

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

Call to Order

Moment of Silence

Pledge of Allegiance

Public Comments

Agenda Approval/Changes

Consent Agenda

1.
 - September 2, 2025 – Agenda Workshop Minutes
 - September 11, 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. Appointment of Susan McCormick to the Planning Board

Other Business

8. Mayor-Council Reports

Public Comments

Adjournment

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

Mayor Coletta presided over the October 9, 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, Village Clerk Parker and Village Administrator Christie. Council Member Whitmire 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 – Pastor Josh Stephens of St. John in the Wilderness Church spoke about the recently opened to the public one-mile trail called the New Jerusalem Trail, a restoration of the Jerusalem Path.

Council Member Gregory introduced Susan McCormick who lives in Claremont and has agreed to serve on the Planning Board. The appointment of Susan McCormick is later on the agenda.

Agenda Approval/Changes

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

Consent Agenda

1. The Consent Agenda consisted of the following:
 - September 2, 2025 - Agenda Workshop Minutes
 - September 11, 2025 – Council Meeting Minutes

Council Member Gregory 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 September 2025 zoning report dated October 7, 2025, and the Village Administrator report dated October 6, 2025 (see attached reports).

3. Park Update – Council Member Carpenter

Council Member Carpenter gave the following update from the September 25, 2025, Park Commission meeting:

Kudzu Found on Pinecrest and Village property:

During a walk-thru on the Pinecrest Church property, it was discovered that a large patch of

Kudzu is spreading in the section of land adjacent to the Village property near the culvert along N. Highland Lake Road (NHLR). The section of land involved is where NCDOT removed a large grove of mature trees as part of the NHLR project. Pinecrest Church has requested that the patch on their property be included in the Flat Rock Village Kudzu Control Program when the next treatment is scheduled. The adjacent Village property should also be treated.

Open Park Commission Seats:

There is currently one open seat on the Park Commission that needs to be filled. Anyone interested should submit a completed volunteer application at the Village Hall.

Equinox Preliminary Plan Review:

Equinox, the company approved by the Village Council to work on the park Master Plan and other landscaping issues within the park, is currently working with FEMA to address the creek bank erosion and other issues caused by Hurricane Helene in the western section of the park. Equinox is also working on updating the park map and looking into ideas for revegetation along NHLR.

At the September 25th Park Commission meeting, a representative from Equinox gave a preliminary review of their work thus far in developing a revegetation plan for the areas of the park that have been affected by the work done by NCDOT during the NHLR project. The presentation was professional and well thought-out. The representative answered questions posed by the Park Commission members. A final draft should be ready to present to the Village Council for action sometime in November. The members of the Park Commission expressed their satisfaction with the work done so far by Equinox.

Resolution Honoring Duncan Fraser:

The Park Foundation and Park Commission drafted and approved a joint resolution honoring Duncan Fraser for the many years of time and effort he had donated to both the Park Foundation and the Park Commission, including serving as Chairman on both boards. A formal copy of the resolution will be presented to Duncan's family in his memory.

Trail Rover Program:

There were originally three active Trail Rovers working in the park, but two are sick and another is moving out of the area, leaving no active Rovers. Park Director Dages reported that three additional volunteers have stepped up to help with this program, so there are now five Rovers on the roster. Additional volunteers for this program are being actively recruited.

Kaleidoscope in the Pollinator Garden:

The kaleidoscope for the Pollinator Garden has been permanently installed. The instrument has proven to be very popular with park visitors. There is often a line to use the scope. The volunteer gardeners have devised a planting schedule to ensure that the scope always has interesting plants to view year-round.

Attendance in the Park:

In September, a total of 18,480 cars entered the park, averaging 616 per day. September 1 – 24, a total of 16,848 vehicles entered the park, averaging 702 per day.

Additional Items:

The Forest Energy Talk on Sunday, September 7th, hosted by Roger Bass, was well attended.

The Bird Migration Walk on Sunday, September 21st, was also well attended, with eighteen people in attendance.

A plaque marking the high-water mark from Hurricane Helene's flooding has been installed in the Quiet Place.

An increase in water incursion and some flooding in previously unaffected areas of the park have been observed during heavy rains in areas closest to the work on the NHLR project (including increasing the slope of the land adjacent to the road toward the park). The park staff is monitoring these changes to include them in information to be presented to NCDOT during upcoming mediation on final acquisition costs for land taken by NCDOT and any damage that may have been caused to the park by the road project.

4. Foundation Update – Vice Mayor Toner

The Park Foundation held a Board Retreat meeting on October 6, 2025, with several items to report.

