

**PLANNING AND
COMMUNITY DEVELOPMENT**

Allen McNeill, Director
Ashley Minery, Planner



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**Transylvania County Planning Board
January 20, 2022 at 6:00 PM
Commissioners Chambers, 101 South Broad Street**

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 (November 18, 2021)
 - B. Subdivision Approval and Updates
- V. OLD BUSINESS**
- 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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Agenda Item: IV-A

Memorandum

From: Allen McNeill, Planning and Community Development Director

To: Transylvania County Planning Board

Date: January 6, 2022

Meeting Date: January 20, 2022

Subject: Minutes from the November 18, 2021 regularly scheduled Planning Board Meeting

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

Attachment(s): 1. Draft meeting minutes from the November 18, 2021 regularly scheduled Planning Board Meeting

Purpose: Review and approve the Regular Meeting Minutes of the November 18, 2021 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 November 18, 2021.

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DEVELOPMENT DEPARTMENT**

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**Transylvania County Planning Board
November 18, 2021 at 6:00 PM
Commissioners' Chambers, 101 South Broad Street**

MINUTES

CALL TO ORDER

I. **WELCOME:** Chair Kimsey Jackson called the meeting to order at 6:00PM. Vice Chair Lauren Wise, Mrs. Karen Gleasman and Mr. Scott Sullivan were also present. Mr. Rick Lasater (excused), Mr. Beecher Allison (excused) and Mr. Terry McCracken (excused) were absent. 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 (September 16, 2021)
- B. Subdivision Approval and Updates

After a brief discussion and clarification of the presented information, Mr. Sullivan moved to approve the consent agenda in its entirety, and Mr. Wise seconded the motion. All present members voted in favor, and the motion carried.

V. **PRESENTATIONS/ RECOGNITIONS**

- A. **Transportation Update:** Mr. McNeill presented Transportation updates involving NCDOT and Land of the Sky RPO. He explained the process for the state choosing transportation construction projects, based on safety and efficiency. He also explained that cities can perform small scale construction projects such as potholes or repaving. NCDOT projects can be planned and approved years in advance, but pricing can change between a project's approval and beginning construction. Of the five approved upcoming projects, some might have reduced funding. Transylvania County's Fixed Route service

also recently increased its number of clients. Mr. McNeill answered the Board's questions about the fixed route service, and its possible future expansion to other areas of the county.

B. Community Appearance Initiative Introduction: Mr. McNeill explained the Transylvania County Tourism Authority approved \$20,000/year of funding for the new Community Appearance Initiative, for a period of three years. He explained the next steps in appointing the Committee. Transylvania County had a Community Appearance Initiative 10+ years ago. He explained the project helps owners clean properties when they are financially or physically unable to do so. The goal is to improve the aesthetic, safety, and cleanliness of properties in the county, that are visible from public roads. The project was reinstated due to public request. Mr. McNeill expressed the likelihood of asking a Planning Board Member to sit on the new Community Appearance Committee.

VI. NEW BUSINESS:

A. Director's Report: Mr. McNeill informed the Board of the Transylvania County Commissioners' vote to table the Cedar Mountain Small Area Plan at their recent meeting. He also announced Ashley Minery had moved the Planner position. The Administrative Support Specialist position is vacant, so the Planning Department still does not have a full staff. The next Planning Board meeting is scheduled for December 16, 2021 at 6:00PM. The Board briefly discussed the possibility of cancelling the December meeting due to the holidays and staffing shortages, but no decisions were made.

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

VIII. BOARD MEMBERS' COMMENTS: The Board discussed the Board of Commissioners' consideration process of the Cedar Mountain Small Area Plan and the Planning and Transportation Departments' current staffing positions. The Board also discussed public feedback they had received about Small Area Plans and their future role in Transylvania County. The Board also discussed a noise ordinance update it previously approved and sent to the Board of Commissioners for consideration. Mr. McNeill discussed his ambitions to unify the county's land use ordinances into a single document and update others, outside of the recently fulfilled 160-D update requirement. Ms. Gleasman motioned to adjourn the meeting, and Mr. Wise seconded the motion. All present members voted in favor and the meeting was adjourned at 7:08PM.

