

**Regular Meeting Minutes of the Town of Highlands Board of Commissioners Meeting of September 19, 2019, at the Highlands Community Building, 71 Poplar Street, Highlands, North Carolina**

Town Board Present: Commissioner John Dotson, Commissioner Amy Patterson, Commissioner Donnie Calloway, Commissioner Brian Stiehler, Mayor Pro Tempore Eric Pierson and Mayor Pat Taylor

Also Present: Town Manager Josh Ward, Public Works Director Lamar Nix, Police Chief Bill Harrell, Parks & Recreation Director Lester Norris, Assistant Planning & Development Director Michael Mathis, Computer Support Specialist Mark Hall and Town Clerk Gibby Shaheen

**1. Meeting Called to Order**

Mayor Taylor called the meeting to order at 7:00pm.

**2. Public Comment Period**

There were no comments.

**3. Adjust and Approve the Agenda**

Town Manager asked to add the handout to Surplus Equipment in the Consent Agenda.

MAYOR PRO TEMPORE STIEHLER MADE A MOTION TO APPROVE THE AGENDA AS AMENDED, WHICH WAS SECONDED BY COMMISSIONER PATTERSON AND THE VOTE WAS UNANIMOUS.

**4. Approval of July 30<sup>th</sup>, 2019 Joint Meeting Minutes**

COMMISSIONER CALLOWAY MADE A MOTION TO APPROVE THE JULY 30, 2019, JOINT MEETING MINUTES AS PRESENTED, WHICH WAS SECONDED BY COMMISSIONER PATTERSON AND THE VOTE WAS UNANIMOUS.

**Approval of August 22<sup>nd</sup>, 2019 – Rescheduled Regular Meeting Minutes**

Mayor Taylor requested that in Item number 7. Section 2. that Commissioner Patterson requested more information and Mayor Taylor said he would do further research and report back.

COMMISSIONER PATTERSON MADE A MOTION TO APPROVE THE AUGUST 22, 2019-RESCHEDULED REGULAR MEETING MINUTES AS AMENDED, WHICH WAS SECONDED BY COMMISSIONER PIERSON AND THE VOTE WAS UNANIMOUS.

**5. Reports**

**A. Mayor**

Mayor Taylor followed up with the request for assistance with Broadband from the Macon County Board of Commissioners for \$1,000,000 over four years, which was not

accepted, but the Board gave \$500,000 over 2 years 4-1, and appreciate their willingness to support us.

Mayor Taylor reported that Assistant Planning & Development Director Michael Mathis attended a meeting of Municipalities and the DOT advisory Board and reviewed state priority listing of road repairs.

Mayor Taylor paid tribute to the late Mayor John Cleaveland whose memorial service will be held Saturday, October 5, 2019, at 2:00pm.

Mayor Taylor updated the following: fiber project there are connection points and hookups being installed, the Split Rail project concluded and the road will be paved in the spring to give time for the patching to settle, trim crews have been cleaning out around utility poles getting ready for the winter and still waiting on an install date from the NCDOT for the truck and radar cameras for Franklin Road.

Mayor Taylor announced that Representative Kevin Corbin will be at the coffee on September 27, 2019 to discuss what's going on in Raleigh and cameras on Gorge Road.

### **B. Commissioners and Committee Reports**

Mayor Pro Tempore Stiehler reported the Scholarship Golf Tournament is a month away and there is only room for 6 more groups until it's full.

Commissioner Pierson reported a meeting with the Architect on the new Fire Department Building finalizing design plans, so the project is progressing. A meeting with the Public Safety Committee meeting one month includes site plan.

### **C. Town Manager**

Town Manager Ward announced the Town would be paving Hickory Hill, portion of Cullasaja Drive and Oak Lane beginning next week.

Town Manager Josh Ward updated that the Water Tank on Satulah should be completed by the second week of October and Split Rail was completed quickly, by the end of the month.

## **6. Consent Agenda**

- Public Works Department
- Police Department
- Parks & Recreation Department
- Planning & Development Department
- Treasurer's Report
- Surplus of Equipment



**Agenda Item**

**Date:** September 13, 2019  
**To:** Mayor Patrick Taylor and Town Board of Commissioners  
**Prepared By:** Rebecca Shuler, Finance Director  
**Subject:** **Disposal of Surplus**

**Background:**

As you are aware, periodically with the purchase of new equipment and vehicles the Town has surplus items that no longer have a value to the Town. In order for the Town to dispose of these equipment/vehicles, they must be declared surplus. The Highlands Parks & Recreation Dept. purchased a new nautilus equipment and would like to dispose of the old equipment. The Sanitation Dept. is purchasing new bear proof commercial toters and would like to dispose of the old toters that are being replaced. All disposals are put up for auction on GovDeals and sold to the highest bidder.

