

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: October 15, 2025

SUBJECT: Resolution Appointing 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 plat review officers be 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.

Due to staff changes, the board is requested to update the list of those appointed as plat review officers. A proposed resolution is attached for the Board's consideration. This proposed resolution restates all county employees currently appointed as plat review officers, with any former county employees removed, and new employees from the Planning Department and/or Land Records included.

BOARD ACTION REQUESTED:

The Board is requested to adopt the proposed resolution for updated plat review officers for Henderson County.

Suggested Motion:

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

HENDERSON COUNTY BOARD OF COMMISSIONERS

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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: Adrian O. Edmond
Chairman/Vice Chairman

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

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

Nedra U.S. Hawk Nedra Hawk
Register of Deeds (Assistant Deputy)

Margaret Street
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 people 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; and

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

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 people 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:

Miriam Benavides	Autumn Radcliff
Janna Bianculli	Katherine Schelp
Mathew Champion	Jennifer Scott
Austin Parks	Nita Shelton
Kevin Hensley	Lee Stevens
Carlos Martinez	Paulina Jones
Miles Kish	Brandon Coy
Toby Linville	

- 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, August 17, 2022, and August 7, 2023. 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 15th day of October 2025.

WILLIAM G. LAPSLEY, CHAIRMAN
HENDERSON COUNTY BOARD OF COMMISSIONERS

ATTEST:

DENISA LAUFFER, CLERK TO THE BOARD

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 _____, 2025.

(Official Seal) _____
Notary Public

My Commission Expires _____
