

**Town of Montreat
Board of Commissioners
Board Retreat
February 8, 2016: 9:00 a.m. – 4:00 p.m.
Montreat College - Black Mountain Campus - Manor House**

Agenda

I. CALL TO ORDER

- Welcome
- Invocation

II. ADOPTION OF THE AGENDA

III. THE FOUNDATION – 9:05 a.m.

The Board will review effective group process ground rules and discuss the accomplishments of the 2015-2016 fiscal year along with any goals and objectives not accomplished in previous years.

1. Meeting Format
2. Suggested Ground Rules for Effective Group Process
3. Montreat Board of Commissioners Areas of Responsibility
4. Review of Previously Adopted Goals and Objectives
5. Department Head Summary Reports (Goals/Objectives for 2015-2016)
6. Board of Commissioners Rules of Procedure Review

IV. THE FRAMEWORK – 9:30 a.m.

The Board will briefly review each broad topic and specifically discuss each of the bulleted points. This allows the Board to receive additional information on the topic and concentrate discussion on specific needs or issues that are important to the Board members and when appropriate, provide direction for staff.

1. Finance
 - 2016-2021 Capital Improvements Plan
 - 2016-2017 Annual Budget Highlights
 - General Fund – Tax Base and Revenue Sources
 - Water Fund – Water Rates and Access Fees
 - Stormwater Utility Fee

Break – 10:30 a.m.

2. Comprehensive Plan
 - Montreat Comprehensive Plan Update and Review

3. Services and Infrastructure

- Police Services
- Water and Street Services
- Sanitation and Recycling Services
- Building Inspections and Zoning Services
- Administration Services

Lunch – 12:30 p.m.

4. Environment and Recreation

- Montreat Landcare
- Open Space Conservation Plan/Greenways and Trails Plan
- Native Plant Garden Park Plan and Gate Park Plan

5. Annexation/Extraterritorial Jurisdiction Discussion

6. Personnel and Employee Benefits

7. Communication Efforts

- Open Forum Discussion
- Public Relations

8. Update on Current Projects/Services/Issues

- Texas Road Bridge Replacement
- Town Hall/Public Works Facility
- Other Projects/Services/Issues

V. THE FINALE – 2:30 p.m.

The Board will discuss establishing both town-wide and departmental goals for the next fiscal year. For each goal, the Board could choose to incorporate one or more action items or objectives to help in the accomplishment of that goal.

1. Putting it all Together

Establishing Goals and Objectives for 2016-2017

VI. ADJOURNMENT – 4:00 p.m.

Suggested Ground Rules for Effective Group Process

Developed by Land-of-Sky Regional Council

1. **Test Assumptions and Inferences.** A group will be more effective if its members check in with each other about the assumptions and inferences that underlie their statements. Number 6 below is the converse of this.
2. **Share All Relevant Information.** If a group member withholds information relevant to a decision the group is trying to make, s/he reduces group effectiveness (and group trust, if other group members discover the withholding). Relevant information may even include sharing information that does not support your position.
3. **Focus On Interests, Not Opinions.** Positions are usually a statement of how a person or organization thinks a problem should be solved. Two people or interest groups may have different positions, but their interests behind those positions – that is, what they are trying to accomplish by solving the problem – may not be very different at all. Focusing on interests, not positions can help group members achieve consensus on difficult problems or tough choices.
4. **Be Specific and Use Examples.** The group will be more effective if members can avoid misunderstandings by being specific and using examples.
5. **Agree On What Important Words Mean.** A prime example for the Buncombe County Sustainability Task Force is the word “sustainability.”
6. **Explain Your Reasons.** Explain the reasons behind your questions, statements and actions. This is the converse of Number 1. It helps avoid misinterpretation of what you say and how you act.
7. **Disagree Openly With Any Member.** If you disagree, don’t withhold it. All opinions can provide valid information for the group.
8. **Make Statements, Then Invite Questions.** Example: “I believe solution XYZ meets all the criteria we agreed upon. What do the other group members think?”
9. **Jointly Design Ways of Testing Disagreements and Solutions.** If group members cannot agree upon something, they may be able to agree on a way of testing who is correct. The test may be as simple as checking the validity of a piece of information after the meeting.
10. **Discuss the “Undiscussable” Issues.** If group members consistently avoid certain sensitive issues, the group will not be as effective as it will be if such relevant topics can be discussed openly.

