

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

Call to Order

Moment of Silence

Pledge of Allegiance

Public Comments

Agenda Approval/Changes

Carter, CPA FY 2024/2025 Audit Presentation

Consent Agenda

1.
 - November 3, 2025 – Agenda Workshop Minutes
 - November 13, 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. Planning Board By-Laws – Council Member Gregory

Council Organization

8. Oath of Office for Council Member Roger Bass
9. Resolution No. 248 – Establishing a January – December 2026 Schedule of Public Meetings and Holidays – Mayor Coletta

New Business

10. Appointment of Susan Gregory to the Planning Board
11. Appointment of Rebecca Boline and Dawn Roth to the Park Commission – Council Member Carpenter

Other Business

12. Mayor-Council Reports

Public Comments

Adjournment

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

Mayor Coletta presided over the December 11, 2025, council meeting at 9:30 a.m. Those present in addition to Mayor Coletta were Vice Mayor Toner, Council Members Carpenter, Gregory, Jeter, Whitmire, Village Clerk Parker and Village Administrator Christie. Council Member Stuller 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 – Lisa Bryant, Producing Artistic Director of the Flat Rock Playhouse, mentioned the Playhouse had a very successful season after Hurricane Helene. She introduced the lineup of the 2026 season mentioning Subscription tickets will be going on sale January 13, 2026, and single tickets on sale January 20, 2026.

Agenda Approval/Changes

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

Carter, CPA - FY 2024-2025 Audit Presentation

Council Member Toner introduced Fran Noel of Carter, P.C. She reported the audit was of an unmodified opinion, a clean audit. Ms. Noel stated the Village's net position increased \$250,971 with a total net position of \$8,502,845. The governmental funds ending fund balances consist of \$4,935,013, an increase of \$207,348 in comparison with the prior year. Approximately eighty-three percent of this total amount is available for spending at the Village's discretion.

Consent Agenda

1. The Consent Agenda consisted of the following:
 - November 3, 2025 - Agenda Workshop Minutes
 - November 13, 2025 – Council Meeting Minutes

Council Member Gregory 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 November 2025 zoning report dated December 9, 2025, and the Village Administrator report dated December 3, 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:

Open Park Commission Seats:

Two candidates have been found to fill the open spots on the Park Commission. The candidates are Rebecca Boline and Dawn Roth (will be appointed Under New Business – Item #11).

New Entrance Gate:

A Request for Proposals (RFP) has been finalized for publication to solicit quotes for a new gate at the Park entrance. A formal proposal outlining the requirements for the new gate will be submitted to the Village Council for review prior to publishing the RFP.

Playground Shade Structure(s):

A line item for \$21,000 was included in the current fiscal year Park budget for the purchase and installation of some sort of shade structure for the playground area. A draft Request for Proposals (RFP) has been written for publication to solicit quotes for a shade structure or structures in the playground area. The Park Commission is still discussing what type of structure to recommend to the Village Council for approval.

Equinox FEMA Plan Review:

As mentioned previously, Equinox is working on updating our Park Master Plan and developing a revegetation plan on the South Side project. Equinox plans to give Village Council an overview presentation at the January 8, 2026, council meeting.

Kaleidoscope in the Pollinator Garden:

The eye pieces for the kaleidoscope have been removed for the winter as recommended by the manufacturer, to be placed back in the kaleidoscope in the Spring of 2026. It was recommended that a sign be posted next to the kaleidoscope explaining why it is shut down for the winter.

Attendance in the Park:

In October, a total of 18,825 cars entered the Park for an average of 607 per day. As of November 19, a total of 10,336 vehicles entered the Park for an average of 544 per day.

Daffodil Garden Protection:

Park visitors walk through the daffodil garden when the plants have already flowered and are no longer vigorous. To prevent this the Park Commission made a motion and approved to install a stone walkway around the garden. The estimated cost is \$2,235.

Additional Items:

The Food Drive held at the Park on November 22, 2025, was a huge success.

