
**Transylvania County Planning Board/Board of Adjustment
Meeting**

**Thursday, October 16, 2025, 6:00 PM
Community Services Building Conference Room
106 East Morgan Street, First Floor
Brevard, NC**

CALL TO ORDER

I. WELCOME

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

III. AGENDA MODIFICATIONS

IV. CONSENT AGENDA

A. Special Called Meeting Minutes of the BOA/PB, including the adoption of the SV#25-01 Findings and Order (September 17, 2025)

B. Special Called Meeting Minutes of the PB (September 17, 2025)

V. NEW BUSINESS

A. Transylvania Natural Resources Council

Advise the Planning Board on environmental regulatory ordinances as authorized under state statutes that are being reviewed for recommendation to the Board of Commissioners upon request by the Planning Board. The Board of Commissioners may assign special projects to the Council, such as natural resource inventories.

VI. OLD BUSINESS

A. Transylvania 2050 Comprehensive Plan Update: Section One

Review of a DRAFT report of the Community Survey findings for inclusion in the 2050 Comprehensive Plan.

VII. INFORMATIONAL OR DISCUSSION ITEMS

A. Subdivision & Exemptions Update

B. Transportation Update

C. Transylvania 2050 Comprehensive Plan Update

D. Community Appearance Initiative Update

E. Transylvania County Comprehensive Housing Study Update

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

IX. BOARD MEMBERS' COMMENTS

X. ADJOURNMENT

**Transylvania County Board of Adjustments
Special Meeting
Wednesday, September 17, 2025, at 6:00 PM
Commissioner's Multipurpose Chambers
101 South Broad Street
Brevard, NC**

MINUTES

CALL TO ORDER

- I. **WELCOME** Chairman Lasater called the meeting to order at 6:00 PM and introduced the members of the Board. All members were present and a quorum convened. County staff members, Mr. Adams and Ms. Minery were present, and were supported by County Deputy Attorney, Ms. Hooten. One member of the public was present.

II. **AGENDA MODIFICATIONS**

III. **NEW BUSINESS**

A. PUBLIC HEARING

Consideration of SV# 25-01, Sign Variance request by Robert Singleton II, for 5490 Asheville Highway.

Robert Singleton II, of Lamar Advertising, on behalf of Shane Payne, owner and operator at 5490 Asheville LLC, PIN# 9508-56-9607-000, is requesting a variance from sign regulations in an unzoned area of Transylvania County, falling outside the Scenic Corridor, at 5490 Asheville Highway, Pisgah Forest, Transylvania County, North Carolina, 28704.

See the Attached: **Transylvania County Planning Board/Board of Adjustment ORDER GRANTING, UPON CERTAIN CONDITIONS, A VARIANCE FROM THE SIGNAGE REGULATIONS FOR ON PREMISES SIGNS, FINDINGS OF FACT & CONCLUSIONS**, to be incorporated into the minutes.

IV. **ADJOURNMENT**

Mr. Fisher moved to adjourn the meeting, Mr. Johnson seconded the motion. All present members voted in favor and the meeting adjourned at 6:36 PM.

Transylvania County Planning Board/ Board of Adjustment

ORDER GRANTING, UPON CERTAIN CONDITIONS, A VARIANCE FROM THE SIGNAGE REGULATIONS FOR ON PREMISES SIGNS

FINDINGS OF FACT & CONCLUSIONS

SIGN VARIANCE APPLICATION SV-01, A REQUEST BY ROBERT SINGLETON II, OF LAMAR ADVERTISING, ON BEHALF OF SHAYNE PAYNE, PIN# 9508-56-9607-000, REQUEST FOR A VARIANCE FROM THE SIGN REGULATIONS IN AN UNZONED AREA OF TRANSYLVANIA COUNTY, LOCATED AT 5490 ASHEVILLE HIGHWAY, PISGAH FOREST, TRANSYLVANIA COUNTY, NORTH CAROLINA, 28704.

Agenda Date: September 17, 2025

Prepared By: Jeff Adams

GENERAL INFORMATION

NOTICE

Notice was sent to the applicant/owner, surrounding property owners and posted on the County's website for the August 21st meeting on August 7, 2025. Due to a failure to adequately post the property in time for that meeting, the meeting was rescheduled for a special-called meeting of September 17th. The applicant/owner, surrounding property owners, and public were re-noticed on August 26th, the site and County website were posted on September 4th.