Therefore, the Town has the following vehicles and/or equipment to be disposed of:

55 used, 13 new	Commercial Toters
2	Matrix Elipticals *1 Eliptical is not worth selling
2	Matrix Treadmills

**Recommendation:**

Staff would recommend the Board approve the disposal of the items listed above that are of no value to the Town.

**SURPLUS OF SEIZED, IMPOUNDED AND ABANDONED VEHICLES**

- 1- 2004 Chevrolet Impala 2G1WF52E749374026
- 2- 2002 Volkswagen LX 3VWSE69M22M005040
- 3- 1991 FORD F-150 1FTEF14H4MNA80891
- 4- 2006 CHEVY AVEO KL1TD56606B602203
- 5- 1997 SUBARU JF1GF4854VG804648
- 6- 2004 FORD EXPLORER 1FMDU85W34ZB18381
- 7- 1999 FORD RANGER XL SUPERCAB 1FTZR15X4XPB92100

COMMISSIONER DOTSON MADE A MOTION TO ACCEPT THE CONSENT AGENDA AS AMENDED, WHICH WAS SECONDED BY COMMISSIONER PATTERSON AND THE VOTE WAS UNANIMOUS.

**7. Little Bear Pen Homeowners Presentation**

Mayor Taylor presented for the Homeowners Association and stated they were asking about flashing lights that was suggested previously by the NCDOT, which would cost \$40,000. Mayor Taylor suggested they install an automatic Speed Limit sign that shows the drivers how fast they are going to see if that would help, they are not as expensive costing \$6,000 and the Police Chief Bill Harrell could perhaps get a grant.

Commissioner Dotson and Commissioner Calloway felt there could be a better alternative and suggested the Public Safety Committee meet and review ideas and all agreed.

**8. Planning Matters: Final Plat Review – Cottages on 4<sup>th</sup>, LLC**

Assistant Planning and Development Director Michael Mathis stated An application was submitted to the Planning Department by Cottages on 4<sup>th</sup>, LLC (OEI) concerning a property subdivision on North Fourth Street, PIN #: 7540339485. The property is 3.25 Acres (According to MCLR) and is located in the R – 2 Zoning District. According to the Unified Development Ordinance (UDO), § 8.2.1, Dimensional Standards, the minimum lot size for a property located in both the R-2 Zoning District and the public water supply watershed Balance of Watershed (WS III-BW) is .50 acres. When referencing the Final Plat prepared by Pioneer Land Surveying (Drawing #: 0711C), and subject to approval, the newly formed property consists of six lots that exceed one-half acre. Each lot is connected to town sewer, electric, and water (per Public Works Director Lamar Nix). Each lot is accessible through a main drive that extends to lots four and two. The drive has a 40-foot private right-of-way and consists of 18-feet of roadway surface. Lot four contains an access easement for a driveway to reach lot three. If approved, each lot will meet the minimum density requirements for the R-2 zoning district, and will conform with Town of Highlands UDO. The Final Plat was approved by the Planning Board on August 26, 2019. The recommendation is to approve the real property subdivision as submitted.

**TO: Josh Ward, Town Manager**

**From: Lamar Nix P.E., Town Engineer**

**Date: August 23, 2019**

**Reference: Final Plat review of Cottages on 4<sup>th</sup>**

Mr. Ward,

I reviewed the improvements constructed for the proposed subdivision named Cottages on 4<sup>th</sup> as related to compliance with the Subdivision Standards. I reviewed the plans and construction in reference to the following:

1. Roadway
2. Water Distribution
3. Sewer Collection
4. Electrical Distribution

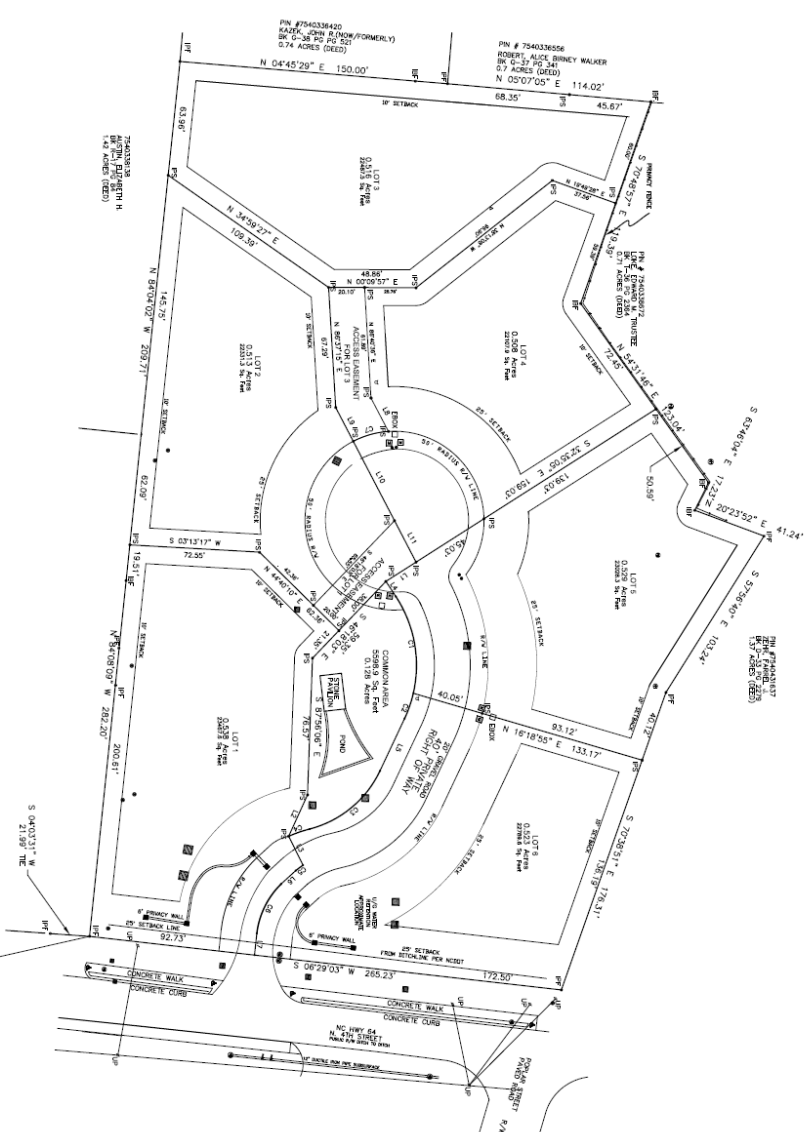
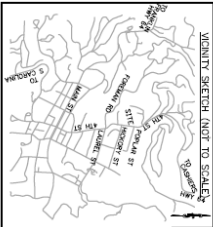
I have the following comments on each subject.

1. Roadway. The roadway construction is not complete. Adequate base is not yet present and the roadway is not yet paved.
2. Water Distribution. The Water Distribution System was installed per the approved Plan and meets the Subdivision Standards. I do need a copy of the Bacterial Test Results.
3. Sewer Collection. The Sewer Collection System was installed per the approved Plan and meets the Subdivision Standards. The service for Lot #3 was not visible, but may be added later if not constructed now.
4. Electrical Distribution. The Electrical Distribution System was installed per the approved Plan and meets the Subdivision Standards.

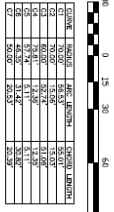
If you have any further questions, please contact me.

Sincerely,

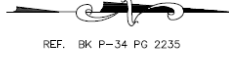
Lamar Nix P.E. , Town Engineer



LINE	BEARING	DISTANCE
1	N 72°28'11" E	178.31'
2	S 57°29'04" E	269.23'
3	N 04°45'29" E	150.00'
4	N 05°07'00" E	114.02'
5	S 84°40'04" E	172.23'
6	S 57°29'04" E	103.24'
7	N 20°23'52" E	41.24'
8	S 57°29'04" E	133.12'
9	N 16°18'56" E	83.12'
10	N 18°18'56" E	133.12'
11	S 57°29'04" E	159.02'
12	S 57°29'04" E	199.02'
13	N 34°58'24" E	109.18'
14	N 04°45'29" E	150.00'
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97	N 04°45'29" E	150.00'
98	N 04°45'29" E	150.00'
99	N 04°45'29" E	150.00'
100	N 04°45'29" E	150.00'