Flooding as been observed along the Sweetheart Trail. Park Director Dages had the City of Hendersonville Water & Sewer Department check for leaking underground pipes along the trail, none were detected.

4. Foundation Update – Vice Mayor Toner

The Park Foundation met Monday, December 8, 2025, with several items discussed.

- Financials look good. The Foundation is slightly behind forecast donations, which is driven entirely by the South Side Project as there is still no approved project to fund raise against. The Equinox work should hopefully provide a foundation to work from that the Park Commission can recommend to Council. Once Council approves a final design with costs, the Foundation can get to work in looking for grants and donations.
- The Foundation is nearing completion of work combining accounts and updating signatories.
- There has been a great response to Tracey’s End-of-Year, Giving Tuesday, Love your Park mailings, emails and social media push. The final mailing on December 20 is pushing for end-of-year completion. To date we have a sixty-seven percent retention rate, which is way above average for nonprofit organizations.
- The remainder of the meeting was spent reviewing and revisoning Park Foundation Policies. This will be a multi-meeting effort. In the meeting, policies for Records Retention and Destruction, Conflict of Interest, and Whistleblower were discussed. Next up for discussion will be Gift Acceptance, Donor Recognition, and Signers Policies.

5. Transportation Update – Council Member Whitmire

Council Member Whitmire gave the following report:

Flat Rock Transportation Advisory Committee:

At the FRTAC meeting held Monday, December 8, 2025, at 10:00 a.m. in the Village Hall, Elias Hord from NCDOT attended. Mr. Baldwin was present who expressed an interest in potentially joining the Flat Rock Transportation Advisory Committee.

Council Member Whitmire received a public comment by email expressing concerns about vehicles making an illegal left turn from the Flat Rock Post Office on Greenville Highway onto Little River Road. The individual asked whether it would be possible for the Village to explore the lengthening of the traffic island at the intersection to make the no left turn restriction more visible. Council Member Whitmire will forward the email to Elias Hord. She gave an update on the radar sign and noted that it is in need of repair.

Henderson County Transportation Advisory Committee:

The next meeting is scheduled for Tuesday, January 21, 2026. at 4:00 p.m.

French Broad River MPO:

At the next meeting scheduled for Wednesday, January 22, 2026, there will be discussions of the possibility of moving forward with extension toll lanes on Interstate 40.

6. Tax Report – Council Member Stuller

In Council Member Stuller’s absence, Mayor Coletta reported that as of December 11, 2025, the current fiscal year tax collections are at 70.1 percent with \$1,197,337.21 total collected (see attached report).

Old Business

7. Planning Board By-Laws – Council Member Gregory

Council Member Gregory reviewed the corrections of the by-laws. Council Member Gregory made a motion to adopt the by-laws with changes in Article III & Article V, and adding the addition statement, seconded by Council Member Carpenter. The motion was carried by unanimous vote. Mayor Coletta thanked Council Member Gregory and Barbara Platz for their hard work with the by-laws.

Council Organization

8. Oath of Office for Council Member Roger Bass

Mayor Coletta administered the oath of office to Roger Bass.

Mayor Coletta presented an award to Susan Gregory for her services as a Village of Flat Rock Council Member.

9. Resolution No. 248 – Establishing a January – December 2026 Schedule of Public Meetings and Holidays – Mayor Coletta

Council Member Carpenter made a motion to adopt Resolution No. 248, seconded by Council Member Jeter. The motion was carried by unanimous vote.

New Business

10. Appointment of Susan Gregory to the Planning Board

Council Member Carpenter made a motion to appoint Susan Gregory to the Planning Board for the term ending December 2028, seconded by Council Member Jeter. The motion was carried by unanimous vote.

11. Appointment of Rebecca Boline and Dawn Roth to the Park Commission – Council Member Carpenter

Council Member Carpenter made a motion to appoint Rebecca Boline and Dawn Roth to the Park Commission for 3-year terms ending December 2028, seconded by Council Member Jeter. The motion carried by a unanimous vote.