DISCLOSURES

Mr. Privette disclosed that he had made a site visit and had a conversation with the property owner/operator of the RV park. Mr. Lasater and Mr. Fisher both said they also made site visits and all members testified they had no conflicts of interest regarding the application.

EXHIBITS

"A" Exhibits – Application Materials

A-1 Robert Singleton II, on behalf of Shane Payne, of 5490 Asheville LLC, SV#25-01 Sign Variance Application;

A-2 PIN# 9508-56-9607-000 Transylvania County Parcel Information Data Card, Assessor's Office;

A-3 GIS Aerial Site Map of property, Transylvania County GIS;

"B" Exhibits – Transylvania County Supplemental Materials

B-1 Sign Control Ordinance, Transylvania County, last updated February 13, 2018;

B-2 North Carolina General Statutes, 160D-406 Quasi-judicial Procedures;

B-3 Pictures of property, from Highway-64, taken by staff, August 14, 2025;

B-4 Meeting Minutes from previous Sign Variance approval from December 6, 2012 Planning Board Meeting;

B-5 Google Maps Historic Photos of Site Signage;

B-6 5490 Asheville Hwy, LLC, Secretary of State business filings;

B-7 Off-Premise & On-Premise Signage Aerial Maps, Staff produced;

B-8 Transylvania County & NC-280 Scenic Corridor Maps, Staff produced;

- B-9 Public Notice sent to Surrounding Owners and posted on August 7, 2025;**
- B-10 Surrounding Owners Mailing List;**
- B-11 Public Re-Notice sent to Surrounding Owners on August 26th and posted on site September;**
- B-12 Site Positing, Staff.**

HEARING

This matter came on for hearing before the Transylvania County Planning Board, sitting as the Transylvania County Board of Adjustment, at its September 17, 2025 meeting upon the application of Robert Singleton II of Lamar Advertising, on behalf of Shayne Payne to receive a variance from the Transylvania County Sign Control Ordinance to install an on-premise sign under circumstances not otherwise allowed under the sign control ordinance.

The members of the Transylvania County Planning Board/Board of Adjustment present for the hearing were Rick Lasater, Chair, Herschel Johnson, Mike Privette, Wendy Warwick, Greg Cochran, Bramley Fisher, and Jeremiah McCall.

Having heard the sworn evidence presented, and having received into evidence such exhibits as were presented by the participants during the hearing, and affording those who wished to be heard the opportunity to testify, examine, and cross-examine witnesses and to make arguments, the Transylvania County Board of Adjustment, in reliance upon all relevant documents in the public record and upon substantial, relevant, and credible evidence presented to the Board, hereby makes the following as required by Section 21 of the Sign Control Ordinance and Subsection 160D-406(j) of General Statutes of the State of North Carolina:

FINDINGS & CONCLUSIONS

1. Planning Director Jeff Adams presented the staff report to the Board, noting that necessary materials had been provided for the application to be considered by the Board.
2. The application requests an on-premise sign at a location along the Highway 280 right-of-way property line, placed between the two driveway access points. Shane Payne is the owner of both parcels, the northern parcel, PIN# 9508-56-9607-000, at 5490 Asheville Highway, where a sawmill is in operation and the adjacent parcel to the southwest, PIN#9508-56-4179-000, where the RV Park is located.
3. The proposed sign for which a variance is sought is intended to provide information related to the RV Park but will be located on the parcel that contains the sawmill operation. There is already an off-premise sign located on this property that advertises another business. The sign ordinance does not allow off-premise signs to be located on the same parcel as an on-premise sign or within 50 feet of an on-premise sign.
4. Ms. Warwick referred to the applicant's testimony and staff report:

The applicant states, "The spacing provision of ordinance not only creates hardship for Mr. Payne's use of an on-premise sign, but is also denying him the opportunity to accrue ground rent for the off-premise sign lease between Mr. Payne and Lamar." The Sign Control Ordinance specifically prohibits business owners from taking advantage of on-premise and off-premise signs on a single parcel. Needless to say if all property owners, even just those currently

operating businesses with on-premise signs, to also be permitted to offer off-premise signs, there would be many offering such services and taking advantage of both business opportunities. The intent of the Sign Control Ordinance, on the other hand is “to preserve the scenic and aesthetic features and the quality of life for residents and visitors,” while at the same time being “sensitive to, the need for local businesses to adequately identify their products and services.”

