

**Transylvania County Planning Board
March 16, 2023 at 6:00 PM Community
Services Building Conference Room, 106
East Morgan Street, First Floor**

AGENDA

CALL TO ORDER

- I. WELCOME**
- II. ORGANIZATIONAL MEETING**
 - A. Nomination and Election of Chair and Vice Chair
- III. PUBLIC COMMENT** (15-minute time limit. Speakers are limited to three minutes.)
- IV. AGENDA MODIFICATIONS**
- V. CONSENT AGENDA**
 - A. Minutes (January 19, 2023)
 - B. Minutes (February 16, 2023)
 - C. Subdivision Approval and Updates
- VI. NEW BUSINESS**
 - A. Staff's Report
- VII. PUBLIC COMMENT** (15-minute time limit. Speakers are limited to three minutes.)
- VIII. BOARD MEMBERS' COMMENTS**

ADJOURNMENT

**PLANNING AND
COMMUNITY DEVELOPMENT**

Jeff Adams, Director
Ashley Minery, Planner



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Agenda Item: II-A

Memorandum

From: Ashley Minery, Planner

To: Transylvania County Planning Board

Date: March 9, 2023

Meeting Date: March 16, 2023

Subject: Nomination and Election of Chair and Vice Chair

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

Attachment(s): None

Purpose: Appoint a Chair and Vice 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 vice chair to the Transylvania County Planning Board is to serve a term of one year. Mr. Wise's term recently ended, and Mr. Rick Lasater became the new Chair. A nomination is needed to replace the Chair and Vice Chair position.

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 and Vice Chair to serve a term of one (1) year and vote to elect the nominees to the positions.

Agenda Item: V-A

Memorandum

From: Ashley Minery, Planner
To: Transylvania County Planning Board
Date: March 9, 2023
Meeting Date: March 16, 2023

Subject: Minutes from the January 19, 2023 regularly scheduled Planning Board Meeting

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

Attachment(s): 1. Draft meeting minutes from the January 19, 2023 regularly scheduled Planning Board Meeting

Purpose: Review and approve the Regular Meeting Minutes of the January 19, 2023 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 19, 2023.

**Transylvania County Planning Board
January 19, 2023 at 6:00 PM
Cooperative Extension Conference Room,
106 East Morgan Street**

MINUTES

CALL TO ORDER

I. WELCOME: Mr. Lauren Wise called the meeting to order at 6:00PM. Mr. Kimsey Jackson, Mr. Beecher Allison, Mr. Scott Sullivan, Mr. Fred Morse, and Ms. Karen Gleasman were also present. Mr. Rick Lasater was absent. The Planning and Community Development Department staff Ms. Ashley Minery was in attendance. 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 (October 20, 2022)
- B. Subdivision Approval and Updates

Ms. Minery presented the draft minutes from the Board's previous meeting on October 20, 2022. She also explained the Planning Department had reviewed 16 subdivisions and 26 exemptions from October 10, 2022- January 13, 2023. There was no discussion of the consent agenda. Ms. Gleasman moved to accept the proposed consent agenda. Mr. Sullivan seconded the motion. All present members voted in favor and the motion carried.

V. NEW BUSINESS:

- A. Staff's Report

Ms. Minery explained today was Mr. Wise, Ms. Gleasman, and Mr. Allison's last meeting of their terms. Three new members will soon be appointed to Planning Board by the Commissioners. Ms. Minery also said a new Planning Director had been selected and would start in March. More information will be given at a later date.

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

VII. BOARD MEMBERS' COMMENTS: Mr. Sullivan thanked the exiting members for their

service. Mr. Allison explained he enjoyed his time on the board, but is unable to seek reappointment due to work requirements. Ms. Gleasman wished the board luck with future plans. Ms. Jackson thanked exiting members and explained recent school board projects. Mr. Morse introduced himself to the board. Mr. Wise thanked everyone for their time and service and expressed his gratefulness for getting to serve as board chair. Mr. Allison moved to adjourn the meeting. Mr. Sullivan seconded the motion. All present members voted in favor and the motion carried. The meeting adjourned at 6:19PM.

ADJOURNMENT

Ashley Minery, Planner

Rick Lasater, Chair

DRAFT

Agenda Item: V-B

Memorandum

From: Ashley Minery, Planner
To: Transylvania County Planning Board
Date: March 9, 2023
Meeting Date: March 16, 2023

Subject: Minutes from the February 16, 2023 regularly scheduled Planning Board Meeting

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

Attachment(s): 1. Draft meeting minutes from the February 16, 2023 regularly scheduled Planning Board Meeting

Purpose: Review and approve the Regular Meeting Minutes of the February 16, 2023 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 February 16, 2023.

