to have all members attend at least one Council meeting this year. There are several new members, and it's a chance to see the Council in action and build awareness. Volunteering to kick this effort off this month is Allen Huntington.
- Excellent financials this month over \$10K in donations. The Board is preparing to look at options for investing their \$640K in cash assets.
- Tracey Daniels, Foundation executive director of development, was able to get the Community Foundation of Henderson County to agree to extend the summer intern grant for another year.
- There will be a dedication ceremony for both Dye Creek bridges on Saturday, August 30<sup>th</sup> at 11:00 a.m. Mayor Coletta will attend, and if other council members are inclined, please attend.
- The Board is undertaking a review and updating all policy documents. The plan is to review 2 – 3 policies per meeting and complete the update by the end of the fiscal year.
- Ms. Daniels will have a pop-up fundraising and information table at the Park, Saturday, September 20<sup>th</sup>, Saturday, November 18<sup>th</sup>, and two in the early spring.
- Pumpkin Sale will be on Saturday, October 11, 2025, at 10:00 a.m. – 12:00 p.m. or sell out.
- The Pardee Mammo Bus would like to be at the Park during Yoga on Thursday, September 11<sup>th</sup>. Pardee will handle sign-up, and more details to follow. Park Director Dages will designate parking.
- The Foundation hopes to have some information on the South Side Project by mid-November to anchor a Giving Tuesday/Year-End Funding campaign.
- The Foundation is going to attempt meeting every other month; however, if necessary, they will fill in on the scheduled off-months.
- Next meeting will be on October 6<sup>th</sup>, which will be a Board Retreat – an extended meeting to agree on plans for the year.
- Monday, October 27<sup>th</sup>, the Board would like to have a Park Volunteer Thank You Picnic and will coordinate with Council Member Jeter. Monday works well because most of the Pollinator Garden volunteers are already at the park.
- The Board gave a memorial gift of a Magnolia Tree to the family of Duncan Fraser. The family was very appreciative.
- The Board approved a Resolution in Honor of Sharon Nunnelee, who has moved to Michigan. Vice Mayor Toner is in favor of the Village Council adopting a resolution as well. If council members consider it, he would prepare and have it ready for the next council meeting.

5. Transportation Update – Council Member Whitmire

Council Member Whitmire reported that the Henderson County Transportation Advisory Committee (HCTAC) meeting is scheduled for next Wednesday, the French Broad River MPO meeting will be held the following Thursday, and the Flat Rock Traffic Advisory Committee

meeting is rescheduled for later in September.

6. Tax Report – Council Member Stuller

Council Member Stuller reported that the 2025 property tax statements will be mailed next week.

**Old Business - None**

**New Business**

7. Resolution recognizing Sharon Nunnelee

Vice Mayor Toner mentioned the Park Foundation passed a resolution recognizing Sharon Nunnelee and asked that the Village Council also approve a resolution. The Village Council agreed. Vice Mayor Toner will prepare the resolution.

8. Book Mobile in the Park – Council Member Carpenter

Council Member Carpenter mentioned that the Henderson County Public Library wants to have a bookmobile in the parking lot of the Park on a trial basis for six months, on the second Monday of each month from 10:30 a.m. to 1:00 p.m. The Park Commission has agreed and recommends to Council. Council Member Carpenter made a motion to approve the six-month trial of a bookmobile, seconded by Council Member Jeter. The motion was carried by unanimous vote.

9. Bee City – Council Member Carpenter

A draft Resolution No. 247 – A Resolution Designating the Village of Flat Rock, NC as a Bee City USA Affiliate was presented to council members. There were discussions with Forrest Nottingham, the Summer Intern, who headed up the application process, stating that a Bee City Committee would need to be formed, and concerns were expressed with an incomplete resolution. After discussions, the resolution was deferred to the next agenda meeting.

10. Fire Inspections Memorandum of Understanding – Mayor Coletta

A copy of the Memorandum of Understanding from the Henderson County Emergency Management and Fire Marshal's Office was given to council members. The agreement is that the Fire Marshal's office should perform fire inspections for businesses located within the Village of Flat Rock's jurisdiction and for the Village to pay the Henderson County Fire Marshal's Office for those inspections. The estimated payment for 2025 is a total of \$6,000.00. Mayor Coletta made a motion to approve the Memorandum of Understanding by the Henderson County Fire Emergency Management, seconded by Council Member Carpenter. The motion was carried by unanimous vote.

**Other Business**

11. Mayor – Council Reports

Council Member Stuller mentioned that she attended the City of Hendersonville Water & Sewer

meeting, and the committee is expanding the solid waste capacity to take effect in July 2026. The City of Hendersonville Water & Sewer Department is consolidating the current committee; the last meeting will be in October 2025. They will be forming another committee taking applications in October – November 2025, with the new committee starting January 2026.

