

**PLANNING AND
COMMUNITY DEVELOPMENT**

Allen McNeill, Director
Ashley Minery, Planner



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**Transylvania County Planning Board
April 21, 2022 at 6:00 PM
Commissioners Chambers, 101 South Broad Street**

AGENDA

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. Minutes (February 14th, 2022)
 - B. Subdivision Approval and Updates
- V. OLD BUSINESS**
- VI. NEW BUSINESS**
 - A. Annual Report
 - B. Comprehensive Plan Review
 - C. Director's Report
- VII. PUBLIC COMMENT** (15-minute time limit. Speakers are limited to three minutes.)
- VIII. BOARD MEMBERS' COMMENTS**

ADJOURNMENT

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Agenda Item: IV-A

Memorandum

From: Ashley Minery, Planner

To: Transylvania County Planning Board

Date: April 14, 2022

Meeting Date: April 21, 2022

Subject: Minutes from the February 17, 2022 regularly scheduled Planning Board Meeting

Contact Info: Ashley.Minery@transylvaniacounty.org or (828)884-1710

Attachment(s): 1. Draft meeting minutes from the February 17, 2022 regularly scheduled Planning Board Meeting

Purpose: Review and approve the Regular Meeting Minutes of the February 17, 2022 Planning Board Meeting Minutes.

Background: Meeting minutes are prepared after each Planning Board meeting and submitted to the Planning Board for their review and approval.

Financial Impact: None

Strategic Plan Goal & Strategy: Goal 6: "County government is service driven, transparent and performance based with more active and engaged citizens."

Strategy 6E: "Provide timely, accurate, transparent and informative communication to the public and across the organization with superior customer service delivery."

Recommendations: Staff recommends the Transylvania County Planning Board review approve or approve with modification, the regular meeting minutes from February 17, 2022.

**Transylvania County Planning Board
February 17, 2022 at 6:00 PM
Commissioners Chambers, 101 South Broad Street**

MINUTES

CALL TO ORDER

I. **WELCOME:** The Planning and Community Development Director, Allen McNeill, called the meeting to order at 6:05PM. Mr. Kimsey Jackson, Ms. Karen Gleasman, Mr. Lauren Wise, and Mr. Beecher Allison were present. Mr. Terry McCracken (excused), Mr. Rick Lasater (excused) and Mr. Scott Sullivan (excused) were absent. A quorum was present.

II. **ORGANIZATIONAL MEETING:** Because Mr. Kimsey Jackson's term as Chair ended, the meeting was organizational to elect a new Chair and Vice Chair for the Board. Ms. Gleasman nominated Mr. Wise for the Chair position. Mr. Allison motioned to re-appoint Mr. Jackson as the Chair. There was no second to Mr. Allison's motion. Mr. Jackson seconded the motion for Mr. Wise's appointment as Chair. All present members voted in favor. Mr. Wise then took control of the meeting as the newly elected chair.

Mr. Wise moved to nominate Ms. Gleasman as Vice Chair. There was not a second to the motion. Mr. Allison moved to nominate Mr. Lasater for Vice Chair. Mr. Jackson seconded the motion. All present members voted in favor and the motion carried.

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

IV. **AGENDA MODIFICATIONS:** Ms. Gleasman moved to add "March Meeting Schedule" to the agenda as "New Business A." Mr. Allison seconded the motion. All present members voted in favor and the motion carried.

V. **CONSENT AGENDA:**

- A. Minutes (January 20, 2022)
- B. Subdivision Approval and Updates

Mr. McNeill briefly explained the Subdivision Approval numbers. From January 7, 2022 to February 10, 2022 there were five (5) subdivisions (4(2 lots), and 1(3 lots). For January 7, 2022- February 10, 2022 there were 15 exemptions: 7 (1.1), 2 (1.6) and 4 (1.9), there were also 2 plats reviewed under the Review Only category for easements. There was no objection to the consent agenda. Ms. Gleasman moved to approve the consent agenda. Mr. Allison seconded the motion. All present members voted in favor and the motion

carried.

