

**Transylvania County Planning Board
February 16, 2023 at 6:00 PM
Community Services Building conference Room,
106 East Morgan Street, First Floor**

AGENDA

CALL TO ORDER

- I. WELCOME**
- II. ORGANIZATIONAL MEETING**
 - A. Nomination and Election of Vice Chair
- III. PUBLIC COMMENT** (15-minute time limit. Speakers are limited to three minutes.)
- IV. AGENDA MODIFICATIONS**
- V. CONSENT AGENDA**
 - A. Minutes (January 19, 2023)
 - B. Subdivision Approval and Updates
- VI. NEW BUSINESS**
 - A. Citizen Advisory Board Training
 - B. Staff's Report
- VII. PUBLIC COMMENT** (15-minute time limit. Speakers are limited to three minutes.)
- VIII. BOARD MEMBERS' COMMENTS**

ADJOURNMENT



Agenda Item: II-A

Memorandum

From: Ashley Minery, Planner

To: Transylvania County Planning Board

Date: February 9, 2023

Meeting Date: February 16, 2023

Subject: Nomination and Election of Vice Chair

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

Attachment(s): None

Purpose: Appoint a Vice Chair to serve a term of one (1) year.

Background: As per Citizen Advisory Board policy approved by the Transylvania Board of Commissioners and consistent with the revised Transylvania County Planning Board Charter and Bylaws, the Vice Chair to the Transylvania County Planning Board is to serve a term of one year. Mr. Wise's term recently ended, and Mr. Rick Lasater became the new Chair. A nomination is needed to replace the Vice Chair position formerly held by Mr. Lasater.

Financial Impact: None

**Strategic Plan Goal
& Strategy:**

Goal 3: "The community has vibrant nodes of economic and civic activity that create a draw for tourism as well as a platform for community engagement.."

Strategy 3B: "Support community involvement in civic activities across demographics and geographies."

Recommendations: Staff recommends the Planning Board hold nominations for a Vice Chair to serve a term of one (1) year and vote to elect the nominee to the position.



Ashley Minery, Planner

Agenda Item: V-A

Memorandum

From: Ashley Minery, Planner
To: Transylvania County Planning Board
Date: February 9, 2023
Meeting Date: February 16, 2023

Subject: Minutes from the January 19, 2023 regularly scheduled Planning Board Meeting

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

Attachment(s): 1. Draft meeting minutes from the January 19, 2023 regularly scheduled Planning Board Meeting

Purpose: Review and approve the Regular Meeting Minutes of the January 19, 2023 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 January 19, 2023.

**Transylvania County Planning Board
January 19, 2023 at 6:00 PM
Cooperative Extension Conference Room,
106 East Morgan Street**

MINUTES

CALL TO ORDER

I. WELCOME: Mr. Lauren Wise called the meeting to order at 6:00PM. Mr. Kimsey Jackson, Mr. Beecher Allison, Mr. Scott Sullivan, Mr. Fred Morse, and Ms. Karen Gleasman were also present. Mr. Rick Lasater was absent. The Planning and Community Development Department staff Ms. Ashley Minery was in attendance. A quorum was 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 agenda modifications.

IV. CONSENT AGENDA:

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

Ms. Minery presented the draft minutes from the Board's previous meeting on October 20, 2022. She also explained the Planning Department had reviewed 16 subdivisions and 26 exemptions from October 10, 2022- January 13, 2023. There was no discussion of the consent agenda. Ms. Gleasman moved to accept the proposed consent agenda. Mr. Sullivan seconded the motion. All present members voted in favor and the motion carried.

V. NEW BUSINESS:

- A. Staff's Report

Ms. Minery explained today was Mr. Wise, Ms. Gleasman, and Mr. Allison's last meeting of their terms. Three new members will soon be appointed to Planning Board by the Commissioners. Ms. Minery also said a new Planning Director had been selected and would start in March. More information will be given at a later date.

