

AGENDA
VILLAGE OF FLAT ROCK COUNCIL MEETING
VILLAGE HALL ASSEMBLY ROOM
110 VILLAGE CENTER DRIVE
NOVEMBER 13, 2025
9:30 AM

Call to Order

Moment of Silence

Pledge of Allegiance

Public Comments

Agenda Approval/Changes

Consent Agenda

1.
 - September 29, 2025 – Agenda Workshop Minutes
 - October 9, 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. Fire Inspections

New Business

8. Appointment of Anthony Caserio to the Historic Landmarks Commission
9. Reappointment of Victor Behoriam to the Board of Adjustment
10. Appoint of Roger Bass to Village Council
11. Food Drive
12. Discussion of after-hours room reservations

Other Business

13. Mayor-Council Reports

Public Comments

Adjournment

VILLAGE OF FLAT ROCK COUNCIL MEETING MINUTES
VILLAGE HALL – ASSEMBLY ROOM
110 VILLAGE CENTER DRIVE
NOVEMBER 13, 2025
9:30 A.M.

Mayor Coletta presided over the November 13, 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 – None

Agenda Approval/Changes

Under *New Business, Item #9 – Reappointment of Victor Behoriam to the Board of Adjustment* 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:
 - September 29, 2025 - Agenda Workshop Minutes
 - October 9, 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 October 2025 zoning report dated November 7, 2025, and the Village Administrator report dated November 6, 2025 (see attached reports).

3. Park Update – Council Member Carpenter

Council Member Carpenter gave the following update from the November 20, 2025, Park Commission meeting:

- There are currently two open seats on the Park Commission that need to be filled. The Park Commission also needs to select a chairperson.
- Dawn Roth and Rebecca Boline attended the Park Commission meeting and expressed their interest in filling open seats on the Commission.
- The Park Commission continued to work on proposals for a new gate system and for shade structures to be installed at the Bryan Playground. Proposals will be brought to Council at an upcoming meeting.

- The Park Commission reviewed plans for the southside restoration project from Equinox. The Commission voted unanimously to endorse the plans and have Equinox present the plans to Council at the January Council meeting.
- The Park Commission approved plans for improvements to be made to the Daffodil Garden.
- 18,825 vehicles entered the Park in October.

4. Foundation Update – Vice Mayor Toner

The Park Foundation did not meet on Monday, November 10, 2025, so nothing urgent to report.

5. Transportation Update – Council Member Whitmire

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

Flat Rock Transportation Advisory Committee:

Flat Rock will hold its final meeting of the year on Monday, December 8, 2025, at 10:00 a.m. in the Village Hall. Elias Hord and Troy Wilson from NCDOT have been invited to attend. Committee Member Nick Weedman requested an update on the radar sign. Deputy Village Clerk Carol Richard and Council Member Whitmire reached out to Mr. Hord, who shared that RadarSign LLC would be a good starting point since they were part of the original encroachment. Council Member Whitmire has reached out to an applicant for the FRTAC, but has not heard anything back yet; she will follow up.

Henderson County Transportation Advisory Committee:

The next meeting is scheduled for Wednesday, November 19, 2025, at 4:00 p.m.

French Broad River MPO:

The next meeting will be a combined Board and TCC session on Thursday, November 20, 2025. The Land of Sky RPO will meet from 11:00 a.m. to noon, followed by the French Broad River MPO from 1:00 to 2:00 p.m. There is a current Call for Projects for FY 2027 open until December 30, 2025. The Job Access Reverse Commute Call for Projects is also open.

6. Tax Report – Council Member Stuller

Council Member Stuller reported that as of November 13, 2025, the current fiscal year tax collections are at 58.32 percent with \$712,370 total collected (see attached report).

Old Business

7. Fire Inspections

Mayor Coletta explained that the Henderson County Fire Marshal’s Office has performed the 2025 fire inspections to commercial businesses that are located within the Village of Flat Rock’s

jurisdiction. The Village has received an invoice in the amount of \$5,900.00. She indicated that Village Council needs to decide to either bill the individual business entities to reimburse the Village or have the Village carry the full amount. After discussions, Council Member Gregory made a motion for the Village to bill the business entities, seconded by Council Member Stuller. The motion was carried by a 4–yay, 1–nay vote.

New Business

8. Appointment of Anthony Caserio to the Historic Landmarks Commission

Council Member Stuller made a motion to appoint Anthony Caserio to the Historic Landmarks Commission, seconded by Council Member Jeter. The motion was carried by unanimous vote.

9. Reappointment of Victor Behoriam to the Board of Adjustment

Council Member Gregory made a motion to reappoint Victor Behoriam to the Board of Adjustment for a three-year term expiring August 2028. Vice Mayor Toner seconded the motion and it was carried by unanimous vote.

10. Appointment of Roger Bass to Village Council

Council Member Gregory made a motion to appoint Roger Bass to the Village Council to fill the remaining term of Council Member Gregory. The motion was seconded by Council Member Jeter and carried by unanimous vote.