VI. PRESENTATIONS/ RECOGNITIONS:

A. Annual Citizen Advisory Council Training:

Mr. McNeill gave a presentation to the Board about local government structures and responsibilities of Citizen Advisory Boards. The presentation outlined the structure of a County Manager and County Commission based system, like Transylvania County. The meeting also discussed that Citizen Advisory Councils were citizen volunteers, who usually have expertise or training in their area, and provide advice to the local governing bodies. Transylvania County has 22 Citizen Advisory Boards and 5 of those are supported by Planning Department Staff. The presentation elaborated on the jobs of board members and the limitations of their duties. It also discussed the Planning Board's alternative role as the Watershed Review Board and Board of Adjustments. Board members briefly questioned Mr. McNeill on their recent role in the required 160-D Ordinance updates, and possible future updates.

VII. OLD BUSINESS: There was no old business to discuss.

VIII. NEW BUSINESS:

A. March Meeting Schedule: Mr. McNeill informed the Board that staff would be unable to attend the next regularly scheduled meeting on March 18, 2022. He requested the Board discuss an alternative meeting day. After a brief discussion of staff and member availability, Ms. Gleasman moved to cancel the regularly scheduled meeting on March 18th and hold a special meeting on March 24th. Mr. Allison seconded the motion. All present members voted in favor and the motion carried.

B. Director's Report: Mr. McNeill restated that the next Planning Board meeting would be held on Thursday March 24, 2022, at 6PM in the Commissioners' Chambers. He also discussed meeting with Mr. Wise to discuss possible New Business for the Board.

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

X. BOARD MEMBERS' COMMENTS: Commission members briefly discussed ongoing projects and the possible extension of public water and sewer. Ms. Gleasman also briefly questioned Mr. McNeill about a Noise Ordinance, and possible future updates that was not part of the recent 160-D requirement. Ms. Gleasman moved to adjourn the meeting. Mr. Allison seconded the motion. All present members voted in favor and the meeting adjourned at 7:06PM

ADJOURNMENT

Ashley Minery, Planner

Lauren Wise, Chair

DRAFT



Agenda Item: VI-B

Memorandum

From: Ashley Minery, Planner

To: Transylvania County Planning Board

Date: April 14, 2022

Meeting Date: April 21, 2022

Subject: Review of Subdivision Approvals by the Planning Department from February 10, 2022 to April 14, 2022

Contact Info: allen.mcneill@transylvaniacounty.org or (828)884-1710

Attachment(s): 1. Subdivisions and Exemption Log from February 10, 2022 to April 14, 2022

Purpose: Provide a log of Subdivision and Exemption approvals to the Planning Board monthly. The approval log is for information purposes only to the Planning Board.

Background: The Subdivision and Exemption log is for recordkeeping of approvals made by the Planning Department. For February 10, 2022 – April 14, 2022 there were nine **(9) subdivisions** (8(2 lots), and 1(3 lot). For February 10, 2022 – April 14, 2022 there were **28 exemptions**: 14 (1.1), 1 (1.2), 5 (1.6), 2 (1.8) and 2 (1.9), along with 4 plats reviewed under the Review Only category for easements.

Exemptions:

- 1.1 Recombination or Combination of previously approved lots.
- 1.2 Division of land into parcels greater than 10 acres with no new right of way dedication.
- 1.3 Public Acquisition of Land for widening or opening roads.
- 1.4 Division of a tract of at least 2 acres into no more than three lots.
- 1.5 Division of land conveys a single lot or parcel to persons who are inheriting the land by intestacy or will.
- 1.6 Division of land into no more than two parcels to convey at least one of the lots to a grantee who would have been heir(s)
- 1.7 Court order of a land division
- 1.8 Division of land for cemetery lots
- 1.9 Changing of boundary lines between adjoining property owners.

Financial Impact: None

Strategic Plan Goal

& Strategy:

Goal 6: *“County government is service driven, transparent and performance based with more active and engaged citizens.”*

Strategy 6E: *“Provide timely, accurate, transparent and informative communication to the public and across the organization with superior customer service delivery.”*

Recommendations:

Staff recommends the Transylvania County Planning Board review the Subdivision and Exemption log.

