

# REQUEST FOR BOARD ACTION

## HENDERSON COUNTY BOARD OF COMMISSIONERS

**MEETING DATE:** August 7, 2023

**SUBJECT:** Designation of Plat Review Officers

**PRESENTER:** Autumn Radcliff, Planning Director

**ATTACHMENTS:** 1. September 17, 1997 Resolution  
2. Draft Resolution

### **SUMMARY OF REQUEST:**

N.C. Gen. Stat. §47-30.2 requires that all persons appointed as plat review officers be so appointed by a resolution recorded in the Register of Deeds office. "Plat review officers" ensure that all plats to be recorded comply with the plat requirements set out in the General Statutes.

On September 17, 1997, this Board first adopted a plat review officer resolution, and it has been revised several times since its adoption. This resolution also sets out certain other procedures that all plat review officers must follow.

The Board needs to update the list of those persons appointed as plat review officers due to staff changes. A proposed resolution has been prepared and is attached for the Board's consideration. This proposed resolution restates all persons currently appointed as plat review officers, removes any former county employees, and appoints new employees from the Planning Department and/or Land Records.

### **BOARD ACTION REQUESTED:**

Action by the Board of Commissioners is needed to adopt the proposed resolution for plat review officers for Henderson County to remove a former county employee, revise an employee's name, and appoint new employees.

### **Suggested Motion:**

*I move that the Board adopt the attached resolution for plat review officers for Henderson County.*

**HENDERSON COUNTY BOARD OF COMMISSIONERS**

100 North King Street  
Hendersonville, North Carolina 28792-5097  
Phone: 704-697-4808 • Fax: 704-698-6183  
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**BOB EKLUND**  
CHAIRMAN  
GRADY HAWKINS

**VOLLIE G. GOC**  
RENEE KUMC  
DON WAR

**RESOLUTION**

**COPY**

**WHEREAS, on the 17th day of July, 1997, the North Carolina General Assembly enacting an Act to Improve the Procedures for Recording Maps and Plats (Senate Bill 875) which amends various North Carolina statutes;**

**WHEREAS, this Act adds to the North Carolina General Statutes section 47-30.2 which creates the office of a Review Officer and charges the same with the responsibility of reviewing each map or plat required to be submitted for review prior to its presentation to the Register of Deeds for recordation;**

**WHEREAS, N.C.G.S. 47-30.2 requires that the Henderson County Board of Commissioners adopt a resolution appointing one or more named persons experienced in mapping or land records management as Review Officer(s) and that the resolution be recorded in the Office of the Register of Deeds for Henderson County;**

**NOW THEREFORE BE IT RESOLVED by the Henderson County Board of Commissioners as follows:**

1. The following named persons are experienced in mapping and/or land records management:

**Matt Matteson  
Stacy Merten  
Karen Collins  
David Gottberg  
Stuart Rohrbaugh**

**Pam Carver  
Marsha Drake  
Audrey Frazier  
Alida Delaney**

2. Pursuant to N.C.G.S. 47-30.2, the following persons are appointed as Review Officers in Henderson County:

**Matt Matteson  
Stacy Merten  
Karen Collins  
David Gottberg  
Stuart Rohrbaugh**

**Pam Carver  
Marsha Drake  
Audrey Frazier  
Alida Delaney**

3. The above-named Review Officers, and such other Review Officers as shall from time to time be appointed by the Board of Commissioners by Resolution, shall

comply with all statutory requirements and shall follow all procedures, statutorily prescribed and as prescribed herein;

4. All Review Officers in the discharge of their duties should use a checklist that is identical to or substantially similar to the one attached hereto as Exhibit A and should retain the same as a record of those plats reviewed;
5. In the event that a Review Officer reviews a map or plat and refuses to certify the map or plat for recordation, that Review Officer shall immediately communicate that fact to the other Review Officers;
6. This Resolution shall be recorded in the Office of the Register of Deeds for Henderson County on or before September 30, 1997.
7. The County Attorney and the Assistant County Manager/Staff Attorney are authorized to take such further actions as may be necessary to comply with the requirements of the newly enacted statutory requirements pertaining to the appointment of the Review Officers in accordance with the intent of this Resolution.

THIS the 17th day of September, 1997.