11. **Keep the Discussion Focused.** It is difficult for a group to accomplish much if the topic keeps switching without the group's consent.
12. **Don't Take Cheap Shots or Otherwise Distract the Group.** Judgmental personal remarks about another group member create a lingering distraction in the group. Similarly, side conversations or other distractions make it difficult for the group to stay focused.
13. **All Members Must Participate in All Phases of the Process.** Group members must participate to feel a part of the group's decisions. Ensuring that no member(s) dominate is the responsibility of all members and the facilitator.
14. **Exchange Relevant Information with Non-Group Members.** To be effective, group members need to share information with people outside the group. Using the ground rules when doing this will increase the effectiveness of these information exchanges.
15. **Make Decisions By Consensus.** Consensus means that every group member agrees to adopt the group's decision and will support its implementation, even if it not the decision s/he would have come to individually. Voting tends to create "winners" and "losers." Achieving consensus, though it may be more difficult in the beginning, helps ensure that decisions have enough support to be successfully implemented.
16. **Do Self-Critiques.** This helps the group to improve its process each meeting.
17. **Start on Time, End on Time.**

**Montreat Board of Commissioners
Areas of Responsibility and Committee Memberships**

(Last Updated: 2/26/2014)*

Mayor Pro Tem Mary Standaert: Commissioner of Communications
Audit Committee Member

Commissioner Martha Campbell: Commissioner of Finance

Commissioner Tim Helms: Commissioner of Public Safety; Commissioner of Sanitation
Audit Committee Member

Commissioner Jack McCaskill: Commissioner of Planning, Zoning & Inspections; Commissioner of Public Works
Audit Committee Member

Commissioner Ann Vinson: Commissioner of Environment
Audit Committee Member

*** Assignments reviewed annually at each Board Retreat**

Montreat Board of Commissioners Duties

(Last Updated: 2/26/2014)*

Commissioner of Communication

Coordinate with Town staff to develop information policies
Public education and awareness

Commissioner of Environment

ETJ environmental issues
Montreat Landcare Committee representative
Public awareness and education
Review of Tree Removal Permit applications

Commissioner of Finance

Budget planning and preparation with Town Administrator
Knowledge and understanding of Town bank accounts and financial statements
Review invoices and supporting documentation
Sign payroll and payables checks as needed

Commissioner of Public Works

Coordinate with Public Works Director and Town Administrator to develop road paving recommendations
Awareness of well and septic system issues in ETJ
Coordinate with Public Works Director and Town Administrator to develop new water sources
Monitor sanitation and recycling collection performance
Public education and awareness
Review of sanitation-related issues with Town Administrator

Commissioner of Safety

Explore public safety issues
Awareness of personnel activity
Regular communication with Police Chief and Town Administrator

Community Liaison(s)

Attend meetings of other Town-affiliated Board, Commissions and Committees
Present activity report on a quarterly or semi-annual basis

**Montreat Board of Commissioners
Community Group Liaisons**

(Last Updated: 2/26/2014)*

French Broad River Metropolitan Planning Organization (MPO):	Commissioner Jack McCaskill
French Broad River Transportation Advisory Committee (TAC):	Commissioner Jack McCaskill
Land-of-Sky Regional Council:	Commissioner Jack McCaskill Mayor Letta Jean Taylor, Alternate
Montreat Cottagers Association Board:	Mayor Pro Tem Mary Standaert
Montreat Cottagers Wilderness and Open Space Committee:	Commissioner Ann Vinson
Montreat Landcare Committee:	Commissioner Martha Campbell
MRA Wilderness Committee:	Commissioner Ann Vinson
Open Space Conservation Committee	Commissioner Ann Vinson
Presbyterian Heritage Center:	Commissioner Martha Campbell

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Policy Document

POLICY DOCUMENT

The Town of Montreat Board of Commissioners held their annual board retreat on February 26, 2014. The retreat provides Commissioners an opportunity to express immediate, intermediate and long range goals and objectives to the town administration and the citizens of the Town of Montreat. The following document states in general terms the direction that the Board of Commissioners has established for the next year.

Vision/Mission Statements

The Board developed the following mission statements for the Town and its departments:

Board of Commissioners: To seek ways to maintain and improve the quality of life, preserve the natural beauty and promote responsible growth while maintaining our community image, heritage and traditions.

Public Works: To provide continual cost-effective maintenance and upgrades of streets and public utilities to meet the service and capacity needs of the community.

Police: To provide a safe and secure environment for residents and visitors by enforcing local ordinances and state laws; to develop public relations, and; to provide public safety programs and services to the community.

Environment: To provide protection and management of natural resources in order enhance the quality of life for residents and visitors.

Sanitation: To provide a cost-effective and efficient solid waste, yard waste and recycling collection program.

Communication: To provide accessible and responsive government that promotes interest and involvement of citizens to encourage participation in community activities.

Departmental Goals and Objectives

In the past, the Board has asked individual departments to prepare a list of projects that will aid the Board in preparing departmental goals and objectives. In conjunction with department heads, the Board established goals and objectives on a departmental level.