- 1.1 Recombination of previously approved lots
- 1.2 Greater than 10 acres
- 1.3 Public Acquisition of land for widening roads
- 1.4 2 acres divided into no more than 3 lots
- 1.5 Single lot inherited by intestacy or will

Subdivisions and Exemptions
February 10, 2022- April 14, 2022

- 1.6 Family Subdivision - no more than 2 parcels
- 1.7 Court order of land division
- 1.8 Division of land for cemetery lots
- 1.9 Changing of boundary lines between adjoining property owners

Date	Subdivision/Owner	Surveyor	Township	Type	Review Officer	Date Approved
3/2/2022	Land of Sky Properties, LLC	Rod Norton	Boyd	2 lots	A. Minery	3/2/2022
3/8/2022	Claude and Kimberly Rogers	Cameron Baker	Catheys Creek	2 lots	A. Minery	3/14/2022
3/8/2022	Craig and Tracy Lindsey Living Trust	Michael Petit	Eastatoe	2 lots	A. Minery	3/9/2022
3/24/2022	Chester and Ruth Wright	Robert Raxter	Eastatoe	2 lots	A. Minery	3/25/2022
3/25/2022	Bryson and Tiffany Litsey	Cameron Baker	Catheys Creek	2 lots	A. Minery	4/6/2022
3/25/2022	Perry Family Tracts	F. Elliotte Quinn III	Dunns Rock	3 lots	A. Minery	4/11/2022
3/31/2022	Brad and Ashley Harris	Jason Spencer	Eastatoe	2 lots	A. Minery	4/7/2022
4/6/2022	Nicholas and Erin Brewton	Nicholas Mansfield	Catheys Creek	2 lots	A. Minery	4/6/2022
4/8/2022	James Robert Smith	Roger Raxter	Hogback	2 lots	A. Minery	
2/10/2022	Pollock Land LLC Easements	Terry Baker	Boyd	RO	A. Minery	2/24/2022

2/15/2022	Jordan and Brooke Clark	Kevin Goldsmith	Dunns Rock	1.1	A. Minery	2/15/2022
2/15/2022	The Green Family Cemetery	Roger Raxter	Hogback	1.8	A. Minery	2/17/2022
2/17/2022	Jerome Notowitz and Shelia Cameron	Michael Petit	Cathey's Creek	1.1	A. Minery	2/22/2022
2/22/2022	Maria Lina	Fulton Clinkscales	Boyd	RO	A. Minery	2/22/2022
3/1/2022	Tracy and Crystal Reese	Robert Raxter	Boyd	1.9	A. Minery	3/9/2022
3/9/2022	Bernard Paul Gandy & Olga Klein	Kevin Goldsmith	Dunns Rock	1.1	A. Minery	3/9/2022
3/10/2022	Glenlaurel Preserve (Lots 59-61)	Cody Petit	Cathey's Creek	1.9	A. Minery	3/10/2022
3/10/2022	James and Chantel McJunkin	Kevin Goldsmith	Hogback	1.1	A. Minery	3/10/2022
3/10/2022	Deborah Peppenelli	Kevin Goldsmith	Dunns Rock	1.1	A. Minery	3/10/2022
3/18/2022	Thomas and Linda Schilling	Stephen Foster	Hogback	1.1	A. Minery	3/28/2022
3/18/2022	Kagan Justice	Roger Raxter	Little River	1.6	A. Minery	3/23/2022
3/23/2022	The Hagler Family Cemetery	Roger Raxter	Dunns Rock	1.8	A. Minery	3/23/2022
3/25/2022	Michael S. Kilpatrick Jr.	Michael S. Kilpatrick	Boyd	1.6	A. Minery	3/25/2022
3/29/2022	Richard & Harriet Bender / Steven & Karen Obrien	Roger Raxter	Dunns Rock	1.1	A. Minery	4/7/2022
3/29/2022	Paul McQuade and Martha Lionberger	Shelton Jones Attorney	Gloucester	RO	A. Minery	3/29/2022
4/4/2022	Charles and Tiffany Galloway	Cody Petit	Eastatoe	1.1	A. Minery	4/8/2022
4/6/2022	Manuel Santiz	Cody Petit	Hogback	1.1	A. Minery	4/8/2022
4/7/2022	Crone Custom Homes	Robert Raxter	Dunns Rock	1.1	A. Minery	4/7/2022
4/7/2022	Crone Custom Homes	Robert Raxter	Dunns Rock	1.1	A. Minery	4/7/2022
4/7/2022	TPB, LLC	W. Edward Hall	Hogback	1.2	A. Minery	4/7/2022