11. Food Drive

Mayor Coletta mentioned that she felt the Food Drive was a great idea and asked for a consensus from council members to hold the Food Drive at the Robert V. Staton Pavilion on November 22, 2025, at 10:00 a.m. – 2:00 p.m. By consensus, Council agreed. Council Member Whitmire and Park Director Dages are coordinating the Food Drive and are asking for volunteers to help.

In Council Member Whitmire’s absence, Mayor Coletta reported that Council Member Whitmire has reached out to Interfaith Assistance Ministry (IAM) to coordinate the donated items. Currently, five council members have expressed interest in participating, and at least ten volunteers would be ideal. She also has three community volunteers confirmed to help. Park Director Dages has offered to assist with marketing in the Park once the flyer is ready. Council Member Whitmire’s sister created a flyer for the event There will be carts available to make carrying items easier.

12. Discussion of after-hours room reservations

The Village Office for many years has offered the service of Flat Rock residents involved with non-profit organizations to hold meetings in the Nick Weedman Assembly Room after regular business hours during the week and on weekends. Mayor Coletta asked council members do we want to continue this service. After discussions, Vice Mayor Toner made a motion to limit the meetings to no weekends, and during the week groups would need to be finished by 6:00 p.m., seconded by Council Member Carpenter. The motion carried a 4–yay, 1–nay vote.

Other Business

13. Mayor – Council Reports

Council Member Jeter reported that at the Land of the Sky Regional Council meeting, the speaker was from RenewNC, a part of the Department of Commerce who gave out a lot of block grants for housing under HUD to those with low to moderate income. Henderson County was a highly impacted county for Hurricane Helene rebuild. The following statistics were given.

- \$194 million to infrastructure with flood control/water & sewer.
- \$111 million to economic rebuild infrastructure particularly with damaged buildings
- \$53 million to low-income workforce housing.

Council Member Jeter reported the Park Volunteer Appreciation Luncheon was a huge success.

The Village Council/Staff Christmas Luncheon is Friday, December 19, 2025, at 12:00 p.m., at the Hendersonville Country Club.

Vice Mayor Toner reported that the budget is in great shape, no new issues to report.

Vice Mayor Toner reported there was nothing new to report with the Flat Rock Playhouse.

Vice Mayor Toner reported in Public Health – Emergency room visits and hospital admissions for respiratory virus issues are slightly up from last month but running twenty percent lower than last year at this time.

Council Member Stuller mentioned two community events happening next Thursday inviting council members to attend: Hendersonville Country Club will be hosting the Furr Ball supporting the Blue Ridge Humane Society, tickets are available to purchase, and the Turkey Trot held Thursday, Thanksgiving Day at 8:30 a.m. will be benefitting the Hope Coalition.

Mayor Coletta gave the following report from Council Member Whitmire.

Henderson County Behavioral Health Coalition:

Council Member Whitmire was not able to attend the last meeting, but Abide Inclusive Therapy and Grace Lutheran Church's Abundant Life Initiative shared presentations. Henderson County will be launching a Community Paramedic Program in mid-November, and Pardee's Adolescent Behavioral Health Unit is expected to open in spring or summer of 2026.

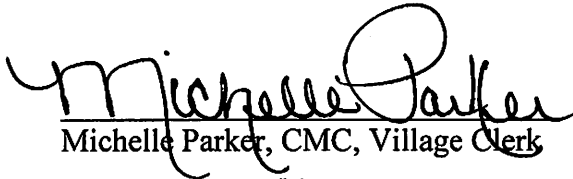
Resources for Resilience is also offering community workshops to support recovery efforts following Helene and is currently seeking a meeting space. This could be a great opportunity to bring the training to Flat Rock. Council Member Whitmire will share additional updates at the December meeting.

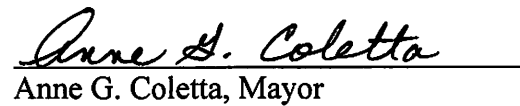
The Henderson County Behavioral Health Conference is scheduled for March 23, 2026, with Director Crosbie as the keynote speaker.

Public Comments – None

Adjournment

At 10:37 a.m., Council Member Carpenter 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: November 7, 2025

Ordinances Activity Report for October 2025

Ordinance Activities	This Month	2025 YTD	2024 YTD
Compliance Certificates Approved for SFD's	2	15	10
Temporary Compliance Certificates Approved	0	0	0
All Other Compliance Certificates Approved	3	24	20
Certificates of Occupancy/Compliance Approved	0	26	33
Variance Applications	1	1	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	\$725.00	\$4,475.00	\$3,075.00

October 2025 Ordinances Activity Report

Certificates of Zoning Compliance applications approved:

- 2 – Single Family Dwelling - (Dunroy, King Creek Preserve)
- 1 – Garage Addition - (Pleasant Hill)
- 1 – Porch - (Off W. Blue Ridge Rd)
- 1 – Carport - (Highland Lake)

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:

- 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. Signed off on administrative subdivision plat.
- Working with a property owner in Pleasant Hill 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. According to the last update, the foreclosure process has started.
- Received incomplete application for a variance for property "above" Dunroy. Working with property owners for signatures, fees, documentation. Update: Site plan received October 30th. A Board of Adjustment meeting is now set for December 16th, 2025.
- Working with prospective property owner researching Lot 20 in King Creek Preserve. There appears to be a driveway easement that will need a bridge over King Creek, etc.
- Working with a surveyor on a potential cemetery lot or possibly a family cemetery which would require a special use permit.
- Working with another surveyor on a recombination plat off Lowndes Ln. There is an HFR agreement in place that necessitates some discussion and details to be worked out.
- Working with property owner on Trenholm that purchased additional property from adjacent lot and now wants to do an addition.