ADJOURNMENT

MINUTES APPROVED

Kimsey Jackson, Chairman

Ashley Minery, Recording Secretary

DRAFT



Agenda Item: VI-B

Memorandum

From: Allen McNeill, Planning and Community Development Director

To: Transylvania County Planning Board

Date: January 6, 2022

Meeting Date: January 20, 2022

Subject: Review of Subdivision Approvals by the Planning Department from November 11, 2021 to January 6, 2022

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

Attachment(s): 1. Subdivisions and Exemption Log from November 11, 2021 to January 6, 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 November, December and early January there were seven (4) subdivisions (3(2 lots), and 1(10 lot). For November, December, and early January there were 25 exemptions: 14 (1.1), 1 (1.6) and 7 (1.9), there were also 3 plats 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
November 11, 2021- January 6, 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
11/15/2021	Robert and Beth Kitteringham	Cody Petit	Dunns Rock	1.1	A. Minery	11/15/2021
11/15/2021	Reed and Rosaura Cluxton	Michael Petit	Gloucester	1.9	A. Minery	11/15/2021
11/4/2021	E. Roger and Lisa Raxter	Roger Raxter	Hogback	1.9	A. McNeill	11/4/2021
11/29/2021	Howard Gibson	Roger Raxter	Gloucester	1.9	A. McNeill	12/1/2021
11/29/2021	Mary Linville	Cody Petit	Dunns Rock	1.1	A. McNeill	11/29/2021
11/5/2021	Boundary Survey for Jason Hoxit	Keith Burns	Eastatoe	RO	A. McNeill	11/5/2021
11/6/2021	Plat Survey for Emily Clark	Kevin Goldsmith	Dunns Rock	1.1	A. McNeill	11/6/2021
11/8/2021	Plat Survey for Jordan Clark	Kevin Goldsmith	Dunns Rock	1.1	A. McNeill	11/8/2021
11/12/2021	Connestee Falls POA/ Gayle & Virginia Ramsey	Roger Raxter	Dunns Rock	1.1	A. McNeill	11/12/2021
11/17/2021	Lafferty Recombination	Roger Raxter	Dunns Rock	1.1	A. McNeill	11/17/2021
11/17/2021	Family Subdivision for Peyton and Haley McCall	Roger Raxter	Eastatoe	1.6	A. McNeill	11/17/2021
11/29/2021	Ronald Franklin Davis	Roger Raxter	Dunns Rock	1.1	A. McNeill	11/29/2021

11/29/2021	Glenlaurel Preserve Lot 53	Michael Petit	Cathey's Creek	1.9	A. Minery	11/29/2021
12/1/2021	Olson Recombo/ Connestee Falls POA	Robert Raxter	Dunns Rock	1.1	A. McNeill	12/1/2021
12/8/2021	Rocky Mountian Acres Lot 4-B	Roger Raxter	Hogback	1.1	A. McNeill	12/8/2021
12/8/2021	The Six L's LLC	Michael Petit	Hogback	1.9	A. McNeill	12/8/2021
12/21/2021	Timothy and Alexis Carrico	Roger Raxter	Dunns Rock	1.1	A. Minery	12/22/2021
12/21/2021	Susan Sasser	Roger Raxter	Little River	1.1	A. Minery	12/22/2021
12/28/2021	Kathleen Visco	Roger Raxter	Dunns Rock	1.9	A. Minery	
12/29/2021	Town of Rosman	Roger Raxter	Cathey's Creek	RO	A. Minery	12/29/2021
12/29/2021	Conserving Carolina	Roger Raxter	Eastatoe	RO	A. Minery	12/29/2021
12/29/2021	Samuel Lee Searcy	David C. Huntley	Boyd	1.1	A. Minery	12/29/2021
12/30/2021	Susan Berryman and Albert Rodriguez	Kevin Goldsmith	Brevard	1.1	A. Minery	
1/5/2021	Deborah Shelton	Kevin Goldsmith	Dunns Rock	1.1	A. McNeill	1/5/2021
12/9/2021	Barbara G. Jones, Trustee	Michael Petit	Little River	1.9	A. McNeill	12/9/2021
11/12/2021	Kimberly D. Allison	Kevin Goldsmith	Eastatoe	2 lots	A. McNeill	11/12/2021
11/16/2021	Layla Russell	Fulton Clinkscales	Little River	2 lots	A. Minery	11/24/2021
12/30/2021	Jesse Morgan	Cody Petit	Eastatoe	2 lots	A. Minery	1/3/2022
1/3/2022	Whisper Hills Phase 1A Lots1-10	Michael Petit	Hogback	10 lots	A. McNeill	1/3/2021

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