

**PLANNING AND  
COMMUNITY DEVELOPMENT**

Allen McNeill, Director  
Ashley Minery, Planner  
Katlyn Galloway, Administrative Support



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**Transylvania County Planning Board  
May 19, 2022 at 6:00 PM  
Community Services Building conference Room,  
106 East Morgan Street, First Floor**

**AGENDA**

**CALL TO ORDER**

- I. WELCOME**
- II. PUBLIC COMMENT** (15-minute time limit. Speakers are limited to three minutes.)
- III. AGENDA MODIFICATIONS**
- IV. CONSENT AGENDA**
  - A. Minutes (April 21<sup>st</sup>, 2022)
  - B. Subdivision Approval and Updates
- V. OLD BUSINESS**
  - A. Annual Report
  - B. Comprehensive Plan Review
- VI. NEW BUSINESS**
  - A. Director's Report
- VII. PUBLIC COMMENT** (15-minute time limit. Speakers are limited to three minutes.)
- VIII. BOARD MEMBERS' COMMENTS**

**ADJOURNMENT**



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Allen McNeill, Director

Ashley Minery, Planner



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**Agenda Item:** IV-A

**Memorandum**

**From:** Ashley Minery, Planner

**To:** Transylvania County Planning Board

**Date:** May 12, 2022

**Meeting Date:** May 19, 2022

**Subject:** Minutes from the April 21, 2022 regularly scheduled Planning Board Meeting

**Contact Info:** Ashley.Minery@transylvaniacounty.org or (828)884-1710

**Attachment(s):** 1. Draft meeting minutes from the April 21, 2022 regularly scheduled Planning Board Meeting

**Purpose:** Review and approve the Regular Meeting Minutes of the April 21, 2022 Planning Board Meeting Minutes.

**Background:** Meeting minutes are prepared after each Planning Board meeting and submitted to the Planning Board for their review and approval.

**Financial Impact:** None

**Strategic Plan Goal & Strategy:** Goal 6: "County government is service driven, transparent and performance based with more active and engaged citizens."

Strategy 6E: "Provide timely, accurate, transparent and informative communication to the public and across the organization with superior customer service delivery."

**Recommendations:** Staff recommends the Transylvania County Planning Board review approve or approve with modification, the regular meeting minutes from April 21, 2022.



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Allen McNeill, Director  
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Specialist IV



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**Transylvania County Planning Board  
April 21, 2022 at 6:00 PM  
Commissioners Chambers, 101 South Broad Street**

**MINUTES**

**CALL TO ORDER**

- I. **WELCOME:** Mr. Lauren Wise called the meeting to order at 6:01PM. Mr. Rick Lasater, Mr. Kimsey Jackson, Mr. Beecher Allison, and Mr. Scott Sullivan were present. Mr. Terry McCracken (excused) and Ms. Karen Gleasman (excused) were absent. The Planning and Community Development Department staff Mr. Allen McNeill, Ms. Ashley Minery, and Ms. Katlyn Galloway were present. Mr. Jonathan Rich from The Transylvania Times was also present. A quorum was present.
- II. **PUBLIC COMMENT:** (15-minute time limit. Speakers are limited to three minutes.): There were no public comments.
- III. **AGENDA MODIFICATIONS:** There were no agenda modifications.
- IV. **CONSENT AGENDA:**
  - A. Minutes (January 20, 2022)
  - B. Subdivision Approval and Updates

There was no objection or discussion of the consent agenda. Mr. Allison moved to approve the consent agenda. Mr. Sullivan seconded the motion. All present members voted in favor and the motion carried.
- V. **OLD BUSINESS:** There was no old business to discuss.
- VI. **NEW BUSINESS:**
  - A. Annual Report: Mr. McNeill informed the Board of the Annual Report due in May. This report should include accomplishments from the past year, and goals for the upcoming year. Mr. Kimsey vocalized a need to include the Cedar Mountain Small Area Plan and the Board's routine work, including subdivision approval and ordinance supervision. Mr. Wise also voiced a need to mention the Comprehensive Plan. Mr. Lasater moved to direct staff to create a draft of the report for the next meeting on May 19<sup>th</sup>, 2022. Mr. Sullivan seconded the motion. All present members voted in favor and the motion carried.
  - B. Comprehensive Plan Review: Mr. McNeill explained the Comprehensive Plan