Ms. Warwick stated that due to the topography of the site, the applicant would likely need to remove a large number of trees to provide an adequate location anywhere else on the property for signage promoting the existing business. Mr. Johnson agreed and stated the cost of such removal would also unduly burden the business owner.

Taking such evidence into account, the Planning Board/Board of Adjustment finds that a strict reading of the signage ordinance places an undue burden of hardship on the property owner.

1. The Planning Board/Board of Adjustment finds that the topography and tree coverage, along the Highway Corridor, presents a unique challenge to the property for signage. The Planning Board/Board of Adjustment finds that due to the campground’s location and the wooded frontage along Hwy. 64 corridor, the proposed location along the northwest border of the property is virtually the only safe alternative on site.
2. The Planning Board/Board of Adjustment finds the variance request to be particular to the property due to the topographic limitations and the existing non-conforming off-premise sign, which places additional restrictions on the owner/operator of the property.
3. Chairman Lasater stated that by requiring the removal of the current non-conforming on-premise sign and replacing such signage with a more appropriately placed and scaled on-premise sign should increase safety along the heavily travelled corridor by increasing wayfinding for those seeking and frequenting the RV-Park.
4. The Planning Board/Board of Adjustment finds no evidence that the requested variance would add to any non-conformity, as the stated condition of approval will require the removal of the existing non-conforming on-premise sign and thus, lessening the non-conformity.
5. The Planning Board/Board of Adjustment finds that the requested variance is consistent with the spirit, purpose and intent of the Sign Ordinance regulations, such that public safety is secured and substantial justice is achieved. Ms. Warwick referenced the purpose of the ordinance, which is “to insure the safety of local and visiting motorists on the roads in Transylvania County by reducing the distracting influence of uncontrolled signs throughout the County.”
6. The Planning Board/Board of Adjustment finds that granting this variance will not create a public nuisance, stating that it agrees with the purpose of the ordinance, “in order to preserve the scenic and aesthetic features and the quality of life for residents and visitors.”
7. No witness appeared at the hearing in opposition to the request for a variance.

DECISION & CONDITIONS

Pursuant to the Transylvania County Sign Control Ordinance and G.S. 160D-705, variances are allowed if:

- a) Unnecessary hardship would result from the strict application of the regulation.
- b) The hardship results from conditions that are peculiar to the property, such as location, size, or topography.
- c) The hardship did not result from actions taken by the applicant or the property owner.
- d) The requested variance is consistent with the spirit, purpose, and intent of the regulation, such that public safety is secured, and substantial justice is achieved.

Having considered the evidence in the record, and upon a motion by Mr. Cochran to conditionally approve **the Singleton Sign Variance Request SV# 25-01, on behalf of Mr. Payne and 5490 Asheville Hwy LLC**, seconded by Mr. Fisher, the Transylvania County Planning Board/Board of Adjustment unanimously finds that the applicant has met his burden to establish the above four guiding standards and adherence to the provisions set forth in the Transylvania Sign Control Ordinance would cause an unnecessary hardship and the variance granted for an on-premise sign on a property with an off-premise sign, does not destroy the intent of the ordinance.

Therefore, on the basis of all of the forgoing, it is **ordered** that the application for variance be granted subject to the following conditions:

1. Removal of existing non-conforming RV Park Sign; and
2. Proposed sign to be located fifty feet (50) from existing non-conforming off-premise sign.

Voting in Favor:

Chairperson Lasater, Cochran, Fisher, Johnson, McCall, Privette & Warwick

Voting against:

None

Absent:

None

ORDERED this the 17th day of September 2025

IN WITNESS WHEREOF, the Transylvania County Planning Board/Board of Adjustment has caused this variance to be issued in its name, together with all conditions, as binding on the applicant and their successors in interest.

An appeal of a Planning Board/Board of Adjustment Order can be filed pursuant to procedures noted in the North Carolina General Statutes, Chapter 160D, Sections 406, 1402 and 1405, with the Transylvania County Superior Court **within 30 days** (as defined by N.C.G.S. §160D-1405(d)).