CERTIFICATE OF APPROVAL - Town of Highlands Planning Board  
 I, \_\_\_\_\_, Town of Highlands Planning Board, do hereby certify that the above plat was approved by the Planning Board on this \_\_\_\_\_ day of \_\_\_\_\_, 2019.  
 My Commission Expires \_\_\_\_\_  
 \_\_\_\_\_  
 Town of Highlands Planning Board  
 My Commission Expires \_\_\_\_\_



REF. BK P-34 PG 2235

**FINAL PLAT**

FOR **COTTAGES ON 4TH, LLC.**

MACON COUNTY  
 HIGHLANDS TOWNSHIP  
 NORTH CAROLINA  
 DATE: AUGUST 21, 2019  
 DRAWING: OTIC FINAL

- NOTES:
1. REGULATORY PERMITS SHOWN PER DEED
  2. THIS MAP IS DESIGNED TO REPRESENT THE RESULTS
  3. CURRENT INFORMATION TO THIS PROPERTY NOT SHOWN
  4. THE PROPERTY IS LOCATED WITHIN HIGHLANDS ZONES
  5. RECORD OWNER: THE REAL ESTATE NC LLC
  6. THE PROPERTY IS LOCATED WITHIN HIGHLANDS ZONES
  7. THE PROPERTY IS LOCATED WITHIN HIGHLANDS ZONES
  8. WATERED PERMANENT RESIDENTIAL ZONES.

DESCRIPTIONS KEY:  
 P.M.F. = MARGINATED NAIL FOUND  
 M.A.S. = MASONRY NAIL SET  
 B.P. = BRICK PIER FOUND  
 C.H.W. = CORNER HEAD WARE UTILITIES  
 U.P. = UTILITY PILE  
 S.W.P. = SWIRE W/ ANCHOR  
 D.C. = DETACHED CABINET  
 P.A.P. = PLYWOOD PARTITION  
 O.D. = OLD DOOR  
 S.C. = SINK CUTOUT

**SURVEYOR'S CERTIFICATIONS**  
 I, \_\_\_\_\_, Surveyor, do hereby certify that the above plat was prepared by me or under my direct supervision and that I am a duly licensed Surveyor in the State of North Carolina. I further certify that the above plat was prepared in accordance with the laws and regulations of the State of North Carolina and that the plat is a true and correct representation of the land shown thereon.



THIS SURVEY WAS MADE IN ACCORDANCE WITH THE LAWS OF A COUNTY THAT THE SURVEY IS NOT WITHIN 2000' OF ANY CORNER OR C&G MONUMENTS. APPROXIMATE BEARING AND DISTANCE FROM EACH MONUMENT ARE AS SHOWN ON THIS PLAT. THE BEARING AND DISTANCE FROM EACH MONUMENT ARE AS SHOWN ON THIS PLAT.

FORM CONTAINS  
 COUNTY  
 DATE OF SURVEY  
 NAME OF SURVEYOR  
 NAME OF CLIENT

CERTIFICATE OF APPROVAL FOR RECORDATION  
 I, \_\_\_\_\_, Clerk of the Superior Court, do hereby certify that the above plat was approved by the Planning Board on this \_\_\_\_\_ day of \_\_\_\_\_, 2019.  
 My Commission Expires \_\_\_\_\_  
 \_\_\_\_\_  
 Clerk of the Superior Court

STATE OF  
**PIONEER LAND SURVEYING**  
 1200 VANCE BLVD  
 RALEIGH, NC 27601  
 919-877-1111  
 919-877-1112

COMMISSIONER PATTERSON MADE A MOTION TO APPROVE THE FINAL PLAT FOR COTTAGES ON 4<sup>TH</sup>, LLC AS PRESENTED, WHICH WAS SECONDED BY MAYOR PRO TEMPORE STIEHLER AND THE VOTE WAS UNANIMOUS.

**9. Short Term Rental Discussion**

Discussion was held and comments and concerns expressed by the Board and citizens Tucker Chambers, David Bee and Jerry Moore.

Commissioner Calloway recommended that the Land Use Committee and public meet to get more information.

**10. Adjournment**

As there were no further matters to come before the Board of Commissioners, Commissioner Dotson moved to adjourn which was seconded by Commissioner Calloway and upon a unanimous vote, the Town Board adjourned at 8:28pm.

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Patrick Taylor  
Mayor

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Gilberta B. Shaheen  
Town Clerk