Governing Board

To establish a common direction and improve communication efforts, the Governing Board will:

1. Update the 2008 Comprehensive Plan. *In June 2015, the Board deferred funding consideration until fiscal year 2016-2017.*
2. Conduct one educational Town Hall meeting focused on the Town's sanitation program. *Completed.*
3. Conduct one open public forum meeting. *This item is scheduled for discussion at the February Board Retreat.*
4. Complete the "drying in" of a new Town Hall. *This item has been delayed pending resolution of lawsuit.*
5. Pursue grant funding to complete landscaping improvements to the Gate Lot. *This project is scheduled for consideration in spring. To date, no grant funding has been located to assist with the project.*
6. Pursue a cost sharing agreement with the Conference Center and College to fund the Wayfinding Plan recommendations. *This project is scheduled for consideration in spring.*
7. Await a petition for voluntary annexation of the Upper Greybeard Trail area. *On-going.*
8. Pursue satellite annexation of Town-owned property in the Upper Greybeard Trail and Extra-Territorial Jurisdiction areas. *This project is scheduled for consideration in spring.*
9. Seek opportunities to further develop public relations and public information efforts. *Completed/On-going.*

Administration and Finance Department

1. Investigate software and hosting options for upgrades to the Town's website. *On-going. Delayed until the Town Clerk position could be filled.*
2. Research online "cloud based" municipal accounting packages as replacement option for present accounting system scheduled to be replaced in 2018. *Completed.*
3. Research records management software options for cost and feasibility. *On-going. Delayed until the Town Clerk position could be filled.*
4. Implement an electronic interdepartmental shared calendar to indicate staff absences, shift assignments, and on-call assignments. *Delayed until the Town Clerk position could be filled.*

5. Solicit PILOT (Payments In Lieu of Taxes) donations from community non-profit entities. ***Scheduled for completion in spring.***
6. Begin investigation of app-based vs web-based electronic public communication and customer service programs. ***On-going.***
7. Ensure that all elected officials and Town staff members undergo ICS (Incident Command System) emergency management training courses. ***Scheduled to begin in February.***

Police Department

To maintain the current level of effectiveness, the Police Department will:

1. Provide a minimum of two additional opportunities for officer training. ***Completed.***
2. Evaluate guidelines, procedures and storage requirements regarding the processing of evidentiary items and sensitive material. ***Guidelines and procedures are completed. Future storage requirements of evidence need immediate attention.***
3. Further steps in recruitment in effort to bolster Reserve Force roster. ***On-going effort.***
4. Continue endeavor to streamline and standardize the administrative office area of the department. ***On-going. Expected to be completed by spring.***

Planning and Zoning Department

1. Complete ESRI-hosted training in ArcGIS 3 & 4 to acquire skills in performing analysis and improving the Town's web based products. ***On-going.***
2. Integrate tabular coordinate data within the GIS system to symbolically illustrate accurate locations of all water system features and hydrants. ***On-going. Expected to be completed by early spring.***
3. Establish a program that elicits community cooperation in the installation of Knox Boxes for rapid fire department access for Institutional and residential properties. ***Completed.***
4. Refer stream buffer regulations to the Planning and Zoning Commission for further review and possible revision. ***Completed.***
5. Refer front and rear yard setback distance requirements to the Planning and Zoning Commission for further review and possible revision. ***Completed.***

Public Works Department

1. Assist in the completion of the Native Plant Garden project, pending available funding and property acquisition. ***This project is on hold pending future funding allocations.***

2. Complete inspections of Town-owned stormwater features. *Completed.*
3. Complete and submit the annual Water Supply Plan and Solid Waste Report. *Completed.*
4. Continue the tree removal and replacement program. *On-going.*
5. Convert paper street and water maps (i.e. conditions, ages) to the GIS mapping program. *This item is expected to be completed by June.*
6. Complete a Utility Service Plan for the Oklahoma Road and Lookout Road area. *This item is expected to be presented to the Board in February.*

Street Department/Powell Bill

1. Complete the Texas Road Bridge replacement project. *On-going. This project is expected to be ready for construction in January 2016.*
2. Complete the Texas Road resurfacing and storm drainage project. *On-going. This project is expected to be ready for construction in January 2016 following the Texas Road Bridge construction project.*
3. Replace equipment and/or vehicles in accordance with the Capital Improvements Plan. *Completed.*
4. Perform road resurfacing on smaller portions of streets. *This project is expected to be completed in late spring or early fall.*
5. Replace sixty (60) stop signs with “retro-reflectivity signs” in compliance with new Federal and State program. *Completed.*
6. Install or upgrade two storm water features. *Due to limitations in the General Statutes, this item is unable to be completed until a funding mechanism (i.e. storm water utility fee) is found and further engineering is completed.*

Sanitation

1. Distribute an updated public education sanitation and recycling brochure. *Completed.*
2. Consider and conduct additional research into alternative sanitation service delivery system methods. *Completed.*
3. Complete a review of the Town’s compactor site, including public access and safety, facility hours and service fees. *Completed.*

