

**PLANNING AND
COMMUNITY DEVELOPMENT**

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**Transylvania County Planning Board
April 17, 2025, at 6:00 PM
Multipurpose (Commissioners) Chambers
101 S. Broad Street, Brevard, NC**

MINUTES

CALL TO ORDER

- I. **WELCOME:** Mr. Rick Lasater called the meeting to order at 6:00PM. Ms. Wendy Warwick, Mr. Mike Privette, Mr. Bramley Fisher, and Mr. Jeremiah McCall were also present. A quorum was present. Mr. Jeff Adams of the Planning Department was also present. There were two members of the public in attendance.

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

III. **AGENDA MODIFICATIONS:**

Mr. Adams requested the Board move the New Business after Old Business, to allow the applicants time to be present for this item. Mr. Lasater called for a motion.

Mr. Fisher moved to move the New Business section to after the Old Business section upon staff request. Mr. Privette seconded the motion. All present members voted in favor and the motion passed.

- IV. **CONSENT AGENDA:** There was no discussion of the consent agenda.

A. **Minutes (February 20, 2025)**

Mr. Lasater moved to approve the consent agenda as presented and approved the pending change to the presented minutes. Ms. Warwick seconded the motion. All present members voted in favor and the motion passed.

V. **OLD BUSINESS**

- A. **Reconsideration of CAI# 24-04, Rodney Hamilton, on behalf of Christine Hamilton is requesting Community Appearance Initiative assistance.**

Mr. Adams reported that staff, including Mr. Smith, had contacted the property owners multiple times and sent the agreement twice. However, there had been no response or action from the property owners to sign the agreement.

Mr. Lasater inquired about staff's recommendation. Mr. Adams advised the Planning Board to table the item to allow staff additional time—approximately one month—to follow up with the applicant.

Board members discussed the recommendation and asked clarifying questions. Mr. Privette moved to allow the applicant for 30 days to sign the agreement and then 90 days after the agreement is signed before the contract is closed. Mr. Fisher seconded the motion. All present un-recused members voted in favor and the motion passed. Ms. Warwick asked which staff members would be responsible for contacting the applicant. Mr. Adams confirmed that he and Mr. Smith would handle outreach. Mr. Privette added that Mr. Greg Cochran, who has a connection to the applicant, would also be asked to assist.

B. Transylvania County 2050 Comprehensive Plan Update Draft: Formatting, Introduction & Elements

Mr. Adams informed the Board that the department has spent the past two weeks preparing two different surveys to be distributed. He explained that the first survey will be mailed to randomly selected individuals. These recipients will first receive a postcard notifying them that they were randomly chosen to participate. The postcard will include a QR code linking to the online version of the survey, with the option to wait for a physical copy to arrive by mail.

Mr. Privette asked how the addresses were selected randomly. Mr. Adams explained that the department used the county tax roll, along with separate lists for mobile homes and rental properties, to ensure a diverse mix of housing types. From this combined list, a randomized selection process was used to generate the mailing list.

Mr. Lasater asked how the department determined which parts of the community would receive the survey. Mr. Adams clarified that no specific areas were targeted, as the selection process was entirely randomized.

Mr. Privette inquired whether the addresses used matched those on file with the tax office. Mr. Adams confirmed that the list was sent to the tax office. Mr. Privette noted that this could result in surveys being sent to out-of-state property owners. Mr. Adams acknowledged this, estimating that approximately 30% of the mailings may go to out-of-state addresses.

Mr. Adams emphasized that the goal is to gather responses primarily from full-time or year-round residents of the county. He added that once the data from both surveys is collected, it will be up to the Board to analyze and interpret the results for use in planning.

Mr. Lasater asked whether any area might receive more surveys than others. Mr.

Adams responded that this would be unknown due to the random nature of the process.

Mr. Adams also noted that survey respondents will self-identify their location within the survey, and the department has not implemented a system to track individual responses.

Several Board members asked whether recipients of the mailed survey could submit multiple responses using the online version. Mr. Adams responded that the department has implemented a restriction on the online survey to prevent multiple submissions from the same IP address, helping to ensure the integrity of the data collected. This process will be repeated for the public survey.

Several Board members asked clarifying questions on the survey process.