requires annual review due to the adoption of a “long range guide” in March 2017. The layout of the Comprehensive Plan includes four focus areas: “Economic Health”, “Environmental Health”, “Land Use & Liability”, and “Health, Culture & Equity”. The success matrix will need to be reviewed as well. The Board will decide what changes need to be made, and staff will update the plan in 2023. Mr. McNeill asked the Board to review individually and let staff know if any other materials are needed. Mr. McNeill also noted the Comprehensive Plan Review does not have a particular due date. Mr. Wise moved to direct staff to prepare Census Data statistics and population projections for future meetings. Mr. Allison seconded the motion. All present members voted in favor and the motion carried. Mr. Lasater questioned the number of part-time residents, which Mr. McNeill will research. Mr. Jackson questioned the Board’s role regarding the Rosman Corridor, which Mr. McNeill added that the Board will provide guidance if County Commissioners direct staff to prepare new land use regulations for infrastructure expansion.

- C. Director’s Report: Mr. McNeill informed the Board of the next meeting on May 19<sup>th</sup>, 2022. The meeting may be held in the Cooperative Extension Conference Room located at 106 East Morgan Street. The Board will be updated on location prior to the meeting date. Mr. McNeill introduced Ms. Galloway as the new Administrative Support Specialist and spoke on the Transportation Director vacancy. Mr. McNeill also mentioned the awarded grant for Gold Leaf to update and expand their facilities, which will create new jobs.

**VII. PUBLIC COMMENT:** (15-minute time limit. Speakers are limited to three minutes.) There were no public comments.

**VIII. BOARD MEMBERS’ COMMENTS:** Mr. Sullivan recently returned from vacation with family to Mexico and noted he was glad to be back. Mr. Wise thanked the Board for bringing up corridors and mentioned the great opportunities for employee housing here. Mr. Lasater moved to adjourn the meeting. Mr. Sullivan seconded the motion. All present members voted in favor and the meeting adjourned at 6:33PM.

## ADJOURNMENT



**Agenda Item:** VI-B

**Memorandum**

**From:** Ashley Minery, Planner

**To:** Transylvania County Planning Board

**Date:** May 12, 2022

**Meeting Date:** May 19, 2022

**Subject:** Review of Subdivision Approvals by the Planning Department from April 15, 2022 to May 12, 2022

**Contact Info:** allen.mcneill@transylvaniacounty.org or (828)884-1710

**Attachment(s):** 1. Subdivisions and Exemption Log from April 15, 2022 to May 12, 2022

**Purpose:** Provide a log of Subdivision and Exemption approvals to the Planning Board monthly. The approval log is for information purposes only to the Planning Board.

**Background:** The Subdivision and Exemption log is for recordkeeping of approvals made by the Planning Department. For April 15, 2022 – May 12, 2022 there were seven **(7) subdivisions** (5(2 lots), 1(6 lot) and 1(4 lot). For April 15, 2022 – May 12, 2022 there were **12 exemptions:** 7 (1.1), 1 (1.2), 2 (1.6), and 1 (1.9), along with 1 plat reviewed under the Review Only category for easements.

**Exemptions:**

- 1.1 Recombination or Combination of previously approved lots.
- 1.2 Division of land into parcels greater than 10 acres with no new right of way dedication.
- 1.3 Public Acquisition of Land for widening or opening roads.
- 1.4 Division of a tract of at least 2 acres into no more than three lots.
- 1.5 Division of land conveys a single lot or parcel to persons who are inheriting the land by intestacy or will.
- 1.6 Division of land into no more than two parcels to convey at least one of the lots to a grantee who would have been heir(s)
- 1.7 Court order of a land division
- 1.8 Division of land for cemetery lots
- 1.9 Changing of boundary lines between adjoining property owners.

**Financial Impact:** None

**Strategic Plan Goal & Strategy:** Goal 6: "County government is service driven, transparent and performance based with more active and engaged citizens."