SCO, TPO, FDPO, HLO:

- Council approved a contract with Land of Sky for a flood ordinance update as well as technical assistance with the administration of the ordinance. 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. Due to the receipt of a variance application, there will be a Board of Adjustment meeting on December 16th, 2025.
- 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 scheduled for November 18th, 2025 and then December 2nd, 2025.

**Village Administrator Report
November 6, 2025**

Flat Rock Crime Reports:

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

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

Website/Facebook Report/EV Charging Station Stats:

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

- Gov Office reports there were 8014 page views on the default home page of the website, which would be an increase of 153 from the previous month.
- The calendar had more views than the default home page this month with a total of 12,428 views.
- Following the default home page views, the following 12 sections were viewed most, in descending order: Media Archives, Park Facilities Reservation Calendar, Mayor and Council, Park Facility Reservations, About Us, Recreational Activities, Park FAQ, Meeting Room Reservations, How Do I..., Contact Us, 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, the community Town Hall meeting on October 7th, and the pumpkin sale at the park on the 11th.
- Facebook has again changed the way their stats are provided through the professional dashboard. Stats for October 2025:
 - Views: 7,757
 - Interactions: 74
 - Net Follows: 14
 - Total Followers: 2185
 - Engagement: 316
- Electric Vehicle Charging Station Uses:
 - October 2025: 18- Utility cost for last 30 days=\$66.00 for 444 kWh based on \$0.15 per kWh. Session Fees are the amount ChargePoint collects and remits to the Village. For October 2025 it was \$95.58.

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 October 23rd, 2025. The next meeting scheduled is November 20th, 2025.
- October's Park updates include foundation updates, a first quarter budget report, a discussion of RFPs for a new gate and shade structure, "winterizing" the kaleidoscope.
- The October foundation meeting included financial updates, park commission updates, and foundation activity updates including the 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. Update: Received an email November 6th reference the close out process. She will take care of it and follow up with us when she does.
- 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 8th, 2025.
- FEMA Public Assistance update: We continue to respond to FEMA requests for information, including updates as to scope of work (SOW) and cost estimates (CE) for the additional work at the park.
- 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. Update received the final BSI invoice on October 27th, 2025, for \$8,023.
- 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 continue to work on the scope of work (SOW) and cost estimate.
- Equinox shared their project timeline with us to help us keep track of where we should be in the process of completing this project. Update: Received "Deliverables" on November 4th, 2025.
- 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).
- Still working on gaining access to the park's cameras on my desktop. Need "camera" contractor and IT contractor to come together to do this.
- NCLM asked for the worker's comp self-audit a second time (first sent last August). Resent as requested on October 28, 2025.

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 VOFR Town Hall Meeting on October 7th, 2025.

Attended the Western North Carolina Manager's Association meeting in Franklin on October 10th, 2025.

Attended the FBRMPO TCC meeting (virtually) on October 9th, 2025. There will be a joint meeting of the TCC and MPO in November.

Attended the Henderson County Emergency Management meeting on October 13th, 2025, to preview the draft Helene After-Action Report (AAR) before it was presented to the County Commissioners.

Attended the Local Government Committee for Cooperative Action (LGCCA) meeting at the Historic Courthouse on October 21st, 2025.

Attended the Park Volunteer Lunch on October 27th, 2025.

Attended the School of Government Zoning Office Hours (virtually) on October 2nd, and October 23rd, 2025.

Report prepared by:
Patricia Christie, CZO
Village Administrator



VILLAGE OF FLAT ROCK PROPERTY TAX STATUS
THURSDAY, NOVEMBER 13, 2025

Description	Fiscal 2025/2026	Penalty	Total
Billing	\$ 1,693,170.47		\$ 1,693,170.47
Utilities Billing	<u>\$ 14,859.04</u>		<u>\$ 14,859.04</u>
Total Billed	\$ 1,708,029.51		\$ 1,708,029.51
Discoveries	\$ 942.13		\$ 942.13
Returned Check Fee	<u>\$ 25.00</u>		<u>\$ 25.00</u>
	\$ 1,708,996.64		\$ 1,708,996.64
Payments Received	\$ (712,370.34)		\$ (712,370.34)
Total Receivables	<u>\$ 996,626.30</u>	\$ -	<u>\$ 996,626.30</u>

58.32% COLLECTED

Percentage Collected November 2024: 57.83%