

AGENDA
VILLAGE OF FLAT ROCK COUNCIL MEETING
VILLAGE HALL ASSEMBLY ROOM
110 VILLAGE CENTER DRIVE
SEPTEMBER 11, 2025
9:30 AM

Call to Order

Moment of Silence

Pledge of Allegiance

Public Comments

Agenda Approval/Changes

Consent Agenda

1.
 - August 4, 2025 – Agenda Workshop Minutes
 - August 14, 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. Bee City USA Resolution

New Business

8. Proclamation of Appreciation of Sharon Nunnelee
9. Appointment of John Liberatos to Historic Landmarks Commission

Other Business

10. Mayor-Council Reports

Public Comments

Adjournment

VILLAGE OF FLAT ROCK COUNCIL MEETING MINUTES
VILLAGE HALL – ASSEMBLY ROOM
110 VILLAGE CENTER DRIVE
SEPTEMBER 11, 2025
9:30 A.M.

Mayor Coletta presided over the September 11, 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, asking everyone to remember the families that lost their loved ones on September 11, 2001. She then led the group in the Pledge of Allegiance.

Public Comments - None

Agenda Approval/Changes

Council Member Jeter made a motion to approve the agenda as presented, seconded by Council Member Gregory. The motion was carried by unanimous vote.

Consent Agenda

1. The Consent Agenda consisted of the following:
 - August 4, 2025 - Agenda Workshop Minutes
 - August 14, 2025 – Council Meeting Minutes

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

Special Reports

2. Administration – Village Administrator Christie

Village Administrator Christie reviewed the August 2025 zoning report dated September 9, 2025, and the Village Administrator report dated September 8, 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 August 28, 2025, Park Commission meeting:

- The Park Commission is looking at installing a Hurricane Helene Remembrance plaque in the Quiet Place.
- The Commission is currently looking for one candidate to fill an open spot. Anyone interested should fill out and submit a volunteer application at the Village Hall.
- On Saturday, August 23, 2025, a ribbon cutting ceremony was held for the two new Dye Creek bridges.

- The 2025 summer intern, Forrest Nottingham has completed his term, so staffing is now back to Park Director Dages, full-time, and Park Ranger Kassi Thacker, part-time, for coverage in the Park.
- The Park Commission and the Park Foundation are discussing a resolution or honorarium in memory of Duncan Fraser.
- Equinox is working on updating the park map and looking into ideas for revegetation along N. Highland Lake Road once the road project has been completed.
- Originally there were three active Trail Rovers working in the Park, but two have left and currently there is only one active Trail Rover. The Commission is looking to recruit additional volunteers for this program.
- The concrete footings have been poured, and the Garden Kaleidoscope has been installed.
- Visitation in the Park through August 27th had a total of 16,983 vehicles, an average of 629 per day.
- Roger Bass hosted a Forest Energy Talk in the Park, Sunday, September 7, 2025.
- There will be a Bird Migration Walk Sunday, September 21, 2025, at 9:00 a.m.

4. Foundation Update – Vice Mayor Toner

The Park Foundation did not meet in September. The next meeting will be October 6, 2025, and will be a Board Retreat, an extended meeting to discuss plans for the year.

Vice Mayor Toner will present the Proclamation in Appreciation of Sharon Nunnelee later in the meeting.

5. Transportation Update – Council Member Whitmire

Council Member Whitmire reported that the Henderson County Transportation Advisory Committee (HCTAC) meeting met on August 20, 2025. Discussion items included the following;

- Highway 191 improvements in Mills River
- Noise levels on I-26 near Mountain Home
- Ecusta Trail traffic laws

The next HCTAC meeting is scheduled for September 17, 2025.

6. Tax Report – Council Member Stuller

Council Member Stuller reported that as of September 11, 2025, the current fiscal year tax collections are at 19 percent with \$321,458 total collected (see attached report).

Old Business

7. Bee City USA Resolution

A draft Resolution No. 247 – A Resolution Designating the Village of Flat Rock, NC as a Bee City USA Affiliate was presented. Vice Mayor Toner made a motion to adopt Resolution No. 247,

seconded by Council Member Jeter. Council Members discussed some minor updating needing to be made to the Resolution. Vice Mayor Toner made a motion for Village Council to adopt Resolution No. 247, including the required updates, and for the Park Commission to move forward with the application. The motion was seconded by Council Member Gregory and was carried by unanimous vote.

