

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: March 18, 2026

SUBJECT: Henderson County Shooting Range Taskforce

PRESENTER: Autumn Radcliff, Planning Director
Chris Todd, Assistant County Manager

ATTACHMENTS: 1. Taskforce Bylaws

SUMMARY OF REQUEST:

Chairman Lapsley has requested the Board create and appoint a taskforce to evaluate the current Land Development Code (LDC) requirements for shooting ranges newly located within Henderson County. The Board has received public comment regarding concerns with locations and standards in the LDC for ranges in the county's jurisdiction. The LDC currently allows both indoor and outdoor commercial shooting ranges as a permitted use in all zoning districts.

BOARD ACTION REQUESTED:

The Board is requested to consider creating a taskforce to review the standards and provide a recommendation to the Commissioners within three months (see attached bylaws). Once a recommendation is made, the taskforce duties will be completed and the taskforce shall dissolve.

Suggested Motion:

I move that the Board create a taskforce to review LDC requirements for shooting ranges, and I move to adopt the associated taskforce bylaws.

CHARTER, BYLAWS, AND RULES OF PROCEDURE FOR THE HENDERSON COUNTY SHOOTING RANGE TASKFORCE

Purpose

The purpose of the Shooting Range Taskforce is to evaluate shooting range activities and propose land-use regulations governing their operation, and to present related recommendations to the Henderson County Board of Commissioners.

Charter and Membership

The Henderson County Board of Commissioners hereby create the Henderson County Shooting Range Taskforce. The Taskforce shall assist the Board of Commissioners by providing input on potential land use regulations governing shooting ranges.

The Shooting Range Taskforce shall have the following members, all appointed by the Board of Commissioners:

- 1) Henderson County Board of Commissioners Liaison
- 2) Appointee at large
- 3) Appointee at large
- 4) Appointee at large
- 5) Appointee at large
- 6) Appointed member of Henderson County Sheriff's Department (Ex Officio/ Non-Voting)

The Taskforce shall consist of a total of 5 members. The membership shall dissolve after the taskforce has served its purpose.

Objective

The Taskforce shall have 3 months to develop a comprehensive set of findings and recommendations, including proposed land-use regulations and any supporting documentation, and shall submit this report to the Henderson County Board of Commissioners for consideration.

Bylaws and Rules

I. MEETINGS

- a. **Open-Meetings Law.** It is the public policy of North Carolina and Henderson County that the hearings, deliberations, and actions of this Taskforce be conducted openly. Except as allowed by NCGS 143-318.10, each meeting of the Taskforce shall be open to the public and any person is entitled to attend such a meeting.
- b. **Regular Meetings.** The Taskforce shall hold meetings according to a schedule which shall be determined at the last meeting of the calendar year. The schedule shall be posted on the County's website. Meetings shall be held at a regular time and day as selected by the Taskforce and in compliance with other provisions regulating notice of meetings. Meetings shall be held in the King Street Meeting Room located at 100 North King Street in Hendersonville, North Carolina. The schedule of the regular meetings of the Taskforce shall be kept on file with the Secretary of the Taskforce and shall be filed with the Clerk to the Henderson County Board of Commissioners. The Taskforce shall have the authority to change the schedule of regular meetings, and/or to change the date of a particular regularly scheduled meeting without the necessity of approval of the Board of Commissioners. If the Taskforce changes the schedule of regular meetings, the Secretary shall forward a copy of the new schedule to the Clerk to the Board of Commissioners at least seven (7) days prior to the first meeting held pursuant to the new schedule. If a particular regularly scheduled meeting is changed, the secretary shall comply with the notice provisions of paragraph C below (Special Meetings).
- c. **Special Meetings.** The Chair of the Taskforce or the majority of the members of the Taskforce may at any time call a special meeting of the Taskforce by signing a notice setting the time and place of the meeting and the subjects to be considered. Such notice must be posted on the bulletin board located in the front lobby of the Henderson County Courthouse, posted in a conspicuous place at 100 N King Street, mailed or delivered to each newspaper, wire service, radio station and television station which has filed a written request for notice with the Secretary, mailed or delivered to any entity or person that has requested to be on the Taskforce' sunshine list as prescribed by law, and delivered to all members of the Taskforce all to occur at least 48 hours before the meeting. Only the business that is specified in the notice of the meeting may be transacted during a special meeting unless all members (not simply a quorum) are present and consent to the addition of other matters, or those members absent have filed a waiver with the Secretary to the Taskforce.
- d. **Meeting Conduct.** Meetings will be conducted according to Small Government Rules of Procedure.