HENDERSON COUNTY BOARD OF COMMISSIONERS

BY: Adel O. Edmond  
Chairman/Vice Chairman

North Carolina, Henderson County The foregoing certificate(s) of

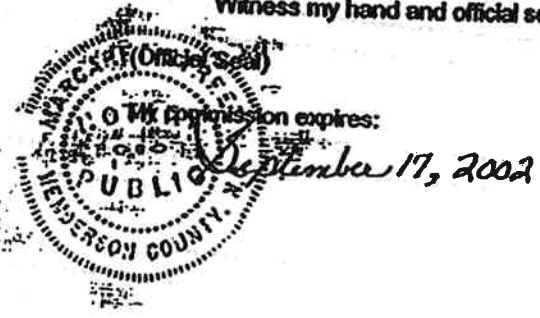


Elizabeth W. Corn Margaret Street  
Notary Public (~~Notary Public~~) is/are certified to be correct. This instrument presented for registration and recorded in this office this 25 day of Sept., 1997, at 11:30 in Book 934, page 309

Neena U.S. Hawk Neena U.S. Hawk  
Register of Deeds (Contract Deputy)

I, Margaret Street, Notary Public for said County and State, certify that Elizabeth W. Corn personally came before me this day and acknowledged that she is Clerk to the Board of Commissioners of Henderson County, a municipal corporation and that by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by its Chairman of the Board of Commissioners, sealed with its corporate seal, and attested by herself as its Clerk.

Witness my hand and official seal, this the 17 day of September, 1997.



Margaret Street  
Notary Public

**RESOLUTION APPOINTING PLAT REVIEW OFFICERS**

**WHEREAS**, pursuant to N.C. Gen. Stat. §47-30.2 the Henderson County Board of Commissioners has from time to time since September 17, 1997, adopted resolutions appointing one or more named persons experienced in mapping or land records management as Review Officers, with the same being recorded in the Office of the Register of Deeds for Henderson County;

**WHEREAS**, the Henderson County board of Commissioners desires to update, revise and restate the persons named as Review Officers;

**WHEREAS**, pursuant to NCGS 47-30.2, said revision must be made by resolutions of the Board of Commissioners with said resolution being recorded in the Office of the Register of Deeds for Henderson County;

**NOW THEREFORE, BE IT RESOLVED** by the Henderson County Board of Commissioners as follows:

- 1. That the following persons are experienced in mapping and/or land records management, and pursuant to NCGS 47-30.2, have been and are hereby appointed as Review Officers in Henderson County:

Tina Ball	Austin Parks
Janna Bianculli	Autumn Radcliff
Pamela Carver	Jennifer Scott
Mathew Champion	Nita Stepp
Elizabeth Hanson	Lee Stevens
Michaela Maybin	Cullen Vukmer
Sharon McCall	

- 2. That the above named persons, as Review Officers, shall comply with all statutory requirements and shall follow all procedures, statutorily prescribed and as prescribed N.C. Gen. Stat. §47-30.2 and that Resolution adopted September 17, 1997;
- 3. That the above list of Review Officers is a complete and inclusive list of Review Officers for Henderson County. This list replaces previous lists of review officers in the Resolutions made in September 1997, May 2007, June 2007, April 20, 2011, September 19, 2012, February 3, 2014, July 16, 2014, October 21, 2015, June 5, 2017, March 21, 2018, May 16, 2018, December 3, 2018, April 1, 2019, January 6, 2020, June 7, 2021, December 6, 2021, and August 17, 2022. Former Review Officers not listed above are no longer permitted to be Review Officers in Henderson County.
- 4. That the Resolution adopted September 17, 1997 will continue in effect except as modified by this Resolution.
- 5. That this Resolution shall be recorded in the Office of the Register of Deeds for Henderson County as soon as practicable after its adoption.

**THIS** the 7<sup>th</sup> day of August 2023.

**HENDERSON COUNTY BOARD OF COMMISSIONERS**

**BY:** \_\_\_\_\_  
**REBECCA MCCALL, CHAIR**

**ATTEST:**

\_\_\_\_\_  
**Denisa Lauffer, Clerk to the Board**

**[COUNTY SEAL]**

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STATE OF NORTH CAROLINA  
COUNTY OF HENDERSON COUNTY

I, \_\_\_\_\_, a Notary Public for said County and State, do hereby certify that Denisa Lauffer personally appeared before me this day and acknowledged that she is the Clerk for the Board of Commissioners.

Witness my hand and official seal, this the \_\_\_\_\_ of \_\_\_\_\_, 2023.

(Official Seal)

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_

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