

**PLANNING AND  
COMMUNITY DEVELOPMENT**

Mark Burrows, Director  
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**TRANSYLVANIA COUNTY PLANNING BOARD MINUTES**

**Regular Meeting, April 19, 2018**

**Call to Order, Chair Hogsed**

The Transylvania County Planning Board met in regular session on Thursday, April 19, 2018, at 7:00pm in the Community Services Building Conference Room. Members present were Chair Daryle Hogsed, Kimsey Jackson, Bob Twomey, Sandy Watson, and Lauren Wise. Vice-Chair Mack McNeely and Steve Woodsmall were absent (both excused). Staff members present were Transylvania County Planning and Community Development Director Mark Burrows, County Planner Joy Fields and Program Assistant Kalen Lawson. There were no citizens or media present.

**I. Welcome**

**II. Public Comment**

none

**III. Approval of Agenda**

A motion was made by Lauren Wise to approve the March 15, 2018 agenda, which was seconded by Sandy Watson and carried unanimously.

**IV. Approval of Minutes**

A motion was made by Sandy Watson to approve the minutes of the March 15, 2018 regular meeting. The motion was seconded by Bob Twomey and carried unanimously.

**V. Subdivision Approvals and Updates**

- Joy Fields notified the Planning Board that there were fourteen (14) exception plats, and one (1) 3-lot subdivision approved between March 14, 2018 and April 17, 2018.
- Mark Burrows shared concerns of the quality of the road at "The Preserve at Rock Creek" which is looking to subdivide more lots. He also noted that planning board member Sandy Watson accompanied him and Joy Fields to a subdivision road inspection.

**VI. Old Business:**

**A. Mountain Ridge Protection Ordinance**

- Joy Fields shared that Staff visited Mountain Falls Luxury Motorcoach Resort that is on a protected mountain ridge and gave a letter to the POA regarding the ordinance. They already have restrictions that buildings cannot be greater than forty feet.
- Staff mailed over 300 letters to property owners who have an identified protected mountain ridge on their property. Approximately six property owners contacted staff to verify they could still build and staff confirmed they could build structures forty feet in height or less and they were satisfied. Two letters were returned as being undeliverable.
- As the planning board has already reviewed the updated ordinance line-by-line, staff proposed the planning board just review the revised definition of Dunn's Rock. Staff noted that they discussed this definition with the property owner who stated that all of the Castle Rock and most of Dunn's Rock is under conservation easement restrictions.
- There being no further discussion, a motion was made by Kimsey Jackson to approved the draft ordinance and submit to the county commissioners. The motion was seconded by Lauren Wise and passed unanimously.
- Staff will prepare an agenda memo to get on the calendar for the commissioners to review.

**B. Joint Planning Board Meeting**

- Mark Burrows had proposed pursuing a joint meeting with the City of Brevard and the Transportation Advisory Committee (TAC), however, a date has not been set due to scheduling conflicts.

**VII. New Business:**

**A. 2025 Comprehensive Plan Annual Update of Accomplishments**

- Mark Burrows announced that the Transylvania County 2025 Comprehensive Plan received an Award of Merit in a national competition for comprehensive plans for counties less than 50,000 in population, sponsored by the American Planning Association Division of Counties. Mark Burrows will receive the national award at the upcoming conference. He also proposed inviting the community advocates attend a celebration and be recognized for their efforts at the next planning board meeting.
- The Success Matrix from the plan can be shared at the celebration to demonstrate the plan's effectiveness. A draft was distributed at the meeting.
- It was suggested that the Planning Board Chair invite county commissioners to the celebration and recognition event.

**B. 2020 Census**

- 2020 Census is coming up and having all Transylvanians complete the Census is a benefit to the County and schools. Mark Burrows noted that the Census will be on all the agenda for the next two years.
- Staff ensured the County is registered for the census. Staff have reached out to Kevin Shook in Communications to partner for the success of the Census.
- The value of an accurate and complete census was reiterated.

**C. Planning & Community Development Department Director's Report**

- Planning board was encouraged to attend the NCDOT public input meeting on R-5800 being held May 17 at the Board of Elections between 3pm and 7pm. Staff will e-mail a link to a safety video regarding roundabouts.
- Housing Assistance Corporation (HAC) received \$100,000 in funding for Transylvania County urgent repair needs.
- May 27<sup>th</sup> is the deadline for Letters of Interest in regard to a multi-family workforce housing development on county property.
- March 29<sup>th</sup> was the first Comprehensive Bike Plan stakeholder's meeting. There will be four community input meetings in Rosman, Brevard, Little River and Cedar Mountain.
- The first wayfinding signs were recently installed from a grant from the Appalachian Regional Commission (ARC) with a match from the Tourism Development Authority (TDA).
- The Community Center Grant Program grants were awarded and include each center being a wifi/cellphone hotspot, as well as several grants for public health and safety.
- May 14 at 6pm will be a Small Area Plan meeting at the Cedar Mountain Community Center and planning board members are invited to attend.
- The Lake Toxaway Group has hired a consultant to begin to define their community and its needs.
- Project Empathy is supporting the program "Time to Talk: About Guns" at Dunham Auditorium at Brevard College on April 24 at 6:30pm. The moderator will be Brevard Police Chief Phil Harris.
- Joy Fields stated that a "State of the Seniors" report is being developed to identifying resources and gaps. Staff will issue a draft for planning board's review.
- Joy Fields and Lauren Wise will attend School of Government training offered in Asheville on May 10<sup>th</sup>.
- May 19<sup>th</sup> is the Historic Home Ramble sponsored by a partnership between the Joint Historic Preservation Commission, the Heritage Museum and the Historical Society.

**D. Other**

- none



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**VIII. Public and Board Member Comments**

- Lauren Wise: Congratulated staff on the comprehensive plan and noted it was a huge asset.
- Bob Twomey: Noted wayfinding signs were very nice. Also noted the Hooker Falls bathroom construction in DuPont Forest is underway. Stated that the Tourism Development Authority placed an informational kiosk about the county at DuPont Forest.
- Sandy Watson: Is interested in upcoming roadwork throughout county.
- Kimsey Jackson: Shared concerns about the program regarding "Time to Talk About Guns". Noted he saw ads for Henderson County and a local realtor in an in-flight magazine, but did not see one for Transylvania County.
- Daryl Hogsed: Thanked everyone. Congratulated staff for the national comprehensive plan award. Noted involvement with LOS RPO and TAC and relationships brought about many of the road upgrades.

**IX. Adjourn**

There being no further discussion, a motion was made by Kimsey Jackson to adjourn, seconded by Bob Twomey and carried unanimously.

**MINUTES APPROVED**

  
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Daryl Hogsed, Chair

  
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Kalen Lawson, Recording Secretary