**Transylvania County Planning Board
February 16, 2023 at 6:00 PM
Cooperative Extension Conference Room,
106 East Morgan Street**

MINUTES

CALL TO ORDER

- I. **WELCOME:** Mr. Rick Lasater called the meeting to order at 6:02PM. Mr. Scott Sullivan, Mr. Fred Morse, Ms. Wendy Warwick, Mr. Herschel Johnson, and Mr. Mike Privette were present. Mr. Kimsey Jackson was absent (excused). A quorum was present. Planning Department staff Ms. Ashley Minery and Ms. Darby Terrell were also present.
- II. **ORGANIZATIONAL MEETING:** The board briefly discussed officer elections. Mr. Johnson moved to delay elections until the next meeting so all members could be present. Mr. Morse seconded the motion. All present members voted in favor and the motion carried.
- III. **PUBLIC COMMENT:** (15-minute time limit. Speakers are limited to three minutes.): There were no public comments.
- IV. **AGENDA MODIFICATIONS:** There were no agenda modifications.
- V. **CONSENT AGENDA:**
 - A. Minutes (January 19, 2023)
 - B. Subdivision Approval and Updates

Due to the high number of new members and present members not attending the last meeting, the board discussed delaying the approval of the consent agenda. Mr. Johnson moved to delay voting on the consent agenda, Mr. Morse seconded the motion. All present members voted in favor and the motion carried.

VI. NEW BUSINESS:

- A. Citizen Advisory Board Training
Ms. Minery gave a presentation on Citizen Advisory Board training for the Board. The presentation served as training for new members and also a reminder of duties and responsibilities for experienced members. The training involved information on Transylvania County's government hierarchy, Planning Board's responsibilities, open meetings law, conflicts of interests, attendance requirements, and possible future projects.

B. Staff's Report

Ms. Minery welcomed new members and explained a new Planning Department Director would attend the next meeting.

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

VIII. BOARD MEMBERS' COMMENTS: The members took turns introducing themselves to other board members and staff. The board also expressed their eagerness for future projects. Mr. Privette motioned to adjourn the meeting. Mr. Johnson seconded the motion. All present members voted in favor and the motion carried. The meeting adjourned at 7:07PM.

ADJOURNMENT

Ashley Minery, Planner

Rick Lasater, Chair

Jeff Adams, Director
Ashley Minery, Planner

Agenda Item: V-C

Memorandum

From: Ashley Minery, Planner

To: Transylvania County Planning Board

Date: March 9, 2023

Meeting Date: March 16, 2023

Subject: Review of Subdivision Approvals by the Planning Department from February 9, 2023- March 9, 2023.

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

Attachment(s): 1. Subdivisions and Exemption Log from February 9, 2023- March 9, 2023.

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 February 9, 2023- March 9, 2023, there were eight **(8) subdivisions- seven 2 lots and one 3 lots**. For February 9, 2023- March 9, 2023, there were eight **(8) exemptions: 5 (1.1), and 3 (1.9)**.

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
February 9, 2023- March 9, 2023

- 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
2/13/2023	Elisha, Shaun, and William Dodson	Michael Petit	Eastatoe	2 lots	D. Terrell	2/14/2023
2/10/2023	Kacey Lee Dougher	Kevin Goldsmith	Eastatoe	2 lots	A. Minery	2/10/2023
2/27/2023	James and Tracy Cauble	Kevin Goldsmith	Catheys Creek	2 lots	A. Minery	2/27/2023
2/27/2023	Jacob Cauble	Kevin Goldsmith	Catheys Creek	2 lots	A. Minery	2/27/2023
3/1/2023	Jacob and Bianca Riddle	Roger Raxter	Catheys Creek	2 lots	A. Minery	
3/1/2023	Timothy Phillips	Robert Raxter	Boyd	3 lots	A. Minery	3/1/2023
3/3/2023	Pamela Fry and George Mitchell	Kevin Goldsmith	Boyd	2 lots	A. Minery	3/3/2023
3/3/2023	Randolph and Darlene Cope	Michael Petit	Little River	2 lots	A. Minery	3/3/2023

2/10/2023	Kelly Hunt	Kevin Goldsmith	Dunns Rock	1.1	D. Terrell	2/10/2023
2/15/2023	Alexander Zweibach	Kevin Goldsmith	Dunns Rock	1.1	D. Terrell	2/15/2023
2/20/2023	Ernest and Shelia Galloway	Mike Petit	Cathey's Creek	1.9	A. Minery	2/21/2023
2/21/2023	Robert, Darren, and Ronald Rogers	Mike Petit	Eastatoe	1.9	A. Minery	2/22/2023
2/16/2023	Michael and Jayne Hill	Mike Pfoutz	Dunns Rock	1.1	A. Minery	2/22/2023
2/28/2023	Mark and Katherine Adams	Jared Owenbey	Cathey's Creek	1.1	A. Minery	2/28/2023
3/7/2023	Thomas and Lynne Waller	Mike Pfoutz	Dunns Rock	1.1	A. Minery	3/8/2023
3/7/2023	Kenneth and Rhonda Friedline	Kevin Goldsmith	Boyd	1.9	A. Minery	3/7/2023

Planning and Community Development

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