Environment, Conservation and Recreation

1. Promote and support the Tree City USA, Open Space Conservation and Montreat Landcare program initiatives. *Completed.*
2. Complete Phase II of the Native Plant Garden project, pending available funding and property acquisition. *This project has been placed on hold pending future funding allocations.*
3. Promote public education and involvement with Open Space Conservation, Landcare and other environmental conservation initiatives and projects. *Completed.*
4. Initiate planning and engineering for the next phase of the Greenways/Trails Master Plan. *The project is scheduled for consideration in late spring.*

Water

1. Replace approximately fifteen (15) air valves within the water system. *On-going. Five air valves have been replaced to date.*
2. Complete water line replacement along Texas Spur from Well B to Texas Extension. *This project will be completed in conjunction with the Texas Road Bridge Replacement project scheduled for January 2016.*
3. Update and digitize the water modeling map. *Scheduled for completion during spring.*
4. Develop and implement an electronic inventory system for the water system. *On-going.*
5. Complete and adopt revisions to Montreat General Ordinance Chapter E - Utilities. *Completed.*

These goals and objectives were adopted April 22, 2015 and are approved as part of the budget process.

Town of Montreat
Board of Commissioners
Rules of Procedure
(Adopted 11/14/2002)
(Revised 2/13/2003)
(Revised 9/11/2003)
(Revised 1/8/2004)
(Revised 8/14/2008)

Rule 1. Regular Meetings

The Board shall hold a regular meeting on the second Thursday of each month and said meeting shall begin at 7:00 p.m. During months when a Public Hearing is scheduled, the regular meeting will begin with the Public Hearing.

Rule 2. Special, Emergency and Recessed (or Adjourned) Meetings

A. Special Meetings. The Mayor, Mayor Pro Tem, or any two members of the Board may at any time call a special meeting of the Board of Commissioners by signing a written notice stating the time and place of the meeting and the subject(s) to be considered. At least 48 hours before a special meeting is call in this manner, written notice of the meeting shall be (1) delivered to the Mayor and each Board member or left at his or her usual dwelling place; (2) posted on the Board's principal bulletin board in the Town Services Office and for information on the bulletin board in the Post Office; and (3) mailed or delivered to each newspaper, wire service, radio station, television station and person who has filed a written request for notice with the Town Clerk. Only those items of business specified in the notice may be transacted at a special meeting called in this manner, unless all members are present or those who are not present have signed a written waiver. Even in such a case, the Board shall only discuss or transact items not specified in the notice if it determines in good faith at the meeting that it essential to discuss or act on the item immediately.

A special meeting may also be called or scheduled by vote of the Board in open session during another duly-called meeting. The motion or resolution calling or scheduling the special meeting shall specify its time, place and purpose. At least 48 hours before a special meeting called in this manner, notice of the time, place and purpose of the meeting shall be (1) posted on the Board's principal bulletin board in the Town Services Office and for information on the bulletin board in the Post Office; and (2) mailed or delivered to each newspaper, wire service, radio station, television station and person who has filed a written request for notice with the Town Clerk. Such notice shall also be mailed or delivered at least 48 hours before the meeting to each Board member not present at the meeting at which the special meeting was called or scheduled, and to the Mayor if he or she was not present at that meeting. Only those items of business specified in the notice may be transacted at a special meeting called in this manner, unless all members are present or those who are not present have signed a written

waiver. Even in such a case, the Board shall only discuss or transact items not specified in the notice if it determines in good faith at the meeting that it essential to discuss or act on the item immediately.

B. Emergency Meetings. Emergency meetings of the Board of Commissioners may be called only because of generally unexpected circumstances that require immediate consideration by the Board. Only business connected with the emergency may be considered at an emergency meeting. Once of the following two procedures must be followed to call an emergency meeting of the Board:

1. The Mayor, Mayor Pro Tem, or any two members of the Board may at any time call an emergency meeting by signing a written notice stating the time and place of the meeting and the subject(s) to be considered. The notice shall be delivered to the Mayor and each Board member or left at their usual dwelling place at least six hours before the meeting.
2. An emergency meeting may be held at any time when the Mayor and all members of the Board are present and consent thereto, or when those not present have signed a written waiver of notice provisions. Notice of an emergency meeting under (1) or (2) shall be given to each local newspaper, local radio station and local television station that has filed a written emergency meeting notice request including their telephone number(s) with the Town Clerk. This notice shall be given either by telephone or by the same method used to notify the Mayor and Board members and shall be given at the expense of the party notified.

C. Recessed or Adjourned Meetings. A properly called regular, special or emergency meeting may be recessed or adjourned to a time and place certain by a procedural motion made and adopted in open session during the regular, special or emergency meeting. The motion shall state the time and place where the meeting will reconvene. No further notice need be given of a recessed or adjourned session of a properly called regular, special or emergency meeting.

Rule 3. Organizational Meeting

On the second Thursday in December following a general election in which municipal officials are elected, the Board shall meet for the newly elected members to subscribe to the oath of Office as the first item of New Business. As the second item of New Business, the Board shall elect a Mayor Pro Tem from among its members. The organizational meeting shall not be held before the municipal election results are officially determined, certified and published in accordance with Subchapter IX of Chapter 163 of the North Carolina General Statutes.