- As mentioned last month, the Foundation plans to have individual board members attend Village Council meetings to get to know the council members and, in general, get more immersed in Flat Rock. Kathy Veal is attending today's council meeting.
- Marion Connor is doing a wonderful job with the Foundation's financial reports. Tracey Daniels, the Foundation's executive director of development, is happy as all the restricted funds are broken out and itemized by project.
- The Board approved Park Director Dage's request in full for first quarter expenditures totaling \$17,315.34.
- The Pumpkin Sale will be on Saturday, October 11th, from 10:00 a.m. until noon, or when the pumpkins sell out.
- The Park Volunteer Appreciation Luncheon will be on Monday, October 27th at 12:30 p.m. at the Pavilion. All council members are invited.
- Tracey held a pop-up information tent in the park on September 20th, and had several new Friends sign up and some cash donations. She will host another event on November 8th, weather permitting.
- There were discussions of several upcoming marketing opportunities, including Giving Tuesday, End-of-Year giving, and a possible holiday party.
- The Board held a retreat, with several new members on the Board. Items discussed included how to help build organizational awareness and knowledge, the various roles of the Foundation and its Board, the Park Commission, and the Village Council. They also

discussed policies, including the Gift Acceptance Policy and the Donor Recognition Policies.

- The Board held discussions about the 2025-2026 fiscal year fundraising priorities and agreed that all donations should be designated towards the South Side restoration project. A brief review of the Equinox work to date and plans was given. The Foundation is awaiting final designs for fundraising opportunities.
- They also had a general discussion of other upcoming activities, particularly the Saluda Grade project moving forward. There are concerns about noise with the possible future connection of the Saluda Grade and the Ecusta Trail and how that might impact the park.

5. Transportation Update – Council Member Whitmire

In Council Member Whitmire’s absence, Council Member Gregory gave the following report:

The next meeting of the Flat Rock TAC is scheduled for December 14, 2025.

Council Member Whitmire attended the Henderson County TAC on September 17, 2025. Discussions included adding managed (toll) lanes on Interstate 40 between Buncombe and Haywood counties, and a vote was expected the following day at the MPO. There was also a discussion about NCDOT P8 submittals, the projects under consideration for moving forward.

Council Member Whitmire attended the MPO meeting the following day, with discussion focused on the proposed managed lanes. The committee voted to continue the discussion and to move forward with expanding the lanes without adding managed lanes at this time. Discussions were also held on finalizing P8 submittals for submission to the State.

6. Tax Report – Council Member Stuller

Council Member Stuller reported that as of October 9, 2025, the current fiscal year tax collections are at 32.30 percent with \$546,833 total collected (see attached report).

Old Business

New Business

7. Appointment of Susan McCormick to the Planning Board

Council Member Gregory made a motion to appoint Susan McCormick for a full term to the Planning Board, seconded by Council Member Carpenter. The motion was carried by unanimous vote.

Other Business

8. Mayor – Council Reports

Council Member Jeter reported at the Land of the Sky Regional Council meeting that two presentations were made: 1) Dogwood Health Care Trust, a private foundation from the sale of Mission Hospital, gave twenty percent of their grants to actual health and the rest to well-being projects, and 2) AARP, which advocates for older adults, helped a lot of seniors after Hurricane Helene.

Council Member Jeter invited council members to attend the Volunteer Appreciation Luncheon on Monday, October 27, 2025.

Vice Mayor Toner reported that the budget is in good shape, with only one account slightly over budget.

Vice Mayor Toner reported in Public Health that last month there was an increase in respiratory cases and wastewater viral activity. They have significantly decreased and are back down to nominal levels.

Council Member Gregory reported that Shred Day and the Henderson County Sheriff's pill drop-off events were successful and thanked everyone who worked the events.

Council Member Stuller mentioned two community events inviting council members to attend: Pardee Women Helping Women event on Friday, October 24, 2025, 12:00 p.m. at Blue Ridge Community College and Safelight Nights of Hope, October 30, 2025, 6:00 p.m. – 9:00 p.m. at Blue Ridge Community College.


Mayor Coletta thanked Council Member Gregory for Shred Day and for providing the refreshments at the Town Hall meeting. At the meeting, four residents filled out volunteer applications.

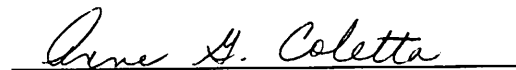
Mayor Coletta will be out of town October 12 – 19, 2025.

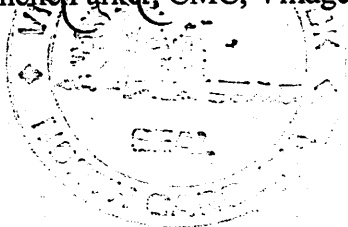
Public Comments – None

Adjournment

At 10:19 a.m., Council Member Carpenter made a motion to adjourn the meeting, seconded by Vice Mayor Toner. 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: October 7, 2025

Ordinances Activity Report for September 2025

Ordinance Activities	This Month	2025 YTD	2024 YTD
Compliance Certificates Approved for SFD's	2	13	10
Temporary Compliance Certificates Approved	0	0	0
All Other Compliance Certificates Approved	2	21	20
Certificates of Occupancy/Compliance Approved	4	26	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	\$375.00	\$3,750.00	\$3,075.00

September 2025 Ordinances Activity Report

Certificates of Zoning Compliance applications approved:

- 2 – Single Family Dwelling - (Sherwood Estates, Ashley Place)
- 1 – Deck - (Kenmure)
- 1 – Demolition of Single Family Dwelling - (Off Trenholm Rd)

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. Per the developer, the sewer line is in, they are working on storm water next, then water line(s).