Strategy 6E: *“Provide timely, accurate, transparent and informative communication to the public and across the organization with superior customer service delivery.”*

**Recommendations:** Staff recommends the Transylvania County Planning Board review the Subdivision and Exemption log.



- 1.1 Recombination of previously approved lots
- 1.2 Greater than 10 acres
- 1.3 Public Acquisition of land for widening roads
- 1.4 2 acres divided into no more than 3 lots
- 1.5 Single lot inherited by intestacy or will

**Subdivisions and Exemptions**  
**April 15, 2022- May 12, 2022**

- 1.6 Family Subdivision - no more than 2 parcels
- 1.7 Court order of land division
- 1.8 Division of land for cemetery lots
- 1.9 Changing of boundary lines between adjoining property owners

Date	Subdivision/Owner	Surveyor	Township	Type	Review Officer	Date Approved
2/10/22	Pin Rose Hills	Kevin Goldsmith	Little River	6 lots	A. McNeill	5/10/22
4/19/2022	Melissa Woodbury	Robert Raxter	Boyd	2 lots	A. Minery	4/18/2022
	Roy and Hazel Ashe	Roger Raxter	Hogback	2 lots	A. Minery	Signed
4/27/2022	Conserving Carolina	Roger Raxter	Dunns Rock	2 lots	A. Minery	4/29/2022
4/27/2022	Fisher Heirs (Fisher Crossing)	Kevin Goldsmith	Eastatoe	2 lots	A. Minery	4/27/2022
4/28/2022	JCM Properties of Brevard	Michael Pfoutz	Boyd	4 lots	A. Minery	5/9/2022
5/10/2022	Wayne and Robin Bishop	Roger Raxter	Dunns Rock	2 lots	A. Minery	4/18/2022
4/20/2022	Robert and Denise Porter	Jennifer Leonard	Eastatoe	1.2	A. Minery	
4/22/2022	Charles Whitmire	Roger Raxter	Cathey's Creek	1.6	A. Minery	4/22/2022
4/26/2022	Deborah and Frank Recca	Michael Petit	Dunns Rock	1.1	A. Minery	4/26/2022

4/28/2022	David and Michele Varian	Kevin Goldsmith	Dunns Rock	1.1	A. Minery	4/28/2022
4/29/2022	George Dennis Bryson	Robert Raxter	Cathey's Creek	1.1	A. Minery	4/29/2022
5/2/2022	Mary Ryczek Cook	Cameron Baker	Dunns Rock	RO	A. Minery	5/2/2022
5/3/2022	John and Virginia Coffin	Kevin Goldsmith	Dunns Rock	1.1	A. Minery	5/3/2022
5/3/22/	Emily Clark	Kevin Goldsmith	Dunns Rock	1.1	A. Minery	5/3/2022
5/4/2022	Ralph and Janet Murr	Michael Petit	Dunns Rock	1.1	A. Minery	5/5/2022
5/9/2022	Tom and Pamela Raines	Robert Raxter	Cathey's Creek	1.6	A. Minery	5/9/2022
5/6/2022	Lake Toxaway Co.	Roger Raxter	Hogback	1.1	A .McNeill	5/6/2022
5/11/2022	Bradley and Rhonda Davin	Roger Raxter	Hogback	1.9	A Minery	

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**Agenda Item:** V-A

**Memorandum**

**From:** Allen McNeill, Planning and Community Development Director

**To:** Transylvania County Planning Board

**Date:** May 12, 2022

**Meeting Date:** May 19, 2022

**Subject:** Transylvania County Citizen Advisory Council Training

**Contact Info:** allen.mcneill@transylvaniacounty.org or (828)884-1710

**Attachment(s):** Draft 21-22 Annual Report

**Purpose:** Begin the 2021/2022 annual report discussion.

**Background:** In accordance with the Transylvania County Planning and Development Charter, section 16-27, The Planning Board is tasked with preparing an annual report to provide to the Transylvania County Board of Commissioners in May of each year.

An annual report is a review and confirmation of the work that the Planning Board has completed in the last year. There is no standard format for an annual report to conform to.

At your meeting on Thursday, April 21<sup>st</sup>, you directed staff to prepare a draft report that could be reviewed and edited for submission to the Transylvania County Board of Commissioners. A draft annual report is attached to this memo for review.

**Financial Impact:** None

**Strategic Plan Goal & Strategy:** Goal 3: "County government is service driven, transparent and performance based with more active and engaged citizens."

Strategy 3B: "Provide timely, accurate, transparent and informative communication to the public and across the organization with superior customer service delivery."

**Recommendations:** Open discussion for what should be included in this year's annual report and direct staff to prepare any information or materials that should be included ahead of your May meeting.



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**Memorandum**

**From:**

**To:** Transylvania County Board of Commissioners

**Date:**

**Subject:** 2021-2022 Annual Report – Transylvania County Planning Board

**Attachment(s):** Planning Board 2021 – 2022 Meetings and Activities.

**Strategic Plan Goal & Strategy:** Goal 3: "County government is service driven, transparent and performance based with more active and engaged citizens."