Rule 4. **Agenda**

I. **Agenda and Regular Meetings**

- A. The Town Clerk shall prepare a proposed agenda for each meeting. A request to have an item of business placed on the agenda for an agenda or regular meeting must be received in writing by the Town Clerk no later than the Friday before the first Thursday of each month.
- B. The Deputy Town Clerk shall perform the duties of clerk when the Town Clerk is absent.
- C. Any Board member, by a timely request, may have an item placed on the proposed agenda.
- D. The Town Clerk shall prepare the agenda packet to the Board. The packet shall include, for each item of business placed on it, as much background information on the subject as is available and feasible to reproduce. A copy of all the proposed ordinances shall be attached to the agenda. Each Commissioner shall receive a copy of the agenda packet by the Tuesday morning preceding the Agenda Meeting of the Board. Supporting background information for items on the agenda may be added after the Friday prior to the Agenda Meeting. The Board may elect to discuss or defer discussion until the following meeting. The agenda packet shall also be available for public inspection and distribution or copying when it is distributed to the Board members. The cost for copying shall be in accordance with the current Fee Schedule.
- E. The Board shall hold an Agenda Meeting on the Thursday before the regular monthly meeting to ask question and thoroughly explore the proposals that must be voted on at the regular meeting. Additions to the regular monthly meeting agenda shall not be allowed unless an unexpected and pressing matter arises. This restriction avoids surprise and is consistent with the spirit of the Open Meetings Law, although neither is actually part of the law. As the first item of business at the Agenda Meeting, the Board shall discuss and adopt the agenda for the meeting.
 - 1. The Board may, by majority vote, add an item that requires immediate action that is not on the agenda. Written copies of particular documents connected with the item(s) shall be made available at the meeting to all Board members.

2. The Board may, by majority vote, add items to or subtract items from the proposed agenda, except that (a) the Board may not subtract items stated in the notice of a special meeting called by the Mayor, Mayor Pro Tem or two Board members, unless those calling the meeting consent to the deletion; (b) the Board may not add items to the proposed agenda stated in the notice of special meeting called by the Mayor, Mayor Pro Tem or two Board members, unless all members are present, or those who are absent sign a written waiver of notice; and (c) only business connected with the emergency may be considered at an emergency meeting.
 3. The Board may add items to the proposed agenda of a special meeting only if it determines in good faith at the meeting that it is essential to discuss or act on the item immediately.
 4. The Board may designate certain agenda items “for discussion and possible action.” Such designation means that the Board intends to discuss the general subject area of that agenda item before making any motion concerning that item.
- F. **Consent Agenda.** During the Agenda Meeting or prior to approval of the Consent Agenda, any Commissioner may have an item moved from the Consent Agenda to New Business for discussion. Prior to the approval of the Consent Agenda, the Mayor will ask if any member of the public has questions regarding items on the Consent Agenda; however, items can only be moved from the Consent Agenda at the request of the Mayor or a Commissioner.
- G. The Town Clerk will maintain a mailing list of interested parties who wish to receive a copy of the agenda regularly, and will mail or e-mail a copy of the agenda to those individuals on the mailing list but will not mail copies of the accompanying materials.
- H. **Open Meetings Requirement.** The Board may not deliberate, vote or otherwise take action on any matter by reference to a letter, number or other designation, or other secret device or method, with the intention of making it impossible for person attending a meeting of the Board to understand what is being deliberated, voted, or acted on.
- I. Resolutions, ordinances, motions and prepared statements must be in written form. Copies shall be provided for each Commissioner, the Mayor, the Town Administrator, the Town Clerk, the media packet and the public packet.

- J. Any attachment to the minutes shall be approved by a vote of the Commissioners.
- K. In the event of a divided vote, each side may furnish a signed explanation of its position within seven days of no greater than 100 words in length. This document may be attached as an appendix if approved at the next regularly scheduled meeting of the Board.

II. Special. Emergency and Workshop Meetings

- A. The Town Clerk shall prepare a proposed agenda for each meeting.
- B. The Town Clerk shall prepare the agenda packet to the Board. The packet shall include, for each item of business placed on it, as much background information on the subject as is available and feasible to reproduce. Each Board member shall receive a copy of the agenda packet. The agenda packet shall also be available for public inspection and distribution of copying when it is distributed to the Board members. The cost of copying shall be determined in accordance with the current Fee Schedule.
 - 1. Items may be added to the agenda in the following ways. The Board may, by majority vote, add an item that requires immediate action that is not on the agenda. Written copies of particular documents connected with the items shall be made available at the meeting to all Board members.
 - 2. The Board may, by majority vote, add items to or subtract items from the proposed agenda, except that (a) the Board may not subtract items stated in the notice of a special meeting called by the Mayor, Mayor Pro Tem or two Board members, unless those calling the meeting consent to the deletion; (b) the Board may not add items to the proposed agenda stated in the notice of special meeting called by the Mayor, Mayor Pro Tem or two Board members, unless all members are present, or those who are absent sign a written waiver of notice; and (c) only business connected with the emergency may be considered at an emergency meeting.
 - 3. The Board may add items to the proposed agenda of a special meeting only if it determines in good faith at the meeting that it is essential to discuss or act on the item immediately.
- C. The Board may designate certain agenda items “for discussion and possible action.” Such designation means that the Board intends to discuss the general

subject area of that agenda item before making any motion concerning that item.