Chairperson

CERTIFICATE OF MAILING

The undersigned person hereby certifies that on the _____ day of _____, 2025, they served a true and correct copy of the foregoing document by depositing the same in the U.S. Mail addressed as follows or by service otherwise as noted:

Robert Singleton II
rsingleton@lamar.com
PO Box 732
Arden, NC 28704

Shane Payne
payneshane@msn.com
5490 Asheville Hwy LLC
149 Brock Creek Rd.
Horse Shoe, NC 28742

Planning Staff Member

**Transylvania County Planning Board
Special Meeting
Wednesday, September 17, 2025, immediately following
The 6:000 PM Special Meeting of the Board of Adjustments
Commissioner's Multipurpose Chambers
101 South Broad Street
Brevard, NC**

MINUTES

CALL TO ORDER

- I. **WELCOME:** Chairman Lasater called the meeting to order at 6:36 PM and introduced the members of the Board. All members were present and a quorum convened. Staff members, Mr. Adams and Ms. Minery were present. No public was present.

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

- III. **AGENDA MODIFICATIONS:**
Mr. Fisher moved to table the New Business consideration of CAI# 25-02, to November's agenda, Mr. Johnson seconded the motion and all present members voted in favor. The motion carried.

- IV. **CONSENT AGENDA**
A. Minutes (August 21, 2025).
Ms. Warwick moved to approve the consent agenda and Mr. Johnson seconded the motion and all present members voted in favor. The motion carried.

- V. **NEW BUSINESS**
A. Consideration of CAI# 25-02, Nannie Mae Green, requesting Community Appearance Initiative assistance for 395 Lyday Creek Rd.
Linda Berry, on behalf of Nannie Mae Green, property owner, is requesting CAI assistance to demolish structure and remove junk collecting on the premises, along with the demolition debris of dilapidated structures at 395 Lyday Creek Rd., PID# 9507-77-6828-000, in an un-zoned area of the County. The request will be reviewed under the Community Appearance Initiative policy, as amended on November 27, 2023.

TABLED to November.

- VI. **OLD BUSINESS**
A. Transylvania County Comprehensive Housing Report
Review of DRAFT of the 10-Year Housing Strategy. The Planning Board recommended no edits and Ms. Warwick commented that they did a nice job on the Findings, especially around the constraints on affordable housing. The Report will be summarized and incorporated to

Mr. Privette moved to recommend approval of the report and forward to their review, Mr. Johnson seconded the motion and all present members voted in favor. The motion carried.

B. Transylvania 2050 Comprehensive Plan Update: Community Survey Report

Review of a DRAFT report of the Community Survey findings for inclusion in the 2050 Comprehensive Plan. Mr. Privette suggested correcting the directional axis of positive and negative responses to coordinate with each of the charts. Staff explained the difference between the General Public sample versus the Randomized Sample surveys and the results from each. Mr. Johnson questioned if there might be a way of breaking the results down further, so as to provide a weighted analysis. Mr. Adams explained that there are various techniques, with weighted results and pivot tables or filters, where these results could be investigated at a more granular level. Staff suggested providing examples at the next meeting.

Mr. Lasater brought up the concern over the socio-economic skew of the data and a discussion ensued over the limitations of the results from any survey instrument. The response rates, although rather typical for mailed surveys and the online response sample can only explain so much of the general population's sentiments. Ms. Privette and Ms. Warwick agreed that and proposed to qualify the findings with language stating the limitations of the samples in the final report.

VII. INFORMATIONAL OR DISCUSSION ITEMS

A. Subdivision & Exemptions Update

Staff stated that it's been a slow period as far as development and that Longcliff Subdivision is seeking a performance bond to continue with their plans of development.

B. Transportation Update

City Cab has announced that they will cease business at the end of September. TIMs will post an RFP to replace their Out-of-Town/Out-of-County services. Board has approved the FY27 Unified Grant Application for TIMs. Staff has completed the first round of the Planner position to replace Darby, with over twenty qualified applicants.

C. Transylvania 2050 Comprehensive Plan Update

Old Business above.

D. Community Appearance Initiative Update

A new application has been received and applicant contacted to arrange for a site visit.

E. Transylvania County Comprehensive Housing Study Update

To be forwarded to the Board of Commissioners.

Staff proposed a new mailbox system for picking-up Planning Board Packets at the office, in coordination with mailings for those who can't pick-up. Mr. Privette voiced concern about Mr. Fisher and Mr. McCall, on the outskirts of the county. Staff also requested to move back at the 106 E. Morgan St., First Floor Large Conference and the Board agreed.