Council Member Gregory mentioned the next Shred Day is scheduled for Thursday, October 2, 2025, 10:00 a.m. – 12:00 p.m.

Vice Mayor Toner mentioned there is no account in the budget over at this point. The fire inspections cost of \$6,000 will be covered with contingency money.

Vice Mayor Toner mentioned Mayor Coletta sent out dates and times from Connie Backlund for a tour of the Flat Rock Playhouse later this month. There was nothing to report on Public Health.

Council Member Jeter reported there was no July meeting of the Land of the Sky Regional Council. The Village Staff Appreciation Luncheon was held at Blue Ruby.

Council Member Whitmire reported the Henderson County Behavioral Health Conference is scheduled for Monday, March 23, 2026. They are currently accepting presentation proposals until October 31, 2025.

Council Member Whitmire reported the next Henderson County Behavioral Health Coalition meeting is scheduled for Friday, August 22, 2025, at 9:00 a.m., at the Henderson County Department of Public Health Classroom (1200 Spartanburg Highway). The coalition is also looking for people with lived experiences to join.

Mayor Coletta mentioned at the agenda meeting with water & sewer, because of a delay in getting legislation passed at the General Assembly level, Henderson County and the City of Hendersonville are still negotiating to sign the local agreement. A new committee will be formed, and Henderson County Board of Commissioners Chairman William Lapsley indicated Henderson County will have four seats to fill, one representative from the four municipalities excluding the City of Hendersonville. The Village of Flat Rock will be looking for a volunteer representative, who cannot be an elected official nor a staff member. After serving three terms, Chairman Lapsley will not be running for re-election.

Mayor Coletta reported that Council Member Gregory will be leaving Village Council in December 2025. Village Council will need to find a volunteer from District 2 to serve the remainder of her term until December 2026. The filing dates for the 2026 election is December 1 – 19, 2025.

Mayor Coletta reported St. John in the Wilderness Church will hold a grand opening, Sunday, September 7, 2025, 1:00 p.m. for a one-mile hiking and trail bike trail called the New Jerusalem Trail behind the church to the Flat Rock Playhouse.

Mayor Coletta mentioned she will be signing a proclamation from Daughters of the American Revolution (DAR) recognizing Constitution Week September 17 – 23, 2025.

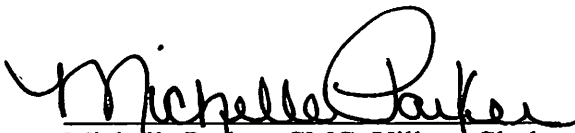
Mayor Coletta is asking for articles by Friday, August 29, 2025, for the Village Record Newsletter that is going out in September.

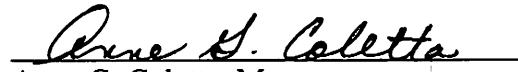
Mayor Coletta handed out volunteer applications to council members to give to anyone that would be interested in volunteering. It will be in the newsletter that the Village is looking for volunteers.

**Public Comments** – Judy Boleman expressed concerns about the property at 1 Robert Lee Drive being in disarray.

**Adjournment**

At 11:02 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: August 7, 2025

## Ordinances Activity Report for July 2025

Ordinance Activities	This Month	2025 YTD	2024 YTD
Compliance Certificates Approved for SFD's	2	9	10
Temporary Compliance Certificates Approved	0	0	0
All Other Compliance Certificates Approved	2	16	20
Certificates of Occupancy/Compliance Approved	3	21	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	1	1	0
Floodplain Development Application	0	0	0
Sign Permits	0	1	0
Historic Landmark Status Application	0	0	0
Ordinance Fees Received	\$800.00	\$2,850.00	\$3,075.00

### July 2025 Ordinances Activity Report

**Certificates of Zoning Compliance applications approved:**

- 2 – Single Family Dwelling - (King Creek Preserve, Garden Hamlet @ HLV)
- 1 – Deck - (Kenmure)
- 1 – Roof Mounted Solar - (Dunroy)

**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 3<sup>rd</sup>, 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 its 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 10<sup>th</sup>, 2025 Council meeting was postponed due to issues with the statutory requirements for advertising. This hearing was rescheduled to August 4<sup>th</sup>, 2025, where it was approved.
- 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 and has applied to do so.