II. OFFICERS AND MEMBERS

- a. **Presiding Officer.** The presiding officer of each meeting of the Taskforce shall be the Chair of the Taskforce. The Chair of the Taskforce shall be designated by the Board of Commissioners. In situations where the Chair is unavailable or unable to participate in the meeting or any particular matter before the Taskforce, the Vice Chair shall preside. In the event that neither the Chair nor the Vice-Chair is available, the members of the Taskforce, by affirmative vote of the majority may appoint an acting Chair who shall have all powers of the Chair while acting as presiding officer.
- b. **Secretary.** The staff person assigned to the Taskforce shall serve as the Secretary of the Taskforce and shall perform the following: (1) ensure that all meetings of the Taskforce are properly noticed as outlined above; (2) maintain the sunshine list which is a list of those persons or entities that have filed a written request indicating a desire to receive notice of all special meetings of the Taskforce; (3) take and record all actions of the Taskforce and draft minutes of the meetings accordingly; (4) forward a copy of the minutes as they are approved to the Clerk to the Board of Commissioners; (5) submit to the Clerk to the Henderson County Board of Commissioners a monthly attendance report for its members and notifying said Clerk of any resignations of any of its members, or any other change in membership of the Taskforce.
- c. **Attendance.** All members of the Taskforce are expected to attend the regular and/or special meetings of the Taskforce. Any member not able to attend must notify the Secretary in advance of the meeting. Any member who fails to regularly attend the meetings of the Taskforce may be subject to consideration for removal from the Taskforce by the Henderson County Board of Commissioners.
- d. **Duties.** Duties of the Committee will be as assigned by the Henderson County Board of Commissioners.

III. VOTING

- a. **Duty to Vote.** It is the duty of each member, including the Chair, to vote unless otherwise excused. The Taskforce may excuse members from voting on any matter involving their own financial interest or official conduct or when a member has indicated an inability to be impartial in any quasi-judicial matter before the Taskforce.
- b. **Abstention.** Should a member fail to vote on any matter before the Taskforce, without having been excused from such vote, such abstention will count as an affirmative vote.

IV. ACTION BY THE COMMITTEE

- a. **Quorum.** A majority of the Taskforce members then serving shall constitute a quorum. No action of the Taskforce may be taken where less than a quorum is present. Once a quorum is established, it will not be defeated if members leave.
- b. **Motions.** Action of the Taskforce may be taken upon a motion by any member, including the Chair. A motion shall be adopted or approved by the affirmative

vote of a majority of the members present and not excused after full discussion of the motion by the members.

- c. **Minutes.** Minutes shall be kept of all meeting of the Taskforce. The secretary of the Taskforce shall present such minutes to the Taskforce for approval. Minutes of the meetings of the Taskforce shall be public records.
 - d. **Staff Support.** County staff shall be assigned to the Taskforce, acting as the liaison between the Taskforce, County Departments, and the Board of Commissioners and shall have the charge of correspondence, minutes, notifying members of meetings, and other information.
- V. **AMENDMENTS.** The Taskforce may amend these by-laws by action of the Taskforce provided, however, those amendments shall not be effective until they are approved by the Henderson County Board of Commissioners.