Other Business

12. Mayor – Council Reports

Council Member Whitmire thanked Park Director Dages for his assistance with the Food Drive. The 548 pounds of food collected was donated by the Village to Interfaith Assistance Ministry.

Council Member Carpenter mentioned the speed limit sign at the Flat Rock Playhouse has been replaced.

Vice Mayor Toner gave an update on the following:

Budget Officer – Fran Noel, Carter, P.C. gave the FY 24-25 Audit presentation earlier in the meeting.

The current fiscal year budget is in great shape. No new issues to report. Once we decide on the way forward with the South Side Project and Helene remediation, Village Council will have some significant financial decisions to consider and approve.

Flat Rock Playhouse – The 2026 season has just been announced with a good mix of traditional theatre. Subscriptions on sale January 13, 2026, and all tickets going on sale January 20, 2026. Support the Flat Rock Playhouse.

Public Health – Emergency room visits and hospital admissions for respiratory virus issues starting to rise but running lower than last year at this time.

Mayor Coletta thanked Chief Will Sheehan for the wonderful Blue Ridge Fire Department Christmas Dinner at Blue Ridge Community College.

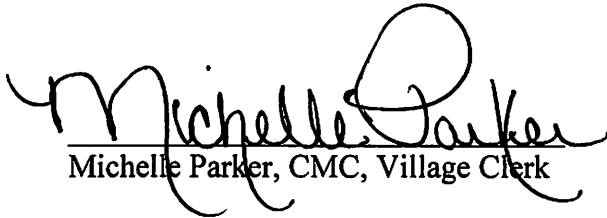
Mayor Coletta mentioned that 2026 is the 250th birthday celebration of the United States of America. She asked Council if they had any suggestions/ideas about commemorating this event. The Village has also been approached by the Hendersonville Merchants Association about possibly participating in the July 4 Hendersonville parade.

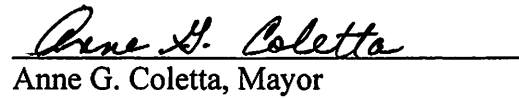
Mayor Coletta received an email from the director of CABT (Coalition Against Bigger Trucks) regarding the possibility of bigger trucks driving through Flat Rock. She gave council members a copy of the email. Mayor Coletta and Council Member Whitmire hope to meet with the director in January.

Public Comments – Chief Will Sheehan of Blue Ridge Fire Department offered for council members to ride on a fire truck in the parade.

Adjournment

At 10:40 a.m., Council Member Carpenter made a motion to adjourn the meeting, seconded by Council Member Jeter. 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: December 9, 2025

Ordinances Activity Report for November 2025

Ordinance Activities	This Month	2025 YTD	2024 YTD
Compliance Certificates Approved for SFD's	2	17	10
Temporary Compliance Certificates Approved	0	0	0
All Other Compliance Certificates Approved	0	24	20
Certificates of Occupancy/Compliance Approved	3	29	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	\$300.00	\$4,775.00	\$3,075.00

November 2025 Ordinances Activity Report

Certificates of Zoning Compliance applications approved:

2 – Single Family Dwelling - (Kanuga Rd, Ashley Place)

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, 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.
- Issued one (1) construction forms not requiring a certificate of zoning compliance for property in Kenmure. (Tarnhill)
- 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 completed application for a variance for property "above" Dunroy. A Board of Adjustment meeting is now set for December 16th, 2025.
- Working with a new property owner of 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. Update: Signed off on plat for single burial lot.
- 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. This may require a variance application. I am discussing this with our attorney.
- Working with property owner in Kenmure who wants to put a detached garage in the front yard within the front setbacks. Incomplete variance application emailed in. Working with owner on requirements for a complete submittal.

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 November. 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, at 2:00 pm.
- The Planning Board met on November 18th, 2025. A discussion of the bylaws took place. The December meeting was cancelled. The next meeting is scheduled for January 6th, 2026.