Mr. Adams updated the Board on the status of the Comprehensive Plan, noting that the project is now in Phase 2. In addition to the survey efforts, staff are actively working on drafting sections of the plan. He stated that the creation of the draft will continue through the summer, with the goal of transitioning into community engagement in the fall. During that time, the department plans to hold meetings at local Community Centers to gather public feedback on the priorities of the plan.

Mr. Adams presented the outline for the Comprehensive Plan to the Board and led a brief exercise in which members reviewed and identified vision statements from surrounding counties. He proposed that the Board begin organizing the plan into the sections presented and consider updating the vision statement, if desired.

Mr. Adams also noted that the most comprehensive plans include a Future Land Use Map, as did the county's previous plan. However, he emphasized that without zoning regulations, the county has limited land use tools available. He encouraged the inclusion of a future land use trend analysis to help guide long-term planning decisions.

Mr. Adams stated he is hoping to send the Board the first section to them within the next two weeks, for them to review. He projects the draft sections will be worked on for the next 7 months.

Mr. Privette initiated a discussion regarding the Planning Board's role in drafting the Comprehensive Plan, expressing his belief that it is the Board's responsibility to write the plan.

Mr. Adams responded by noting that, in his experience, staff typically drafts the plan, which is then presented to the Board for review, feedback, and approval. He

stated that he had not previously worked with a board that authored the plan themselves.

Mr. Lasater added that the Board's role has traditionally been to review draft materials and suggest adjustments or revisions as needed.

Mr. Adams also informed the Board that he plans to utilize modern AI tools to assist in preparing some of the written content for the plan, helping to streamline the drafting process. The discussion continued with the expectations of the board members regarding their involvement with drafting the plan.

Ms. Warwick asked clarifying questions on how we would be including other jurisdictions plans into the County's plan. She also asked questions about some of the wording used in the presented introductory language the Board was given. A discussion began on certain trends within the county, by Board members.

Mr. McCall asked about where the zoning was in the County.

Mr. Adams clarified that the area under discussion falls within the Pisgah Forest Zoning District. This led to a broader discussion among Board members about the Pisgah Forest area and the zoning regulations in place. Members noted that community opinions are divided, with some residents supporting zoning and others opposing it.

Ms. Warwick requested an update on the Longcliff development in the Lake Toxaway community.

Mr. Fisher echoed the request, noting that he had attended the open house for the development.

Board members engaged in a discussion about Longcliff and the progress made since the developers last presented to the Board. Mr. Adams shared that the developers had hosted an open house tour, during which they indicated that construction would begin in the summer.

Mr. Fisher added that, based on his observations, work on the site appears to have already begun.

Mr. Adams stated staff expects a groundbreaking in the Fall.

Mr. Fisher stated he was happy the developers were unable to get out of the Conservatory. Which will allow the public to have access to around 40 acres.

Board members continued the discussion regarding the Longcliff development, focusing on the current construction activity and what portions of the site are accessible to the public at this stage. Members shared observations and questions about which areas are open, whether public tours or visits are permitted during construction, and how the development is progressing relative to the timeline shared by the developers.

Mr. Lasater stated he had received an email about Cedar Mountain and the local officials' meeting for the Roundabout. He asked the staff what that entailed.

Mr. Adams stated it was two meetings at the Cedar Mountain Community Center to discuss with both local officials and community members the potential of a new mini roundabout in Cedar Mountain located at the intersection of Greenville Highway and Cascade Lake Road.

VI. NEW BUSINESS:

A. Consideration of CAI# 25-01, Lamorna Pascoe and Jeff Skylar requesting Community Appearance Initiative assistance for 1588 Probart St.

Mr. Adams introduced a new Community Appearance Initiative (CAI) application to 1588 Probart Street (CAI #25-01). He presented the application along with visual images of the property, noting that it is visible from the road. Mr. Adams and Mr. Smith conducted a site visit on April 7 and met with the applicants.

Mr. Adams described the site conditions, which included demolished structures, embedded trash, and potentially hazardous materials. He informed the Board that the property owners had already invested approximately \$40,000 in cleanup efforts prior to submitting the application. The current application includes a budget of at least \$19,000 for continued cleanup, with a request for \$8,546.92 in CAI funding to cover dumpster fees.

Mr. Lasater asked for clarification regarding the property size, citing discrepancies in the County's GIS Parcel Information. Mr. Skylar responded that the property is 4.5 acres and provided background on the cleanup efforts, including the use of nine dumpsters, most of which were used to remove trash from the creek bed.