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

No public comment.

IX. BOARD MEMBERS' COMMENTS Mr. Privette thanked Chairman Lasater and Ms. Hooten for their assistance during the variance proceedings and wished everyone a Happy Constitution Day; Mr. Fisher spoke about the Flags Across America Day at Lake Toxaway and expansion to other areas; America 250 History Happy Hour and History Lecture and highlighted other 250 activities.

Mr. Fisher moved to adjourn the meeting. Ms. Warwick seconded the motion. All present members voted in favor and the meeting adjourned at 7:30 PM.

X. ADJOURNMENT

Planner

Rick Lasater, Chair

TRANSYLVANIA NATURAL RESOURCES COUNCIL BYLAWS**ARTICLE I: NAME**

This organization shall be known as the Transylvania Natural Resources Council and shall herein be referred to as the "Council."

ARTICLE II: PURPOSE

The purpose of the Council is to:

- A. Advise the Planning Board on environmental regulatory ordinances as authorized under state statutes that are being reviewed for recommendation to the Board of Commissioners upon request by the Planning Board. The Board of Commissioners may assign special projects to the Council, such as natural resource inventories.
- B. Perform other related duties and responsibilities only as may be specifically requested by the Board of Commissioners.

ARTICLE III: MEMBERSHIP

The Transylvania Natural Resources Council shall consist of 15 voting members and non-voting ex officio members. All voting members shall be at least 18 years old.

- A. Voting Members of the Council: Eight voting members shall be appointed by the Board of Commissioners through an application process in compliance with county policies and procedures. One voting member shall be the Director of the Transylvania County Soil and Water Conservation District. Six voting members (one member per appointing authority) shall be appointed by the six appointing authorities listed in Article III, Section A, paragraphs b and c.
 - a. The eight voting members appointed by the Board of Commissioners shall be drawn from, but not limited to, government, education, environmental, business/industry, and medical/health groups with an emphasis on technical expertise, geographical representation, and other factors in compliance with county policies and procedures.
 - b. To ensure adequate representation of the public lands in Transylvania County, one representative each from the staff of the Pisgah Ranger District of Pisgah National Forest, Gorges State Park, and either DuPont State Recreational Forest or Headwaters State Forest shall hold three of the 15 voting member positions. These three voting members shall be appointed

by the District Ranger, Park Superintendent, and Forest Supervisor, respectively, or his/her designee.

- c. One representative, each from the Town of Rosman, the City of Brevard, and Brevard College shall hold three of the 15 voting member positions. These three voting members shall be appointed by the Rosman Board of Alderman, Brevard City Council, and President of Brevard College, respectively, or by its/his/her designee.
 - d. The Council shall notify the Clerk to the Board of Commissioners (the Clerk) in writing of vacancies, make recommendations of individuals who might serve if appointed, review applications, and submit recommendations for appointment to the Clerk for Commissioners' consideration.
 - e. The County Extension Director shall provide staff facilitation and clerical support for the Council. The County Planning and Community Development Department shall communicate with the Extension Director should the Planning Board request recommendations within one week of the Planning Board's request.
- B. Ex Officio Members: A County Commissioner, the County Manager and any county Department Head may serve as an ex officio member of the Council. As stipulated in Article IV of these Bylaws, the Secretary of the Council may serve either as an ex officio or voting member of the Council. Ex-officio members shall have an active voice in all meetings but shall not vote on Council matters.
- C. Vacancies: Vacancies shall be filled in accordance with these bylaws and county policies and procedures.
- D. Removal of Voting Members: Voting members shall serve at the pleasure of the Board of Commissioners or their appointing authorities. Any voting member, including those appointed by one of the six appointing authorities listed in Article III, Section A, paragraphs b and c, may be removed from the Council by the Board of Commissioners and a replacement appointment requested. Any member appointed by one of the six appointing authorities listed in Article III, Section A, paragraphs b and c may be removed by the corresponding appointing authority. The Chair of the Council shall notify the Clerk should removal of any voting member become necessary. Reasons for removal shall be cited in any correspondence requesting such action.
- E. Attendance: Voting and ex-officio members shall be considered present at any meeting of the Council if during the meeting he or she is in the same room as the Chair of the meeting or is connected via telephone, internet, or other electronic

media with the Chair of the meeting. Any voting member who does not attend two consecutive meetings of the Council without an excuse approved by the Chair shall receive an attendance warning by the Chair. A copy of the attendance warning shall be sent via mail or electronic media to the Clerk and the appointing authority if other than the Board of Commissioners. Absence from three consecutive meetings without an excuse approved by the Chair shall be considered member resignation and a new appointment shall be requested.