New Business

8. Proclamation of Appreciation of Sharon Nunnelee

Vice Mayor Toner made a motion to approve the Proclamation of Appreciation of Sharon Nunnelee, seconded by Council Member Gregory. The motion was carried by unanimous vote.

9. Appointment of John Liberatos to the Historic Landmarks Commission

Council Member Stuller introduced John Liberatos to council members. Council Member Stuller made a motion to appoint John Liberatos to the Historic Landmarks Commission, seconded by Council Member Jeter. The motion was carried by unanimous vote.

Other Business

10. Mayor – Council Reports

Council Member Gregory mentioned Shred Day is scheduled for Thursday, October 2, 2025, 10:00 a.m. – 12:00 p.m. She handed out an article regarding housing shortage to council members.

Vice Mayor Toner mentioned there is one account, IT/Computer Software, that has exceeded the budgeted amount, and Park Garden Maintenance & Repair, seventy-five percent of the budgeted amount has been spent. No other issues with the budget.

Vice Mayor Toner commended Lisa Bryant, Artistic Director, and Jim Brewer, Board Member, on the backstage tour of the Flat Rock Playhouse.

Vice Mayor Toner mentioned in Public Health that there was a strong uptick in Wastewater Monitoring Viral numbers, very similar to last year where a September bump did not see a concurrent uptick in new respiratory cases.

Council Member Jeter reported the Land of the Sky Regional Council's annual picnic was held at Fletcher Park. The WNC Recovery Program, the select site program, originally identified fifteen sites and has now increased that number by five specific sites to WNC. The idea is to identify sites for 100+ acres for industry locations.

Council Member Jeter mentioned she will be sending an email with available dates for this year's annual Council/Staff Christmas Luncheon.

Council Member Whitmire reported The Henderson County Transportation Advisory Committee met on August 20, 2025. Discussion items included:

- Hwy 191 improvements in Mills River
- Noise levels on I-26 near Mountain Home
- Ecusta Trail traffic laws

The next HCTAC meeting is scheduled for September 17, 2025. The Flat Rock Transportation Advisory Committee meeting is scheduled for September 23, 2025. The Behavioral Health Coalition is scheduled to meet on September 26, 2025, at 9:00 a.m.

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.

Mayor Coletta commended Park Director Dages on the dedication ceremony for the two new bridges over Dye Creek.

Mayor Coletta mentioned the one-mile hiking and trail bike trail called the New Jerusalem Trail, which is behind St. John in the Wilderness and goes to the Flat Rock Playhouse, is open to the public. The Rev. Josh Stephens will be attending the October council meeting to give Council an update.

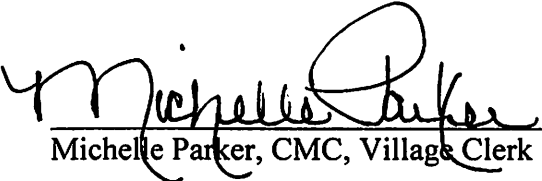
Mayor Coletta mentioned she attended a workshop in Hendersonville given by the State Historic Preservation Office.

Mayor Coletta mentioned the final amount that NCDOT will pay the Village for the N. Highland Lake Road project, has not been determined yet. She will meet with Judge Ron Payne, the attorney retained by the Village, after NCDOT has completed the project.

Public Comments – None

Adjournment

At 10:30 a.m., Council Member Jeter made a motion to adjourn the meeting, seconded by Council Member Gregory. 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: September 9, 2025

Ordinances Activity Report for August 2025

Ordinance Activities	This Month	2025 YTD	2024 YTD
Compliance Certificates Approved for SFD's	2	11	10
Temporary Compliance Certificates Approved	0	0	0
All Other Compliance Certificates Approved	3	19	20
Certificates of Occupancy/Compliance Approved	1	22	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	1	0
Floodplain Development Application	0	0	0
Sign Permits	0	1	0
Historic Landmark Status Application	0	0	0
Ordinance Fees Received	\$525.00	\$3,375.00	\$3,075.00

August 2025 Ordinances Activity Report

Certificates of Zoning Compliance applications approved:

- 2 – Single Family Dwelling - (The Farm @ HLV, Little River Road)
- 1 – Deck/Sunroom - (Dunroy)
- 1 – Screened in Porch - (Ravenswood)
- 1 – Attached Garage - (Tranquility)

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 and secured their bond. The permit and completion assurance agreement were issued on January 3rd, 2025. Site work is ongoing.