Mr. Skylar and Ms. Pascoe described the structures that had been demolished and confirmed their intention to retain the house with the red roof. Ms. Warwick asked whether any demolished structures would be replaced. The applicants explained that due to septic system limitations, they are restricted to a one-bedroom home on the property.

Mr. Lasater noted that he was familiar with the previous owners through his prior career and helped clarify the size of the remaining house in response to questions from other Board members.

Board members discussed various aspects of the property, including how the applicants purchased it sight unseen, its location within the City of Brevard's Extra-Territorial Jurisdiction (ETJ), and other relevant details.

Mr. Fisher asked for clarification on the financial figures presented in the staff report. Mr. Privette expressed skepticism about the visibility of trash from the road but stated that, due to the applicants' proactive efforts, he would support covering the full cost of dumpster fees. Ms. Warwick agreed with Mr. Privette's assessment of the applicants' efforts but indicated she was not in favor of full funding.

Mr. Privette reiterated his support, emphasizing that the applicants were fulfilling the program's goal of beautifying the county. Mr. Lasater confirmed that he had visited the site twice and observed visible trash. He agreed that the applicants had already made significant progress and suggested awarding funding for two additional dumpsters, along with straw and native trees for planting, totaling an additional \$4,000.

The Board continued to deliberate on the appropriate funding amount and how the funds should be allocated.

Mr. Privette moved to pay for all of the tipping fees, \$8,546.92. There was no second.

Mr. Fisher moved to give the applicants \$6,000 for tipping fees. Mr. Privette seconded the motion. There was discussion about the motion by the Planning Board members. The motion passed 4 to 1. Mr. Lasater, Mr. Privette, Mr. Fisher, Mr. McCall voted in favor, and Ms. Warwick voted against the motion.

Following the discussion, the Planning Board approved a timeline for the project at 1588 Probart Street (CAI #25-01). The applicants were given 30 days from the date of the meeting to sign the funding agreement, and 90 days from the date of signing to complete the cleanup project.

VII. INFORMATIONAL OR DISCUSSION ITEMS:

A. Subdivision & Exemptions Update

Ms. Adams updated the Board on February and March numbers for Subdivisions and Exemptions. He stated the subdivisions were at par, but the exemptions did dip to 9.

B. Transportation Update

Mr. Adams updated the Board the Fixed Route numbers for 2025 are a little low. Staff are hoping these numbers will rebound in the next couple of months. He then presented the demand response graphs, which showed the numbers are on par, even though they are a little lower due to missing some operating days due to the weather. 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. Transylvania 2050 Comprehensive Plan Update

Already gave the update in the previous section.

D. Community Appearance Initiative Update

Mr. Adams updated that the budget has been done for the upcoming year, and there have not been any new applications or projects.

E. Transylvania County Comprehensive Housing Study Update

Mr. Adams updated the Board the update has been pushed to the next meeting. Staff's waiting for the next section's draft.

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

There was no public comment.

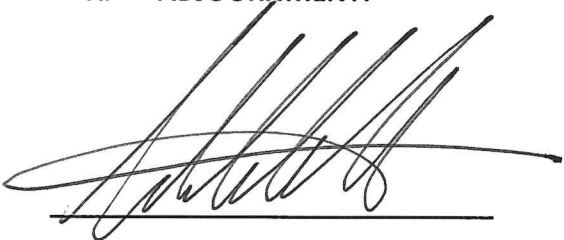
IX. BOARD MEMBERS' COMMENTS:

Mr. Fisher stated talked to Dr. Fletcher the day he was touring Longcliff for the open house. He stated she was pleased that the board turned them down for the CAI application. Dr. Fletcher told him that was something the School District did not need to be involved with that property.

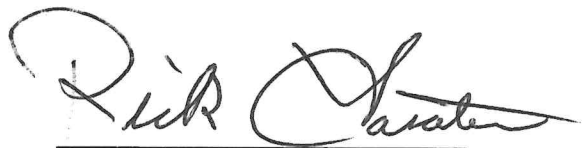
Board members discussed the situation with each other.

Mr. Fisher moved to adjourn the meeting. Ms. Warwick seconded the motion. All present members voted in favor and the meeting adjourned at 7:21 PM.

X. ADJOURNMENT:



Ashley Minery, Planner



Rick Lasater, Chair