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. Update: Have received final documentation from NCDOT, HC Environmental Health, Valley Hill Fire Department.
- Working with a property owner and Architectural Review Committee in Berwick Downs requesting administrative modification.
- Issued one (1) construction forms not requiring a certificate of zoning compliance for property in Kenmure.
- 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. Update: Received applications and fee. I still need site plan.
- Working with prospective property owner researching Lot 20 in King Creek Preserve. Appears to be a driveway easement, needs a bridge over King Creek, etc.
- Signed off on exempt subdivision on Rhett Drive.

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 September. They are still planning on looking at their bylaws at a future meeting.
- The Planning Board met on September 9th, 2025. Rich Ehlers was selected to be chair and Mark Salmonson as vice chair. A discussion of the bylaws took place. The October meeting was cancelled. The next meeting is tentatively scheduled for November 18th, 2025.

**Village Administrator Report
October 6, 2025**

Flat Rock Crime Reports:

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

The call for service history was not provided by the Sheriff's department to the Village for September.

Website/Facebook Report/EV Charging Station Stats:

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

- Gov Office reports there were 7861 page views on the default home page of the website, which would be a decrease of 14,750 from the previous month.
- The calendar had more views than the default home page this month with a total of 11,810 views.
- Following the default home page views, the following 12 sections were viewed most, in descending order: Media Archives, Park Facilities Reservation Calendar, About Us, Park Facility Reservations, Mayor and Council, Meeting Room Reservations, Contact Us, Park FAQ, How Do I..., Recreational Activities, Village Property Tax Information, Shopping and Dining.
- 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, newsletter, shred day, and the community Town Hall meeting on October 7th.
- Facebook has, once again, changed the way their stats are provided through the professional dashboard. Stats for September 2025:
 - Views: 4,141
 - Interactions: 39
 - Net Follows: 13
 - Total Followers: 2171
 - Content: 31 views
 - Engagement: 170
- Electric Vehicle Charging Station Uses:
 - September 2025: 26- Utility cost for last 30 days=\$63.00 for 425 kWh based on \$0.15 per kWh. Session Fees are the amount ChargePoint collects and remits to the Village. For September 2025 it was \$74.78.

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 September 25th, 2025. The next meeting scheduled is October 23rd, 2025.
- September's Park updates include foundation events, park permit applications, and a presentation by Equinox.
- The September Park Foundation meeting was cancelled. The October meeting included financial updates, park commission updates, and foundation activity updates including the upcoming pumpkin sale on October 11th, 2025. The next scheduled meeting is December 8th, 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 whenever they make them available to complete.
- 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 September meeting was cancelled. The next meeting is scheduled for December 4th, 2025.
- FEMA Public Assistance update: We continue to respond to FEMA requests for information, signatures on forms, etc. I requested a meeting with our FEMA PDMG, Viviana, 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. It was received in our account on September 30th, 2025.
- 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 last checked with them on September 22nd, 2025.
- Equinox sent a memo to FEMA with a project narrative for the work on and around King Creek. After some back and forth about "embedded mitigation", they are working on the scope of work (SOW) and cost estimate.
- Equinox presented a preliminary plan for the south side of the park to the Park Commission at their September meeting. The commission appeared to prefer Concept 1.
- Equinox shared their project timeline with us to help us keep track of where we should be in the process of completing this project.
- The annual North Carolina Demographic Information Survey (NCDS) was completed July 29th, 2025. Have received the preliminary population estimate to review and approve. Update: On October 1st, we received final July certified estimate of permanent resident population (3663).
- 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. All documents have been signed.
- Still working on gaining access to the park's cameras on my desktop.

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 Western North Carolina Manager's Association meeting in Spindale on September 5th, 2025.

Attended the FBRMPO TCC meeting (virtually) on September 11th, 2025.

Attended the Henderson County Transportation Advisory Committee (TAC) meeting (virtually) on September 17th, 2025.

Attended the School of Government Zoning Office Hours (virtually) on September 18th, 2025.

Report prepared by:
Patricia Christie, CZO
Village Administrator



VILLAGE OF FLAT ROCK PROPERTY TAX STATUS
THURSDAY, OCTOBER 9, 2025

Description	Fiscal 2025/2026	Penalty	Total
Billing	\$ 1,693,170.47	\$ -	\$ 1,693,170.47
Utilities Billing			
Payments	\$ (546,833.74)	\$ -	\$ (546,833.74)
Totals	\$ 1,146,336.73	\$ -	\$ 1,146,336.73

32.30% COLLECTED

Percentage Collected October 2024: 30.37%