**Village Administrator Report
December 3, 2025**

Flat Rock Crime Reports:

Reporting period of November 1, 2025 – December 1, 2025:

The call for service history provided by the Sheriff's department to the Village reveals 90 total calls, with 39 under the law category, 24 under fire, and 27 under EMS. Out of the 39 calls under "law", 1 was listed for animal enforcement, and 1 was listed as animal bite, and one was listed as injured animal.

Website/Facebook Report/EV Charging Station Stats:

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

- Gov Office reports there were 6655 page views on the default home page of the website, which would be a decrease of 1,359 from the previous month.
- The calendar had more views than the default home page this month with a total of 17,373 views.
- Following the default home page views, the following 12 sections were viewed most, in descending order: Media Archives, Park Facilities Reservation Calendar, Meeting Room Reservations, Park Facility Reservations, About Us, Mayor and Council, Contact Us, Park FAQ, Historic Landmarks, Shopping and Dining, How Do I..., 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, newsletter, And the Food Drive at the Park on the 22nd.
- Facebook has again changed the way their stats are provided through the professional dashboard. Stats for November 2025:
 - Views: 3,243
 - Interactions: 57
 - Net Follows: 11
 - Total Followers: 2194
 - Engagement: 151
- Electric Vehicle Charging Station Uses:
 - November 2025: 18- Utility cost for last 30 days=\$54.00 for 360 kWh based on \$0.15 per kWh. Session Fees are the amount ChargePoint collects and remits to the Village. For November 2025 it was \$69.57.

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 November 20th, 2025. There is no December meeting. The next meeting scheduled is January 22, 2026.
- November's Park updates include a discussion of the entrance gate and shade structure proposals, reviewing the Equinox southside restoration plan, and some improvements to the daffodil garden as requested by the foundation (Don Luy).
- The foundation held a director's meeting on October 21st, 2025. There was no November meeting. The December meeting, held this week, included financial reports, end-of-year fundraising, discussing the southside restoration project and a review of several policies. The next meeting scheduled is February 9th, 2026.
- 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 24th That she had taken care of the close out and that we should be all set.
- 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. They met this past week on December 8th, 2025.
- The first BSI invoice for park clean up and repair from Helene was paid. We received the final BSI invoice on October 27th, 2025, for \$8,023. This was paid on November 4th, 2025.
- 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.
- On December 1st, Michael Dages sent the Equinox proposal to FEMA. They then requested a breakdown/cost for the design that was supplied. The project was put back into the Grants portal indicating that we are requesting a "rework" for the work and cost.
- 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. Update: Received two requests this past week to "send back" the project in the FEMA grants portal so that they can review the Equinox proposal.
- 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.
- Submitted the annual Canada Goose report on November 21st to the U.S. Fish and Wildlife Service.

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 Land of Sky Manager's meeting (virtually) on November 5th, 2025.

Attended the Henderson County TAC meeting (virtually) on November 19th, 2025.

Attended the joint FBRMPO TCC/MPO meeting (virtually) on November 20th, 2025.

Report prepared by:

Patricia Christie, CZO

Village Administrator



VILLAGE OF FLAT ROCK PROPERTY TAX STATUS
THURSDAY, DECEMBER 11, 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	\$ 3,603.86		\$ 3,603.86
Returned Check Fee	<u>\$ 25.00</u>		<u>\$ 25.00</u>
	\$ 1,711,658.37		\$ 1,711,658.37
Payments Received	\$ (1,197,337.21)		\$ (1,197,337.21)
Total Receivables	<u>\$ 514,321.16</u>	\$ -	<u>\$ 514,321.16</u>

70.1% COLLECTED

Percentage Collected December 31, 2024: 86.28%

RESOLUTION NO. 248

**COUNCIL OF THE VILLAGE OF FLAT ROCK
A RESOLUTION ESTABLISHING A JANUARY – DECEMBER 2026
SCHEDULE OF PUBLIC MEETINGS AND
A 2026 SCHEDULE OF LEGAL HOLIDAYS**

WHEREAS, it is required that a schedule of Council meetings for January – December 2026 be on file; and

WHEREAS, the Flat Rock Village Council has established a 2026 Schedule of Meetings and a 2026 Holiday Schedule;

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Village of Flat Rock as follows;

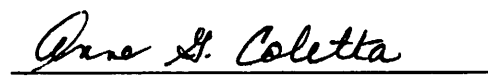
SECTION 1. The January – December 2026 Schedule of Meetings of the Flat Rock Village Council is hereby adopted and attached as Page 2 of this Resolution; and the 2026 Holiday Schedule is hereby adopted and attached as Page 3.

