

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: September 16, 2026

SUBJECT: Resolution Appointing Plat Review Officers

PRESENTER: Autumn Radcliff, Planning Director

ATTACHMENTS: Yes
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.

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	Toby Linville
Janna Bianculli	Carlos Martinez
Matthew Champion	Austin Parks
Brandon Coy	Autumn Radcliff
Caitlyn Duncan	Katherine Scheip
Kevin Hensley	Jennifer Scott
Paulina Jones	Nita Shelton
Miles Kish	Lee Stevens

- 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, August 7, 2023, and October 2025. 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 16th day of September, 2026.

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 _____, 2026.

(Official Seal) _____
Notary Public

My Commission Expires _____