- F. Membership Terms: Voting members appointed by the Board of Commissioners shall serve staggered three-year terms with a two-term limit. Voting members appointed by the six appointing authorities listed in Article III shall serve a three-year term with no limit on the number of terms. Voting members appointed to fill unexpired terms may be reappointed per county policies and procedures. Ex officio members shall serve as long as they meet the qualifications specified in these bylaws.
- G. Orientation and Training: An orientation and training session shall be held in January for each voting member appointed to the Council for his/her first or second term after the most recent orientation and training session. If not a voting member, the Secretary shall be required to attend an orientation and training Session within the first 12 months after being appointed as Secretary and once every three years thereafter as long as the position of Secretary is held continuously.

ARTICLE IV: OFFICERS

The officers of the Council shall consist of a Chair, Vice Chair, and Secretary.

- A. Chair and Vice Chair: The Chair and Vice Chair shall be current voting members of the Council and shall be elected by an affirmative vote of a majority of voting members present at the annual meeting held in September of each year, provided there is a quorum, or at the next subsequent meeting when there is a quorum. The one-year term (or less, if elected after the September meeting) for the Chair and Vice Chair shall begin on the first of October (or later, if elected after the September meeting) and end on September 30 in the following year. No one shall serve more than two consecutive terms as Chair or Vice Chair.
- B. Secretary: The Transylvania County Cooperative Extension Director shall designate a Secretary to the Council, who may be, but is not required to be, a current voting member of the Council. If the Secretary is not a current voting member of the Council, then he or she shall be an ex officio member of the Council. The Secretary shall serve a one-year term, beginning the first day of October, and may serve an unlimited number of one-year terms.

ARTICLE V: DUTIES OF OFFICERS

- A. Chair: The Chair shall preside at all meetings and be the spokesperson for the Council.
- B. Vice Chair: The Vice Chair shall perform the duties of the Chair in the Chair's absence and at the request of the Chair. The Vice Chair shall exercise such other duties as may be assigned by the Chair. In the absence of the Chair and the Vice Chair, an acting Chair shall be elected by the voting members in attendance, provided there is a quorum.
- C. Secretary: The Secretary shall maintain a current and accurate membership roster, keep minutes and attendance of all meetings, provide meeting notices, conduct all correspondence pertaining to the office, and perform such other duties as may be required by the Chair, Vice Chair, or by the Council. Copies of minutes and records of member attendance shall be forwarded to the Chair within two weeks after any meeting. When minutes are approved by a majority of Council vote, copies shall be forwarded to the Clerk, as well as to other official document depositories.

ARTICLE VI: MEETINGS

- A. All meetings shall be open to the public and may be conducted in person or electronically in compliance with applicable law. Aside from the Annual Organizational Meeting, the Council shall meet only as needed when requested by the Planning Board or the Board of Commissioners.
- B. All meetings shall follow notice requirements, with notice provided by the Chair or Secretary to all Council members and to the Clerk in accordance with statutory requirements.
- C. A quorum shall consist of 50.1 percent of the voting members of the Council. Unfilled positions shall not be counted. A quorum is required to transact business.
- D. The deliberations of all meetings of the Council shall be governed by Robert's Rules of Order, Newly Revised.

ARTICLE VII: VOTING

- A. Each voting member of the Council shall be entitled to one vote by voice, raised hand, or written ballot as determined by the Chair. Voting by text, email, or other means that cannot be readily observed by the public shall not be allowed.

- B. Proxy Votes: Each of the six appointing authorities listed in Article III, Section A, paragraphs b and c and the Director of the Transylvania County Soil and Water Conservation District may designate a proxy to attend Council meetings and vote on behalf of the voting member appointed by that appointing authority. A proxy shall have all of the rights and privileges as the corresponding voting member. No other voting member shall designate a proxy to attend Council meetings or vote on his or her behalf.
- C. Determination of Actions: A majority shall consist of 50.1 percent of the voting members present at a meeting where there is a quorum. All actions, Council positions, and policy recommendations shall require an affirmative vote by a majority of the voting members present at a duly called meeting unless otherwise provided herein. If a voting member attending a meeting is silent when a vote is taken, his or her silence shall be counted as an aye vote if there are more aye votes than nay votes or as a nay vote if there are more nay votes than aye votes. Silence shall not be counted as a vote if the number of aye and nay votes is equal.
- D. Abstentions: A voting member has a right to abstain, cannot be compelled to vote, and has an obligation to abstain if he or she has a direct personal interest in the matter that amounts to a legal conflict of interest. Abstentions are counted and noted, but not as an "aye" or "nay" vote. An abstention does not affect the voting result.