- D. The Town Clerk will maintain a mailing list of interested parties who wish to receive a copy of the agenda regularly, and will mail or e-mail a copy of the agenda to those individuals on the mailing list but will not mail copies of the accompanying materials.
- E. **Open Meetings Requirement.** The Board may not deliberate, vote or otherwise take action on any matter by reference to a letter, number or other designation, or other secret device or method, with the intention of making it impossible for person attending a meeting of the Board to understand what is being deliberated, voted, or acted on.
- F. Resolutions, ordinances, motions and prepared statements must be in written form. Copies shall be provided for each Commissioner, the Mayor, the Town Administrator, the Town Clerk, the media packet and the public packet.
- G. Any attachment to the minutes shall be approved by a vote of the Commissioners.
- H. In the event of a divided vote, each side may furnish a signed explanation of its position within seven days of no greater than 100 words in length. This document may be attached as an appendix if approved at the next regularly scheduled meeting of the Board.

Rule 5. Public Address to the Board

- A. Any individual or group who wishes to have an item of business placed on the agenda for the agenda or regular meeting of the Board shall make a written request to the Town Clerk. The Board shall determine at the meeting whether it will hear the individual or group. The time limit for any individual or representative of a group addressing the Board shall be three minutes, unless a majority of the Board agrees to additional time. Public comments will be heard at the end of the meeting for items not on the agenda.
- B. Commissioners are not expected to comment on matters brought to the Board during this time, but to delay action or comment until the Town staff has had an opportunity to research the subject matter and report any necessary and relevant information to all Board members.

Rule 6. Public Comments

- A. Public comments will be heard at the beginning of the meeting for items on the agenda. Any individual speaking during the public comment period shall address the entire Board and any polling of the Commissioners is inappropriate for public comment.
- B. The time limit for any individual or representative of a group addressing the Board shall be three minutes, unless a majority of the Board agrees to additional time.
- C. Commissioners are not expected to comment on matters brought to the Board during this time, but to delay action or comment until the Town staff has had an opportunity to research the subject matter and report any necessary and relevant information to all Board members.

Rule 7. Order of Business

I. Agenda Meeting

- A. Items shall be placed in the agenda according to the "Order of Business." The purpose of the agenda meeting is to ask questions and thoroughly explore proposals that must be voted on at the regular meeting.
- B. The Commissioners usually agree to discuss items and normally take action at the regular monthly meeting.
- C. The Commissioner placing an item on the agenda should present that item. Questions or comments from the other Commissioners will then be heard. The Commissioner will make it known if the proposed item will be placed on the agenda for a vote, considered for further discussion, delegated to staff or other boards or deleted.
- D. The meeting shall generally be limited to one and one-half hours.

II. Regular Meeting

- A. Items shall be placed on the agenda according to the “Order of Business.” The Order of Business for each regular meeting shall be as follows:
- Welcome
 - Invocation and Pledge of Allegiance
 - Discussion and approval of agenda
 - Public Comment for items on agenda
 - Approval of Minutes
 - Public Hearings
 - Old Business
 - New Business
 - Consent Agenda (optional)
 - Administrative Reports
 - Commissioner Reports
 - Mayor Report
 - Announcements
 - Public Comment for items not on agenda
 - Closed Session (as permitted by law) – optional
 - Return to open session and adjourn or continue
- B. However, by general consent of the Board, items may be considered out of this order. No item during the Town Administrator’s report shall be given that requires a vote at that time, unless the Board has added said item to the agenda.
- C. Board approval to follow the meeting agenda automatically approves the Consent Agenda and approval of the minutes.
- D. Any attachment to the minutes must be approved by a vote of the Commissioners.
- E. The meeting shall generally be limited to one and one-half hours.

Rule 8. Office of the Mayor

- A. The Mayor shall preside at the meetings of the Board. A member must be recognized by the Mayor in order to address the Board. The Mayor shall have the following powers:
 - 1. To rule any motions in or out of order, including the right to rule out of order any motion patently offered for obstructive or dilatory purposes;
 - 2. To determine whether a speaker has gone beyond reasonable standards of courtesy in his remarks and to entertain and rule on objections from other members on this ground;
 - 3. To call a brief recess at any time;
 - 4. To adjourn in an emergency;
 - 5. To vote to break a tie vote of the Commissioners.