4/7/2022	Martin Lindsay	Richard Daniel	Dunns Rock	1.1	A. Minery	4/7/2022
4/8/2022	Jason K. Shook, Trustee	Roger Raxter	Cathey's Creek	1.6	A. Minery	4/12/2022
4/7/2022	Gregory and Erin Holden	Robert Raxter	Dunns Rock	1.6	A. Minery	4/7/2022
4/12/2022	Ken Chelko	Terry Baker	Eastatoe	RO	A. Minery	4/12/2022
4/12/2022	Tom Kirby Raines	Robert Raxter	Cathey's Creek	1.6	A. Minery	
4/12/2022	Thomas and Susan Lovasko	Kevin Goldsmith	Dunns Rock	1.1	A. Minery	4/12/2022
4/13/2022	Jessica Gurvit and Paulina Martinez- Gurvit	Kevin Goldsmith	Dunns Rock	1.1	A. Minery	4/13/2022

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Agenda Item: VI-A

Memorandum

From: Allen McNeill, Planning and Community Development Director

To: Transylvania County Planning Board

Date: April 14, 2022

Meeting Date: April 21, 2022

Subject: Transylvania County Citizen Advisory Council Training

Contact Info: allen.mcneill@transylvaniacounty.org or (828)884-1710

Attachment(s): None

Purpose: Begin the 2021/2022 annual report discussion.

Background: In accordance with the Transylvania County Planning and Development Charter, section 16-27, The Planning Board is tasked with preparing an annual report to provide to the Transylvania County Board of Commissioners in May of each year.

An annual report is a review and confirmation of the work that the Planning Board has completed in the last year. There is no standard format for an annual report to conform to.

Financial Impact: None

Strategic Plan Goal & Strategy: Goal 3: "County government is service driven, transparent and performance based with more active and engaged citizens."

Strategy 3B: "Provide timely, accurate, transparent and informative communication to the public and across the organization with superior customer service delivery."

Recommendations: Open discussion for what should be included in this year's annual report and direct staff to prepare any information or materials that should be included ahead of your May meeting.

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Subject: Transylvania County Citizen Advisory Council Training

Contact Info: allen.mcneill@transylvaniacounty.org or (828)884-1710

Attachment(s): None

Purpose: In accordance with the Transylvania County Planning and Development Charter, section 16-28, The Planning Board is tasked with reviewing the comprehensive plan annually and shall submit to the Board of Commissioners its recommendations, if any, for adoption or revision.

Background: All members of the Transylvania County Planning Board have been provided a copy of the 2025 Comprehensive Plan, adopted March 27th, 2017. Staff has prepared a brief presentation to review the content of the plan ahead of the Planning Board's review.

Special consideration should be made to plan sections specific to Focus Areas 2 and 3, Environmental Health Goals and Land Use & Livability Goals, as those sections more specifically pertain to regular items of business tasked to the Planning Board.

Financial Impact: None

Strategic Plan Goal & Strategy: Goal 3: "County government is service driven, transparent and performance based with more active and engaged citizens."

Strategy 3B: "Provide timely, accurate, transparent and informative communication to the public and across the organization with superior customer service delivery."

Recommendations: Staff recommends the Transylvania County Planning Board consider the materials presented by staff, discuss the Transylvania County 2025