ARTICLE VIII: AMENDMENTS

Recommendations that these Bylaws be amended, revised, or replaced may be made upon the affirmative vote of three-fourths (3/4) of the voting members of the Council at any duly called meeting as long as a quorum of voting members is present at the meeting. No changes, revisions, or amendments to the Bylaws shall be effective until approved by the Board of Commissioners.

Approved by the Board of Commissioners on September 22, 2025.

S://Jason R. Chappell, Chairman
Transylvania County Board of Commissioners



Element 1:

Growth & Economy

OCTOBER 2025 PB DRAFT

FORTHCOMING

Will be provided in an upcoming separate mailing.

Transylvania County Planning, Transportation & Community Development

October 2025

Transylvania 2050 Comprehensive Plan Update:

The Community Survey Report was reviewed by the Planning Board at their September meeting. Staff continues to draft sections of the Community Snapshot of the Transylvania 2050 Comprehensive Plan Update and will provide Element One: Growth & Economy in October.

Transylvania County Comprehensive Housing Study:

The final draft of the housing study was reviewed by Planning Board/ Steering Committee at the September meeting and posted to the County's website.

Asheville Regional Housing Consortium (ARHC):

The 2025 Asheville Regional Housing Needs Assessment, presented at the last ARHC meeting, is now posted on the County's website.

Land of Sky Regional Housing Alliance (LOSRHA):

The LOSRHA met on September 10th to discuss regional housing matters.

Brevard-Transylvania Housing Coalition (BTHC):

The BTHC met on September 23rd at Grace Church Brevard, where County staff led a discussion on the Transylvania County 10-Year Housing Strategy.

The Planning Board (PB):

The Planning Board is scheduled to review the Comprehensive Housing Study Draft, hold a Public Hearing for a sign variance application, and review CAI Application #25-02 at their September 17th meeting.

Community Appearance Initiative (CAI):

The Planning Board will consider CAI# 25-02, a request by Linda Berry, applicant, on behalf of the Grannie Nannie Mae Heirs for demolition and removal of a structure in the Pisgah Forest area on its November agenda. Staff has also received an additional CAI application #25-02 and has contacted the property owner for a pending site visit. The CAI budget currently stands at \$14,354.10 available in funding.

The Transportation Advisory Board (TAB):

The Transportation Advisory Board's met on August 13th and approved a recommendation to the Board of Commissioners to end the Fixed-Route Service. The services changes are scheduled to be on upcoming Board of Commissioners' agenda.

The Transportation Advisory Committee (TAC):

The TAC is scheduled to meet in October.

Joint Historic Preservation Committee (JHPC):

The JHPC reviewed two Certificate of Appropriateness Applications at their meeting on September 9th. They were both approved, and the work will be completed by Adams and Adams. The JHPC also voted to

send the report for the Zachary House to the State Historic Preservation Office for feedback. Their next meeting will be held on an alternative day (TBD) due to Veterans Day.

Transylvania 250 Committee

The America 250th Committee met on September 11th and October 9th. They discussed September's Constitution week activities, Veterans Day activities and the Patriot Pints initiative, among other upcoming events and activities. A complete list of events can be found at the Planning Department or by visiting the Transylvania County 250 Celebration facebook page.

Community Center Regional Leadership Group:

The Regional Leadership Group will gather in the spring.

Community Center Grants:

The next round of Community Center Grant funding has been announced and posted. The Public Information Meeting will be held Wednesday, October 15th, at 4PM, in the Community Services Building, First Floor Conference Room, 106 E. Morgan St., Brevard, NC.