Strategy 3B: "Provide timely, accurate, transparent and informative communication to the public and across the organization with superior customer service delivery."

In accordance with Section 16-27 of the Transylvania County Planning and Development Charter Ordinance, please see the attached Annual Report of Activities of the Planning Board. This past year, the Planning Board devoted most of its time and energy reviewing and updating land use ordinances to ensure they are consistent with NC Statutes and recent court rulings. A tremendous amount of time was devoted to the review of the Noise Ordinance.

Copies of our meeting minutes can be found on the Planning and Community Development's website.

Please let me know if you have any questions about the attached report and if you would like me to present this information at a future County Commissioner's meeting.

Sincerely,

Lauren Wise  
Planning Board Chair

cc: Jaime Laughter, Transylvania County Manager



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**Transylvania County Planning Board Annual Report of Activities**

Meeting Date	Meeting Type	Business
June 17, 2021	Regular	- Subdivision review and approval - 2025 Comprehensive Plan Review
July 15, 2021	Regular	- Subdivision review and approval - Planning Department Operation Review - Continued 2025 Comprehensive Plan Review
August 19, 2021	Regular	Meeting Canceled
September 16, 2021	Regular	- Subdivision review and approval - Future meeting schedule discussion
October 28, 2021	Regular	Meeting Canceled
November 18, 2021	Regular	- Subdivision review and approval - Transportation planning practices and update - Community Appearance initiative introduction
December 16, 2021	Regular	Meeting Canceled
January 20, 2022	Regular	- Subdivision review and approval
February 17, 2022	Regular	- Organizational Meeting - Subdivision review and approval - Annual Citizen Advisory Council Training
March 24, 2022	Regular	Meeting Canceled
April 17, 2022	Regular	- Subdivision review and approval - Annual Report Discission - 2025 Comprehensive Plan Review Kick-off
May 19, 2022	Regular	- Subdivision review and approval - Annual Report - 2025 Comprehensive Plan Review





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**Agenda Item:** V-B

**Memorandum**

**From:** Allen McNeill, Planning and Community Development Director

**To:** Transylvania County Planning Board

**Date:** May 12, 2022

**Meeting Date:** May 19, 2022

**Subject:** Transylvania County Citizen Advisory Council Training

**Contact Info:** allen.mcneill@transylvaniacounty.org or (828)884-1710

**Attachment(s):** Updated 2025 Comprehensive Plan Charts (Figure 4, Figure 6, Figure 7)

**Purpose:** In accordance with the Transylvania County Planning and Development Charter, section 16-28, The Planning Board is tasked with reviewing the comprehensive plan annually and shall submit to the Board of Commissioners its recommendations, if any, for adoption or revision.

**Background:** All members of the Transylvania County Planning Board have been provided a copy of the 2025 Comprehensive Plan, adopted March 27th, 2017. Staff has prepared a brief presentation to review the content of the plan ahead of the Planning Board's review.

Special consideration should be made to plan sections specific to Focus Areas 2 and 3, Environmental Health Goals and Land Use & Livability Goals, as those sections more specifically pertain to regular items of business tasked to the Planning Board.

At your meeting on Thursday, April 21, 2022, the board had a brief discussion about the previous year's review of the plan and directed staff to prepare updated material depicting county population statistics following the release of the 2020 US Census.

**Financial Impact:** None

**Strategic Plan Goal & Strategy:** Goal 3: "County government is service driven, transparent and performance based with more active and engaged citizens."

Strategy 3B: "Provide timely, accurate, transparent and informative communication to the public and across the organization with superior customer service delivery."

**Recommendations:** Staff recommends the Transylvania County Planning Board consider the materials presented by staff, discuss the Transylvania County 2025.



**Transylvania County Population Update Report**

**From:** Allen McNeill, Planning and Community Development Director

**To:** Transylvania County Planning Board

**Date:** May 19, 2022

**Background:** The following report includes 3 charts, consistent with data depicted in the Transylvania County 2025 Comprehensive Plan, Figure 4, Figure 6, and Figure 7.