- B. The Town Attorney, Town Clerk or Deputy Town Clerk or his or her designee shall act as parliamentarian.

Rule 9. Office of the Mayor Pro Tem

The Mayor Pro Tem shall be entitled to vote on all matters and shall be considered a Board member for all purposes, including the determination of a quorum. In the Mayor's absence, the Board may confer on the Mayor Pro Tem any of the Mayor's powers and duties. If the Mayor should become physically or mentally unable to perform the duties of his or her office, the Board may by unanimous vote declare that the Mayor is incapacitated and confer any of the Mayor's powers and duties on the Mayor Pro Tem. When the Mayor declares that he or she is no longer incapacitated and a majority of the Board concurs, the Mayor shall resume the exercise of his or her powers and duties. If both the Mayor and Mayor Pro Tem are absent from the meeting, the Board may elect from among its members a temporary Chair to preside at the meeting.

Rule 10. When the Presiding Officer is in Active Debate

If the Mayor or other presiding officer becomes actively engaged in debate on a particular proposal, he or she shall designate another Board member to preside over the debate. The Mayor or other presiding officer shall resume presiding as soon as action on the matter is concluded.

Rule 11. Action by the Board

- A. The Board shall proceed by motion. Any member may make a motion.

- B. All motions require a second.
- C. A member may make only one motion at a time.
- D. A substantive motion is out of order while another substantive motion is pending.
- E. A motion shall be adopted by a majority of the votes cast, a quorum being present, unless otherwise required by these rules or the laws of North Carolina.
- F. The Mayor shall state the motion and then open the floor to debate on it. The Mayor shall preside over the debate according to these general principles:
 - 1. The member who makes the motion is entitled to speak first;
 - 2. A member who has not spoken on the issues shall be recognized before someone who has already spoken;
 - 3. To the extent possible, the debate shall alternate between opponents and proponents of the measure.

Rule 12. One Motion at a Time

A member may make only one motion at a time.

Rule 13. Substantive Motions

A substantive motion is out of order while another substantive motion is pending.

Rule 14. Adoption by Majority Vote

A motion shall be adopted by a majority of the votes cast, a quorum being present, unless otherwise required by these rules or the laws of North Carolina. A majority is more than half.

Rule 15. Voting by Written Ballot

Rule 16. Debate

The Mayor shall state the motion and then open the floor to debate on it. The Mayor shall preside over the debate according to the following general principles:

- A. The maker of the motion is entitled to speak first;

- B. A member who has not spoken on the issues shall be recognized before someone who has already spoken;
- C. To the extent possible, the debate shall alternate between opponents and proponents of the measure.

Rule 17. Ratification of Actions

To the extent permitted by law, the Board may ratify actions taken on its behalf but without its prior approval. A motion to ratify is a substantive motion.

Rule 18. Procedural Motions

In addition to substantive proposals, the following procedural motions, and no others, shall be in order. All motions require a second before the motion can be discussed. Unless otherwise noted, each motion is debatable, may be amended and requires a majority vote for adoption.

In order of priority (if applicable), the procedural motions are:

Motion 1. To Appeal a Procedural Ruling of the Presiding Officer. A decision of the presiding officer ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks, or entertaining and answering a question or parliamentary law or procedure may be appealed to the Board, as specified in Rule 8. This appeal is in order immediately after such a decision is announced and at no other time. The member making the motion need not be recognized by the presiding officer and the motion, if timely made, may not be ruled out of order.

Motion 2. To Adjourn. The motion may be made at any time by a member of the Board and requires a majority vote.

Motion 3. To Take a Brief Recess.

Motion 4. Call to Follow the Agenda. The motion must be made at the first reasonable opportunity or it is waived.

Motion 5. To Suspend the Rules. The Board may not suspend provisions of the rules that state requirements imposed by law on the Board. For adoption, the motion requires a vote equal to two-thirds of the actual membership of the Board, excluding the Mayor, unless he or she may vote in all cases, and any vacant seats.

Motion 6. To Go Into Closed Session. The Board may go into closed session for one or more of the permissible purposes listed in N.C.G.S. §143-318.11(a). The motion to go into closed session shall cite one or more of these purposes and shall be adopted at an open meeting. A motion based on N.C.G.S. §143-318.11(a) shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on N.C.G.S. §143-318.11(a) shall identify the parties in each existing lawsuit concerning which the Board expects to receive advise during the closed session, if in fact such advice is to be received.

Motion 7. To Leave Closed Session.

Motion 8. To Divide a Complex Motion and Consider It By Paragraph. This motion is in order whenever a member wishes to consider and vote on subparts of a complex motion separately.

Motion 9. To Defer Consideration. The Board may defer a substantive motion for later consideration at an unspecified time. A substantive motion whose consideration has been deferred expires 100 days thereafter unless a motion to revive consideration is adopted. If consideration of a motion has been deferred, a new motion with the same effect cannot be introduced while the deferred motion remained pending (has not expired). A member who wishes to revisit the matter during that time must take action to revive consideration of the original motion, or else move to suspend the rules.