Upcoming Meetings:

Planning Board Special Called Meeting

October 16, 2025, at 6PM, in Community Services Building, 106 E. Morgan St., DSS 1st Floor Large Conference Room, Brevard, NC

Joint Historic Preservation Committee

TBD November 2025- Regular meeting day falls on Veterans Day and will be rescheduled

Transportation Advisory Board

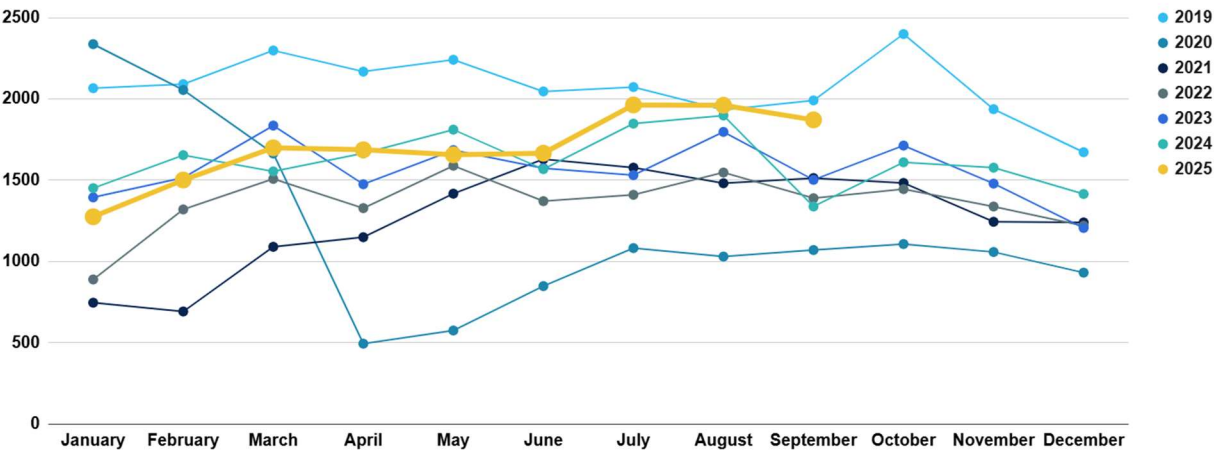
November 12, 2025, at 2PM, in Community Services Building, DSS 2nd Floor Large Conference Room, Brevard, NC

Transportation Advisory Committee

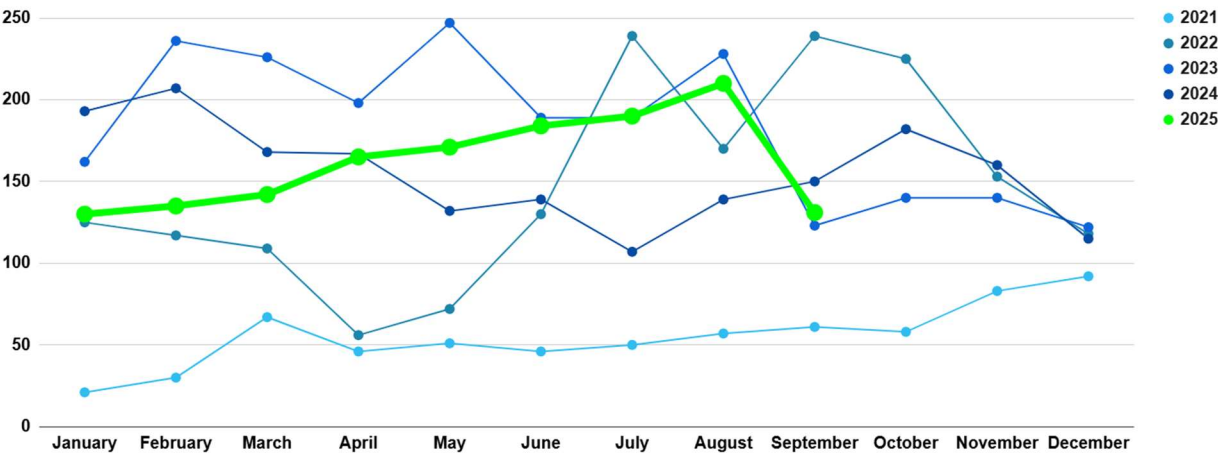
October 14, 2025, at 6PM, in the Commissioner's Multipurpose Chambers, 101 South Broad Street, Brevard, NC

Transportation Report

Demand Response Monthly



Fixed Route Monthly Ridership



TIMS Annual Ridership Totals, by Mode

