

**PLANNING AND  
COMMUNITY DEVELOPMENT**

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**Transylvania County Planning Board  
July 17, 2025, at 6:00 PM  
Community Services Building Conference Room  
106 East Morgan Street, First Floor**

**MINUTES**

**CALL TO ORDER**

- I. **WELCOME:** Mr. Rick Lasater called the meeting to order at 6:03PM. Ms. Wendy Warwick, Mr. Bramley Fisher, Mr. Mike Privette, Mr. Jeremiah McCall and Mr. Herschel Johnson were also present. Mr. Greg Cochran was absent (excused). A quorum was present. Mr. Jeff Adams and Ms. Ashley Minery of the Planning Department were present. There were no members of the public 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 proposed agenda modifications.
- IV. **CONSENT AGENDA:** There was no discussion of the consent agenda.
  - A. **Minutes (April 17, 2025)**  
Mr. Fisher moved to approve the consent agenda as presented. Ms. Warwick seconded the motion. All present members voted in favor and the motion passed.

**V. NEW BUSINESS:**

**A. Annual Report**

Mr. Adams presented a draft report for Transylvania County Commissioners. This new schedule of reporting aligns with the next fiscal year. The report includes the 2050 Comprehensive Plan, Comprehensive Housing Study, and Community Appearance Initiative (CAI) projects. The board recommended adding a map of the location of CAI projects.

**VI. OLD BUSINESS**

**A. Transylvania County Comprehensive Housing Report**

Present board members reviewed the draft findings of the housing study and offered some edits. The final sections of the study are scheduled to be presented to the board at the next few meetings, before a final draft being presented to Transylvania County's Board of Commissioners and the public.

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

Mr. Adams presented the Introduction, Demographics and Economics sections of the Comprehensive Plan Draft. The draft needs to be printed and viewed in landscape mode for the best visibility. Mr. Adams also explained new ADA requirements for colors and text sizes. Mr. Adams plans to change the “focus areas” of the plan to “elements”. He also explained each element’s section will likely be comprised of 7 pages that will include text and graphics. Mr. Privette expressed a desire for a short plan, possibly 10 pages or less total. Mr. Lasater requested a map of all the land in conservancy in the county be added. Mr. Adams also presented some information on other “high public land counties” and explained we were classified as “medium level”. Counties are also rated by industry dependency and Transylvania County primarily depends on recreation and tourism as opposed to industry. The board discussed putting most graphics in the appendix of the plan.

**VII. INFORMATIONAL OR DISCUSSION ITEMS:**

**A. Subdivision & Exemptions Update**

Ms. Minery provided the staff report for the Planning Department’s recent approvals. Since the June Planning Board meeting, the department has reviewed 4 Subdivisions and 10 Subdivision Exemptions.

**B. Transportation Update**

Mr. Adams presented ridership statistics for Transylvania County Public Transportation’s fixed route and demand response services. The fixed route ridership is down, and demand response services have increased. The Transportation Department and their advisory boards are discussing converting to a micro-transit system with designated zones throughout the county.

**C. Transylvania 2050 Comprehensive Plan Update**

The 2050 Comprehensive Plan Update was discussed earlier in the meeting.

**D. Community Appearance Initiative Update**

Mr. Adams briefly updated the board on the status of approved projects. A new application has been received for a property on Lyday Loop Road and will be discussed at the next meeting.

**E. Transylvania County Comprehensive Housing Study Update**

The Comprehensive Housing Study was discussed earlier in the meeting.

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

There was no public comment.

**IX. BOARD MEMBERS’ COMMENTS:** Mr. Privette expressed his discontent with the Comprehensive Plan’s Community Survey being offered in Spanish. Mr. Fisher moved to adjourn the meeting. Mr. Lasater seconded the motion. All present members voted in favor and the meeting adjourned at 7:38 PM.

**X. ADJOURNMENT:**

A stylized, cursive handwritten signature in black ink, featuring a long horizontal line extending to the left and several loops and flourishes.

Ashley Minery, Planner

A cursive handwritten signature in black ink, clearly legible as "Rick Lasater", with a horizontal line underneath.

Rick Lasater, Chair