Misc. zoning and other ordinance issues:

- The audit of our Land Development Ordinance (LDO) is complete. The public hearing for the amended ordinance was held on August 4th, 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.
- Working with a property owner and Architectural Review Committee in Berwick Downs requesting administrative modification.
- Issued two (2) construction forms not requiring a certificate of zoning compliance for properties in Beaumont Estates and Highland Lakes.
- Signed off on one ABC application for Campfire Grill.
- Worked with property owner's son to get property cleaned up on Robert E. Lee Drive.
- Received incomplete application for a variance for property "above" Dunroy. Working with property owners for signatures, fees, documentation.

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 last met in April for an organizational meeting where Michael Thompson was elected Chair. They did not meet in August. They are still planning on looking at their bylaws at a future meeting.
- The Planning Board met on August 5th, 2025, which was Chair Barbara Platz's last meeting. Vice Chair, Rich Ehlers ran the September meeting where a chair and vice chair were selected, and a discussion of the bylaws took place. The next meeting scheduled is October 7th, 2025.

**Village Administrator Report
September 8, 2025**

Flat Rock Crime Reports:

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

The call for service history was not provided by the Sheriff's department to the Village in time for this report.

Website/Facebook Report/EV Charging Station Stats:

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

- Gov Office reports there were 22,611 page views on the default home page of the website, which would be an increase of 15,786 from the previous month.
- The calendar did not have more views than the default home page this month with a total of 11,237 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, Park Facility Reservations, About Us, Contact Us, Park FAQ, Meeting Room Reservations, Village Property Tax Information, Shopping and Dining, The Park at Flat Rock.
- 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 upcoming shred day event on October 2nd.
- Facebook has, once again, changed the way their stats are provided through the professional dashboard. Stats for August 2025:
 - Views: 2,352
 - Interactions: 24
 - Net Follows: 7
 - Total Followers: 2159
 - Content: 158 views
 - Engagement: 83
- Electric Vehicle Charging Station Uses:
 - August 2025: 20- Utility cost for last 30 days=\$59.00 for 394 kWh based on \$0.15 per kWh. Session Fees are the amount ChargePoint collects and remits to the Village. For August 2025 it was \$94.50.

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 August 28th, 2025. The next meeting scheduled is September 25th, 2025.
- August's Park updates include foundation events, Bee City USA designation, a Helene anniversary remembrance, and a discussion of a resolution honoring Duncan Fraser for his work and dedication to the park.
- The September Park Foundation meeting was cancelled. The next scheduled meeting is October 6th, 2025.
- 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 22nd, 2025.
- FEMA Public Assistance update: have had our exploratory and recovery scoping meetings (November 7th, and 14th). Next was a site inspection of the park by FEMA (March 6th, 2025). Then a Damage inventory was completed. We continue to respond to FEMA requests for information, signatures on forms, etc. I requested a meeting with our FEMA PDMG, Viviana, on Friday August 1 and after answering 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 had a meeting on August 15th 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.
- The annual North Carolina Demographic Information Survey (NCDS) was completed July 29th, 2025. Have received the preliminary population estimate to review and approve.
- Registered access for Michelle for Hartford Ins.
- One more set of documents to sign for EBEN, employer group application, agent of record and authorization, and an administrative services agreement. This was sent to our attorney to review.
- Responded to Kim Carland's (from Carl Shaw's office) requests for information during her three-day pre-audit visit.

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 North Carolina Association of Zoning Officials (NCAZO) conference in Concord on August 10-13 to maintain my Certified Zoning Official (CZO) certification.

Attended the Henderson County Transportation Advisory Committee (TAC) meeting (virtually) on August 20th, 2025.

Report prepared by:

Patricia Christie, CZO

Village Administrator



**VILLAGE OF FLAT ROCK PROPERTY TAX STATUS
THURSDAY, SEPTEMBER 11, 2025**

Description	Fiscal 2025/2026	Penalty	Total
Billing	\$ 1,693,170.47		\$ 1,693,170.47
Utilities Billing			
Payments	\$ (321,458.17)		\$ (321,458.17)
Totals	\$ 1,371,712.30	\$ -	\$ 1,371,712.30

18.99% COLLECTED