[A

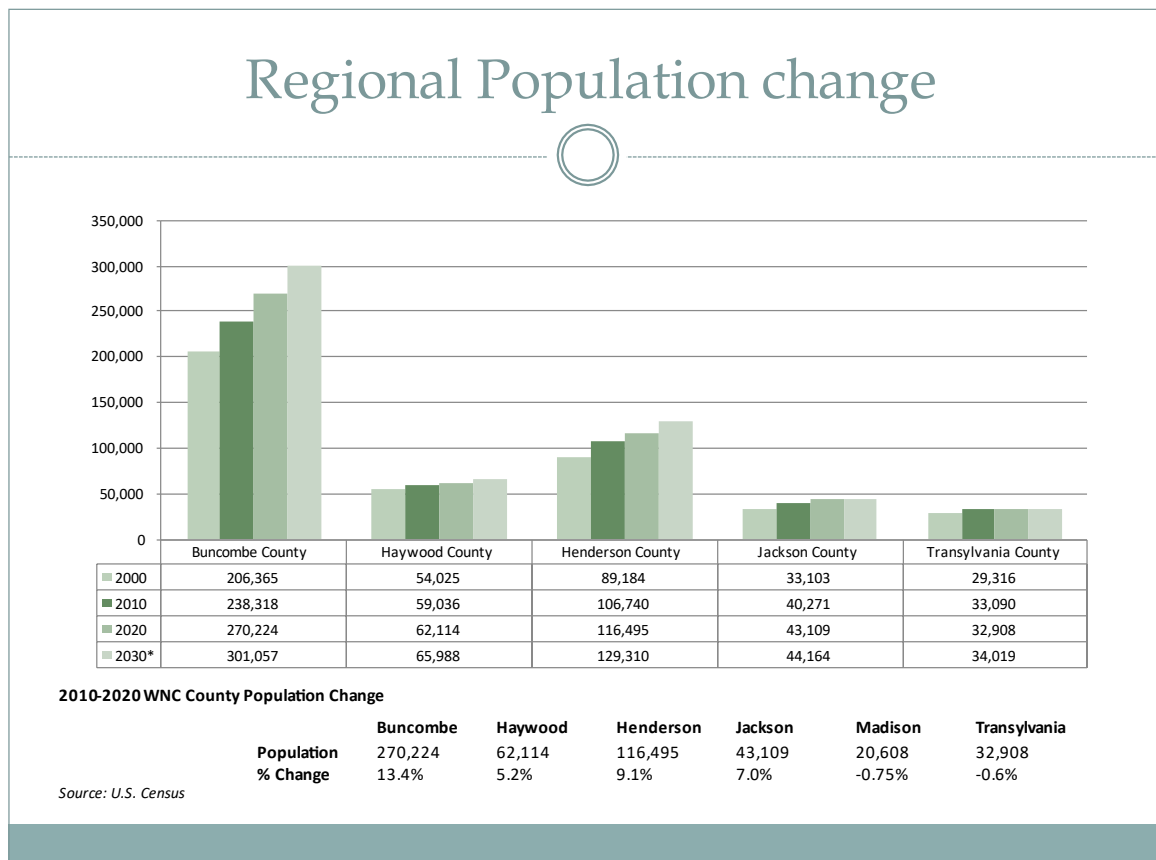
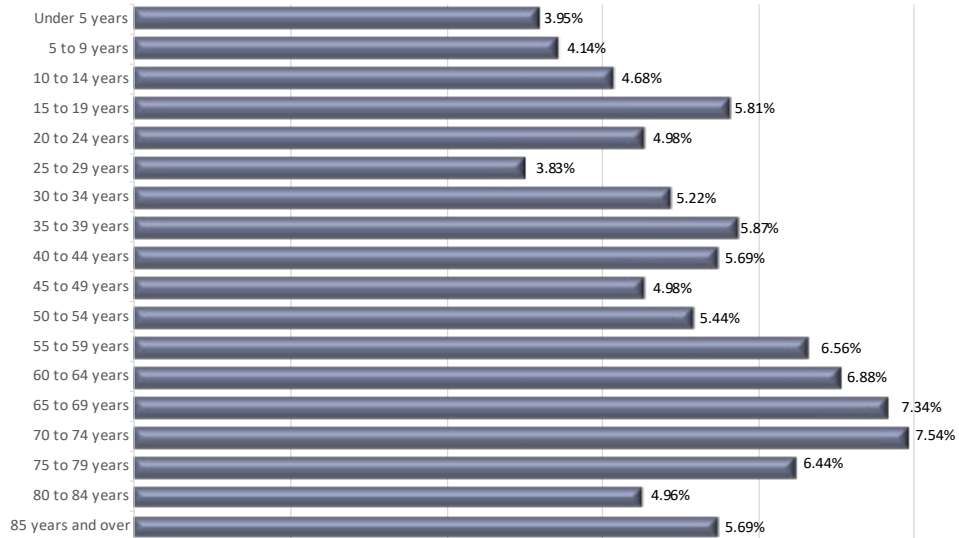