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

VII. BOARD MEMBERS' COMMENTS: Mr. Sullivan thanked the exiting members for their

service. Mr. Allison explained he enjoyed his time on the board, but is unable to seek reappointment due to work requirements. Ms. Gleasman wished the board luck with future plans. Ms. Jackson thanked exiting members and explained recent school board projects. Mr. Morse introduced himself to the board. Mr. Wise thanked everyone for their time and service and expressed his gratefulness for getting to serve as board chair. Mr. Allison moved to adjourn the meeting. Mr. Sullivan seconded the motion. All present members voted in favor and the motion carried. The meeting adjourned at 6:19PM.

ADJOURNMENT

Ashley Minery, Planner

Rick Lasater, Chair

DRAFT



Ashley Minery, Planner
Darby Terrell, Planner

Agenda Item: VI-B

Memorandum

From: Ashley Minery, Planner

To: Transylvania County Planning Board

Date: February 9, 2023

Meeting Date: February 16, 2023

Subject: Review of Subdivision Approvals by the Planning Department from January 13, 2023- February 9, 2023.

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

Attachment(s): 1. Subdivisions and Exemption Log from January 13, 2023- February 9, 2023.

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 January 13, 2023- February 9, 2023, there were two **(2) subdivisions- both 2 lots**. For January 13, 2023- February 9, 2023, there were ten **(10) exemptions: 4 (1.1), 3 (1.9) and 2 Review Only**.

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
January 13, 2023- February 9, 2023

- 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
1/17/2023	John Robert and Daniel Kumbler	Kevin Goldsmith	Little River	2 lots	A. Minery	1/30/2023
1/30/2023	Peter Camenzind and Catherine Del Casino	Roger Raxter	Catheys Creek	2 lots	A. Minery	2/1/2023
1/18/2023	Kevin and Rhett Casteel	Stephen Foster	Hogback	1.1	A. Minery	1/18/2023
1/18/2023	Indian Lake Spillway	Mike Pfoutz	Hogback	1.9	A. Minery	1/18/2023
1/23/2023	Eagle Lake Development	Robert Raxter	Dunns Rock	1.9	A. Minery	1/23/2023
1/24/2023	Town of Rosman	Roger Raxter	Cathey's Creek	1.1	A. Minery	1/25/2023
1/24/2023	Alvin Hall and James McCall	Ed Hall	Gloucester	RO	D. Terrell	1/30/2023
2/1/2023	Joseph and Sherrie McClung	Roger Raxter	Dunns Rock	1.9	A. Minery	2/2/2023
2/1/2023	Town of Rosman	Roger Raxter	Cathey's Creek	RO	A. Minery	2/2/2023

2/3/2023	Carl E. Cook	Kevin Goldsmith	Dunns Rock	1.1	A. Minery	2/3/2023
2/3/2023	Richard and susan Dekeyser	Mike Pfoutz	Cathey's Creek	1.1	A. Minery	2/3/2023
2/6/2023	William Papin	Ty Cantrell	Brevard/Boyd	1.1	A. Minery	Waiting to sign

Planning and Community Development

106 East Morgan Street, Suite 207

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Agenda Item: VI-A

Memorandum

From: Ashley Minery, Planner

To: Transylvania County Planning Board

Date: February 9, 2023

Meeting Date: February 16, 2023

Subject: Transylvania County Citizen Advisory Council Training

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

Attachment(s): None

Purpose: Educate the Transylvania County Planning Board and public about the structure of county government in the state of North Carolina and the responsibilities and procedures required of the various Boards and Councils that work on behalf of the county.

Background: This is an educational presentation prepared by county administration staff to provide to all the various county Boards and Councils. The presentation has been modified to provide the Planning Board information and background on materials and responsibilities specific to their 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: Being a routine educational presentation, with no direct land development implications, staff has no recommendations for the Transylvania County Planning Board as a result of this agenda item.