

**PLANNING AND  
COMMUNITY DEVELOPMENT**

Allen McNeill, Director  
Ashley Minery, Planner



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**Transylvania County Planning Board  
February 17, 2022 at 6:00 PM  
Commissioners Chambers, 101 South Broad Street**

**AGENDA**

**CALL TO ORDER**

- I. WELCOME**
- II. ORGANIZATIONAL MEETING**
  - A. Nomination and Election of the Chairperson
- III. PUBLIC COMMENT (15-minute time limit. Speakers are limited to three minutes.)**
- IV. AGENDA MODIFICATIONS**
- V. CONSENT AGENDA**
  - A. Minutes (January 20, 2022)
  - B. Subdivision Approval and Updates
- VI. PRESENTATIONS/RECOGNITIONS**
  - A. Annual Citizen Advisory Council Training
- VII. OLD BUSINESS**
- VIII. NEW BUSINESS**
  - A. Director's Report
- IX. PUBLIC COMMENT (15-minute time limit. Speakers are limited to three minutes.)**
- X. BOARD MEMBERS' COMMENTS**

**ADJOURNMENT**



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**Agenda Item:** II-A

**Memorandum**

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

**To:** Transylvania County Planning Board

**Date:** February 10, 2022

**Meeting Date:** February 17, 2022

**Subject:** Nomination and Election of Chair

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

**Attachment(s):** None

**Purpose:** Appoint a Chair to serve a term of one (1) year.

**Background:** As per Citizen Advisory Board policy approved by the Transylvania Board of Commissioners and consistent with the revised Transylvania County Planning Board Charter and Bylaws, the chair to the Transylvania County Planning Board is to serve a term of one year. Mr. Jackson was re-appointed by the Planning Board to the position of Chair on February 18<sup>th</sup>, 2021

**Financial Impact:** None

**Strategic Plan Goal & Strategy:** Goal 3: *"The community has vibrant nodes of economic and civic activity that create a draw for tourism as well as a platform for community engagement.."*

Strategy 3B: *"Support community involvement in civic activities across demographics and geographies."*

**Recommendations:** Staff recommends the Planning Board hold nominations for a Chair to serve a term of one (1) year and vote to elect the nominee to the position.



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**Agenda Item:** V-A

**Memorandum**

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

**To:** Transylvania County Planning Board

**Date:** February 10, 2022

**Meeting Date:** February 17, 2022

**Subject:** Minutes from the January 20, 2022 regularly scheduled Planning Board Meeting

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

**Attachment(s):** 1. Draft meeting minutes from the January 20, 2022 regularly scheduled Planning Board Meeting

**Purpose:** Review and approve the Regular Meeting Minutes of the January 20, 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 January 20, 2022.



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**Transylvania County Planning Board  
January 20, 2022 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 6:03PM. Mr. Lauren Wise, Ms. Karen Gleasman, and Mr. Beecher Allison were also present. Mr. Terry McCracken (excused), Mr. Scott Sullivan (excused), and Mr. Rick Lasater (excused) were absent. A quorum was present. Mr. Jon Rich of the Transylvania Times was also in attendance.
- II. **PUBLIC COMMENT** (15-minute time limit. Speakers are limited to three minutes.): There were no public comments.
- III. **AGENDA MODIFICATIONS:** There were no proposed agenda modifications.
- IV. **CONSENT AGENDA**
  - A. Minutes (November 18, 2021)
  - B. **Subdivision Approval and Updates**

After briefly discussing subdivision updates, Ms. Gleasman moved to approve the consent agenda in its entirety. Mr. Allison seconded the motion and all present members voted in favor. The motion carried.
- V. **OLD BUSINESS:** There was no old business to discuss.
- VI. **NEW BUSINESS**
  - A. **Director's Report**

Planning Director Allen McNeill reminded the Board of their next regularly scheduled meeting on Thursday February 17, 2022 at 6:00PM in the Commissioners' Chambers. The next meeting will also be an organizational meeting to elect a new Chair and Vice Chair. The next meeting will also include Citizen Advisory Training. Mr. McNeill also announced the upcoming interviews to fill the Transportation Planner position that was previously held by April Alm.

- VII. PUBLIC COMMENT** (15-minute time limit. Speakers are limited to three minutes.) There were no public comments.
- VIII. BOARD MEMBERS' COMMENTS:** The board briefly discussed the upcoming County Commissioners' and School Board meetings and upcoming appointments or reappointments to the Planning Board. It was clarified that the Board of Commissioners' meetings were still available to view online. Ms. Gleasman moved to adjourn the meeting, and Mr. Allison seconded the motion. All present members voted in favor and the motion carried. The meeting was adjourned at 6:14PM.