### **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. Permit was issued.
- 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 July. They are still planning on looking at their bylaws at a future meeting.
  - The Planning Board did not meet in July. They held a meeting on August 5<sup>th</sup>, 2025, which was Chair Barbara Platz's last meeting. Vice Chair, Rich Ehlers will run the September meeting where a new chair and vice chair will be selected. The next meeting scheduled is September 9<sup>th</sup>, 2025, at 2:00 pm.

**Village Administrator Report  
August 7, 2025**

**Flat Rock Crime Reports:**

**Reporting period of July 1, 2025 – August 1, 2025:**

The call for service history provided by the Sheriff's department to the Village reveals 110 total calls, with 69 under the law category, 16 under fire, and 25 under EMS. Out of the 69 calls under "law", 1 was listed for animal enforcement, and 1 was listed as animal enforcement follow up.

**Website/Facebook Report/EV Charging Station Stats:**

**Reporting period of July 1, 2025 – July 31, 2025:**

- Gov Office reports there were 6,825 - page views on the default home page of the website, which would be a decrease of 1,100 from the previous month.
- The calendar had more views than the default home page this month with a total of 7,528 views.
- Following the default home page views, the following 12 sections were viewed most, in descending order: Media Archives, Park Facilities Reservation Calendar, Park Facility Reservations, Mayor and Council, About Us, Contact Us, Park FAQ, Shopping and Dining, The Park at Flat Rock, How Do I ..., Meeting Room Reservations, General 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(X2).
- Facebook stats for July 2025:
  - Views: 2,214
  - Content Interaction: 12
  - Reach: 781
  - Follows: 24
- Electric Vehicle Charging Station Uses:
  - July 2025: 21- Utility cost for last 30 days=\$52.00 for 351 kWh based on \$0.15 per kWh. Session Fees are the amount ChargePoint collects and remits to the Village. For July 2025 it was \$67.26.

## 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 July 24<sup>th</sup>, 2025. The next meeting scheduled is August 28<sup>th</sup>, 2025.
- July's Park updates include foundation events, Bee City USA designation, the budget report, a request for a mobile library in the park from Henderson County, and two park use applications.
- The July Park Foundation meeting was cancelled. The next scheduled meeting is August 11<sup>th</sup>, 2025, where they will be voting in new officers.
- Land of Sky ARP - Staff and Council continue to work with Mary Roderick as needed. She submitted our last annual report April 25<sup>th</sup>, 2025. She indicates that a close-out report still needs to take place.
- The Flat Rock Transportation Advisory Committee met on June 9<sup>th</sup>, 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 8<sup>th</sup>, 2025.
- FEMA Public Assistance update: have had our exploratory and recovery scoping meetings (November 7<sup>th</sup>, and 14<sup>th</sup>). Next step was a site inspection of the park by FEMA which took place March 6<sup>th</sup>, 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). Update: Met with Michael Dages and Kaitland Finkle (LOS consultant) to discuss where we are and the last request from FEMA for sign off on "work completed" project. Then requested a meeting with our PDMG, Viviana, on Friday August 1 and after confirming a couple of questions and discussing upcoming work, I signed off so that we could receive \$133,430.99. This reimbursement will go from FEMA to the state (NCEM) and then to us. Had to set up another vendor account to receive the payment electronically.
- With the Equinox contract signed by all parties, we have set a meeting for August 15<sup>th</sup> at noon at Village Hall so that FEMA, their mitigation people, NCEM, Equinox, Land of Sky and village staff could discuss the remaining park work to be done by King Creek.
- The first BSI invoice for park clean up and repair from Helene was paid. We are still waiting for a second invoice for the work completed in the closed area near King Creek.
- Michael Dages, Mayor Coletta, and I met with representatives from NCDOT to discuss work at the park as it relates to the NHLR project.
- The annual North Carolina Demographic Information Survey (NCDS) was completed July 29<sup>th</sup>, 2025.
- The NCDEQ Local Government Annual Solid Waste and Materials Management report was submitted July 29<sup>th</sup>, 2025.
- Still working on getting access for Michelle for Hartford.

- One more set of documents to sign for EBEN, employer group application, agent of record and authorization, and an administrative services agreement.

### **Community Meetings, Networking, Agency Contacts:**

#### *Hendersonville Lightning*

HC Permits and Inspections

Hendersonville Development Assistance Dept

Blue Ridge Fire Dept

Valley Hill Fire Dept

Town of Mills River Manager

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 LGCCA meeting on July 15<sup>th</sup>, 2025.

Attended the Ecusta Trail Ribbon Cutting on July 18<sup>th</sup>, 2025.

Met with Jimmy Brissie and Kevin Waldrup from HC Emergency Services along with Mayor Coletta on July 22<sup>nd</sup>, 2025.

Report prepared by:  
Patricia Christie, CZO  
Village Administrator