SECTION 2. This Resolution shall be in full force and effect for the year 2026.

SECTION 3. The January – December 2026 Schedule of Meetings and 2026 Holiday Schedule shall be filed among the public records in the office of the Village Clerk.

ADOPTED at a regular meeting of the Flat Rock Village Council on this 11th day of December 2025.


Michelle Parker, CMC
Village Clerk


Anne G. Coletta
Mayor

VILLAGE OF FLAT ROCK

JANUARY - DECEMBER 2026 SCHEDULE OF MEETINGS

Date and Time*	Meeting Type	Location**
Monday, December 29, 2025 Thursday, January 8, 2026	Agenda Workshop Monthly Council Meeting	Village Hall Village Hall
Monday, February 2, 2026 Thursday, February 12, 2026	Agenda Workshop Monthly Council Meeting	Village Hall Village Hall
Monday, March 2, 2026 Thursday, March 12, 2026	Agenda Workshop Monthly Council Meeting	Village Hall Village Hall
Monday, March 30, 2026 Thursday, April 9, 2026	Agenda Workshop Monthly Council Meeting	Village Hall Village Hall
Monday, May 4, 2026 Thursday, May 14, 2026	Agenda Workshop Monthly Council Meeting	Village Hall Village Hall
Monday, June 1, 2026 Thursday, June 11, 2026	Agenda Workshop Monthly Council Meeting	Village Hall Village Hall
Monday, June 29, 2026 Thursday, July 9, 2026	Agenda Workshop Monthly Council Meeting	Village Hall Village Hall
Monday, August 3, 2026 Thursday, August 13, 2026	Agenda Workshop Monthly Council Meeting	Village Hall Village Hall
Monday, August 31, 2026 Thursday, September 10, 2026	Agenda Workshop Monthly Council Meeting	Village Hall Village Hall
Monday, September 28, 2026 Thursday, October 8, 2026	Agenda Workshop Monthly Council Meeting	Village Hall Village Hall
Monday, November 2, 2026 Thursday, November 12, 2026	Agenda Workshop Monthly Council Meeting	Village Hall - HR Village Hall
Monday, November 30, 2026 Thursday, December 10, 2026	Agenda Workshop Monthly Council Meeting	Village Hall Village Hall

***All Monthly Council Meetings are scheduled for the second Thursday of each month, unless that Thursday is a holiday, and will start at 9:30 a.m. Agenda Workshops, which start at 9:30 a.m., precede Monthly Council Meetings by 10 days, unless that Monday is a holiday.**

****All meeting locations are in the Flat Rock Village Hall unless otherwise dictated by space requirements or other circumstances.**

VILLAGE OF FLAT ROCK
2026 HOLIDAY SCHEDULE

Thursday	January 1, 2026	New Year's Day
Monday	January 19, 2026	Martin Luther King, Jr. Day
Friday	April 3, 2026	Good Friday
Monday	May 25, 2026	Memorial Day
Friday	July 3, 2026	Independence Day
Monday	September 7, 2026	Labor Day
Wednesday	November 11, 2026	Veterans Day
Thursday	November 26, 2026	Thanksgiving
Friday	November 27, 2026	Thanksgiving
Thursday	December 24, 2026	Christmas
Friday	December 25, 2026	Christmas
Monday	December 28, 2026	Christmas

The Village Office will be **CLOSED** for the above-referenced holidays.

Adverse Weather

Any day the Henderson County public schools close because of adverse weather, the Village Hall may not open before 11:00 AM. At that time, a decision will be made as to whether the office is to open or remain closed.