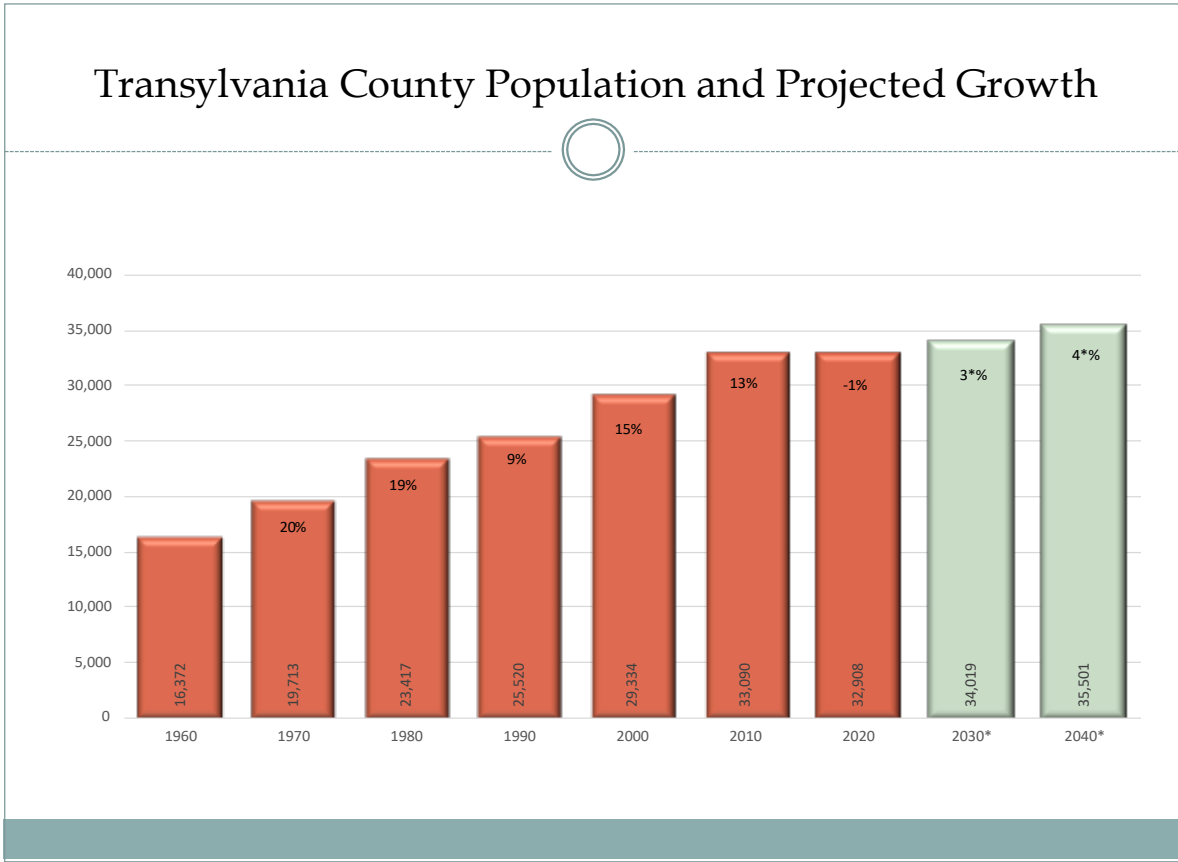
Figure 4 (pg. 4) of the Transylvania County 2025 Comprehensive Plan depicts regional population change and projected population change in Transylvania, and the surrounding four counties. Based on data provided above, the Jackson and Transylvania County did not see the projected population growth projected in 2020.

# Transylvania County Age Distribution 2020



[AM2]

Figure 6 (pg. 5) of the Transylvania County 2025 Comprehensive Plan depicts age distribution in Transylvania County. Based on data provided above, there is no evidence of significant demographical change in the county. Comparing the data above with the data projected in Figure 5, an observer can conclude that since 2010 Transylvania County has not seen an influx of new residents.



[AM3]

Figure 7 (pg. 7) of the Transylvania County 2025 Comprehensive Plan depicts population growth in Transylvania County. Based on data provided above, compared with figure 7 from the 2025 Comprehensive plan, estimated growth for Transylvania County from 2010 have not been reached.

