

**PLANNING AND
COMMUNITY DEVELOPMENT**

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**Transylvania County Planning Board
February 20, 2025 at 6:00 PM
Cooperative Extension Conference Room,
106 East Morgan Street**

MINUTES

CALL TO ORDER

- I. **WELCOME:** Prior to the start of the meeting, Mr. Jeremiah McCall was sworn in as new Planning Board member by Ms. Trisha Hogan, Clerk to the Transylvania County Board of Commissioners. Prior to the meeting, staff realized an organizational meeting was necessary and called the meeting to order at 6:01PM. In addition to Mr. McCall, Mr. Mike Privette, Mr. Greg Cochran, Mr. Bramley Fisher, Mr. Rick Lasater, and Mr. Herschel Johnson were present. Ms. Wendy Warwick was absent (excused). A quorum was present. Mr. Jeff Adams, Ms. Ashley Minery, and Ms. Darby Terrell of the Planning and Community Development department were present. Ms. Jaime Laughter, Transylvania County Manager, and Mr. Chase McKelvey, Transylvania County Commissioner, were also in attendance. There were no members of the public present.
- II. **PUBLIC COMMENT:** (15-minute time limit. Speakers are limited to three minutes.):
There was no public comment.
- III. **AGENDA MODIFICATIONS:** Staff presented the need to add an organizational section to the agenda to choose new a new chair and vice chair. Mr. Privette moved to add "Organizational Meeting" as agenda item IV. Mr. Cochran seconded the motion. All present members voted in favor and the motion carried.
- IV. **ORGANIZATIONAL MEETING:** Mr. Privette moved to nominate Mr. Lasater as Chair, and Mr. Fisher seconded the motion. All present members voted in favor, and the motion passed. Mr. Johnson moved to nominate Mr. Privette as vice chair, and Mr. Cochran seconded the motion. All present members voted in favor, and the motion passed. The board and present staff introduced themselves to Mr. McCall.
- V. **CONSENT AGENDA:**
 - A. **Minutes (January 16, 2025)**
Mr. Lasater assumed control of the meeting. Mr. Lasater said the minutes should be edited to reflect that Mr. Cochran and Mr. Jackson did not recuse themselves from the School Board Community Appearance Application (CAI# 24-07) discussion but rather were recused by the board. Mr. Johnson moved to approve the consent agenda with the

forementioned edit. Mr. Privette seconded the motion. All present members voted in favor and the motion carried.

VI. OLD BUSINESS: Transylvania County Comprehensive Housing Report: Draft Summary of Data and Research, last updated February 13, 2025.

Board members provided feedback and asked for clarification on various parts of the Data and Research Draft. Ms. Laughter was able to answer some questions, but most of the feedback was recorded to be sent to TPMA. Edits will be made to the draft, as the Transylvania County Planning Board serves as the Steering Committee for the Comprehensive Housing Study. More drafted sections from TPMA are expected in the coming months.

VII. NEW BUSINESS

There was no new business.

VIII. INFORMATIONAL OR DISCUSSION ITEMS:

A. Subdivision & Exemptions Update

Ms. Minery provided the staff report for the Planning Department's recent approvals. In January 2025, the department approved 4 subdivision applications. This resulted in the creation of 4 new lots. The department also approved 20 subdivision exemption applications. Of these, 11 were for one development's (Mountain Falls) limited common area (a review only category where no physical lot boundaries are changed). Of the remaining 9 exemptions, 7 were lot recombinations, 1 was less than 2 acres divided, with no new right of way dedication, and one was a lot line adjustment. In comparison, these numbers were higher than the 16 exemptions and 0 subdivisions reviewed in January of 2024.

B. Transportation Update

Ms. Terrell provided recent ridership statistics for Transylvania County's Public Transportation fixed route and demand response services. In January, the fixed route had 130 riders, and the demand response had 1275 riders. In comparison this is a decrease from January of 2024 ridership (193 and 1451 riders respectively).

C. Comprehensive Plan Update

Mr. Adams informed the board of the next steps in the Comprehensive Plan process. Staff will be developing the randomized community survey and will start drafting sections of the plan. As previously stated, Hurricane Helene will cause a slight delay in the overall project timeline, but staff estimates having survey results this summer, a priority session summary in August or September, and an action plan summary ready for review in the fall. A final plan draft is estimated for December 2025.

D. Community Appearance Initiative Update

Mr. Adams explained the current available CAI funding. The Hamilton CAI # 24-04 will be an agenda item for next month's meeting. The CAI #24-06 application was withdrawn, and CAI#24-07 was denied at the previous meeting. TDA funding for the Community Appearance Initiative has also been renewed for the next fiscal year.

E. Housing Study Update

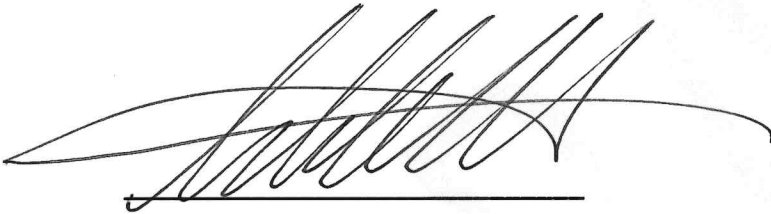
Ms. Minery explained TPMA's goal to have drafts ready for staff to present to the board over the next few months. Ms. Laughter thanked the board for their detailed feedback on the data and research section of the study.

IX. PUBLIC COMMENT: (15-minute time limit. Speakers are limited to three minutes.)

There was no public comment.

X. BOARD MEMBERS' COMMENTS: Various board members wanted staff to pass their appreciation for Mr. Jaime Green's comments at the January meeting on transportation services. Commissioner McKelvey asked about the transportation's fixed route stop signs. Staff explained it has been difficult in the past to get business to allow permanent sign instillation. Commissioner McKelvey offered his assistance in meeting with business owners to help expediate the process. Mr. Privette requested a list of all past CAI fund recipients. The next meeting is scheduled for March 20, 2025. Mr. Lasater moved to adjourn the meeting. Mr. Johnson seconded the motion. All present members voted in favor and the meeting adjourned at 7:06PM.

XI. ADJOURNMENT:

A stylized, cursive handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke at the end.

Ashley Minery, Planner

A cursive handwritten signature in black ink, with the first name 'Rick' clearly legible and the last name 'Lasater' written in a more fluid, connected script.

Rick Lasater, Chair