## ADJOURNMENT

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Ashley Minery, Planner

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Kimsey Jackson, Chair





**Agenda Item:** V-B

**Memorandum**

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

**To:** Transylvania County Planning Board

**Date:** February 10, 2022

**Meeting Date:** February 17, 2022

**Subject:** Review of Subdivision Approvals by the Planning Department from January 7, 2022- February 10, 2022

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

**Attachment(s):** 1. Subdivisions and Exemption Log from January 7, 2022 to February 10, 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 January 7, 2022- February 10, 2022 were five (5) subdivisions (4(2 lots), and 1(3 lots). For January 7, 2022- February 10, 2022 there were 15 exemptions: 7 (1.1), 2 (1.6) and 4 (1.9), there were also 2 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**  
**January 7, 2022- February 10, 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

<b>Date</b>	<b>Subdivision/Owner</b>	<b>Surveyor</b>	<b>Township</b>	<b>Type</b>	<b>Review Officer</b>	<b>Date Approved</b>
1/20/2022	Glen and Patricia Parker	Alex Ward	Boyd	2 lots	A. Minery	1/21/2022
1/21/2022	Randolph and Darlene Cope	Michael Petit	Little River	2 lots	A. Minery	1/21/2022
1/21/2022	North Cross Properties LLC	Fulton Clinkscales	Litter River	2 lots	A. Minery	1/26/2022
1/26/2022	David Funner Lance	Michael Petit	Gloucester	2 lots	A. Minery	1/28/2022
1/31/2022	Lou and David Gebb	Fulton Clinkscales	Brevard	3 lots	A. Minery	2/4/2022
1/11/2022	Robert and Cindy Sommer	Kevin Goldsmith	Dunns Rock	1.1	A. Minery	1/11/2021
1/11/2022	Bruce and Sally Timko	Kevin Goldsmith	Dunns Rock	1.1	A. McNeill	1/11/2021
1/12/2022	Lolan Eubanks Heirs	Kevin Goldsmith	Cathey's Creek	1.9	A. Minery	1/12/2022
1/19/2022	Terry and Elsa Peacock, Trustees	Robert Raxter	Dunns Rock	1.1	A. Minery	1/19/2022
1/25/2022	Richard Dialeader	Robert Raxter	Little River	RO	A. Minery	1/25/2022

1/27/2022	T.H. Custom Home Builders, LLC	Robert Raxter	Eastatoe	1.1	A. Minery	1/27/2022
1/31/2002	Nathan Korniotos and Hillary Hamilton	Cameron Baker	Cathey's Creek	1.9	A. Minery	
2/3/2022	David K. Edmonds and Meary Leigh Spradlin	Roger Raxter	Eastatoe	1.6	A. Minery	
2/3/2022	Aaron and Darby Bell	Roger Raxter	Hogback	1.1	A. Minery	2/4/2022
2/3/2022	Olin and Virginia McBride	Roger Raxter	Hogback	1.1	A. Minery	2/4/2022
2/8/2022	Howard Lee Gibson	Roger Raxter	Gloucester	1.9	A. Minery	2/10/2022
2/9/2022	Steven and Magaly Roth	Douglas A Garber	Boyd	1.6	A. Minery	2/9/2022
2/9/2022	Dr. Calin and Monica Braicu	Roger Raxter	Hogback	1.1	A. Minery	2/10/2022
2/10/2022	Pollock Land LLC Easements	Terry Baker	Boyd	RO	A Minery	

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**Agenda Item:** VI-A

**Memorandum**

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

**To:** Transylvania County Planning Board

**Date:** February 10, 2022

**Meeting Date:** February 17, 2022

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

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

**Attachment(s):** None

**Purpose:** Educate the Transylvania County Planning Board and public about the structure of county government in the state of North Carolina and the responsibilities and procedures required of the various Boards and Councils that work on behalf of the county.

**Background:** This is an educational presentation prepared by county administration staff to provide to all the various county Boards and Councils. The presentation has been modified to provide the Planning Board information and background on materials and responsibilities specific to their Board.

**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:** Being a routine educational presentation, with no direct land development implications, staff has no recommendations for the Transylvania County Planning Board as a result of this agenda item.