Motion 10. Call of the Previous Question. The motion is not in order until there have been at least 20 minutes of debate, and every member of the Board has had at least once opportunity to speak.

Motion 11. To Postpone to a Certain Time or Day.

Motion 12. To Refer to a Committee or Board. The Board of Commissioners may vote to refer a substantive motion to a committee for its study and recommendations. Sixty days after a motion has been referred to a committee or board, the introducer of the substantive motion may compel consideration of the measure by the Board of Commissioners, whether or not the committee has reported the matter back to the Board.

Motion 13. To Amend. An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment would have the same effect as rejection of the original motion. A proposal to substitute completely different working for a motion or amendment shall be treated as a motion to amend. A motion may be amended, and that amendment may be amended but no further

amendments may be made until the last-offered amendment is disposed of by vote. Any amendment to a proposed ordinance, policy, resolution or order shall be reduced to writing.

Motion 14. To Revive Consideration. The motion is in order at any time within 100 days after a vote to defer consideration of it. A substantive motion on which consideration had been deferred expires 100 days after the deferral, unless a motion to revive consideration is adopted.

Motion 15. To Reconsider. The motion to reconsider must be made by a member who voted with the prevailing side (the majority side except in the case of a tie, in which case the “noes” prevail) and at the meeting during which the original vote was taken, including an continuation of that meeting through recess or adjournment to a time and place certain. The motion cannot interrupt deliberation of a pending matter, but is in order at any time before final adjournment of the meeting.

Motion 16. To Rescind or Repeal. The Board may vote to rescind actions it has previously taken or repeal item it has previously adopted. The motion is not in order if rescission or repeal of an item is forbidden by law.

Motion 17. To Prevent Reconsideration for Six Months. The motion shall be in order immediately following the defeat of a substantive motion and at no other time. For approval, the motion requires a vote equal to two-thirds of the actual membership of the Board excluding the Mayor, unless he or she may vote in all cases, and vacant seats. If adopted, the restriction imposed by the motion remains in effect for six months or until the next organizational meeting of the Board, whichever occurs first.

Rule 19. Renewal of a Motion

A motion that is defeated may be renewed at any subsequent meeting unless a motion to prevent reconsideration has been adopted.

Rule 20. Withdrawal of a Motion

A motion may be withdrawn by the introducer at any time before a vote.

Rule 21. Duty to Vote

Every member must vote unless excused by the remaining members according to law. A member who wishes to be excused from voting shall so inform the presiding officer, who shall take a vote of the remaining members. No member shall be excused from voting except upon matters involving the consideration of his or her own financial interest or official conduct. In all other cases, a failure to vote by a member who is physically present in the meeting room or

who has withdrawn without being excused by a majority vote of the remaining members present shall be recorded as an affirmative vote.

Rule 22. Introduction of Ordinances

A proposed ordinance shall be deemed introduced on the date the subject matter is first voted on by the Board. N.C.G.S. §160A-75 provides that an ordinance may not be finally adopted at the meeting at which is introduced except by at least a two-thirds vote of the actual membership of Board, excluding vacant seats and not including the Mayor unless he or she has the right to vote on all questions before the Board.

Rule 23. Adoption of Ordinances and Approval of Contracts

- A. An affirmative vote equal to a majority of all the members of the Board not excused from voting on the question at issue (including the Mayor's vote in case of an equal division) shall be required to adopt an ordinance, to take any action that has the effect of an ordinance, or to make, ratify or authorize any contract on behalf to the Town. In addition, no ordinance or action that has the effect of an ordinance may be finally adopted on the date of its introduction except by an affirmative vote of at least two-thirds of the actual membership of the Board, excluding vacant seats and not including the Mayor. No ordinance shall be adopted unless it has been reduced to writing before a vote on its adoption is taken.

- B. An affirmative vote equal to three-fourths of all the members of the Board of Commissioners shall be required for an ordinance making a change in a zoning regulation, restriction or boundary to become effective, if a valid protest petition is received in accordance with the requirements set out in N.C.G.S. §160A-385(a) and N.C.G.S. §160A-386. This rule shall not apply in those cases excepted by N.C.G.S. §160A-385(a).

Rule 24. Adoption of the Budget Ordinance

- A. Notwithstanding the provisions of any general law or local act:
 - 1. Any action taken with respect to the adoption of the Budget Ordinance may be taken at any regular, recessed or special meeting of the Board by a simple majority of those present and voting, a quorum being present.
 - 2. No action taken with respect to the adoption or amendment of the Budget Ordinance need be published or is subject to any other procedural requirement governing the adoption of ordinance or

resolutions by the Board other than those requires by North Carolina General Statues.

3. The adoption and amendment of the Budget ordinance and the levy of taxes in the Budget ordinance are not subject to the provisions of any Town Charter or local act concerning initiative or referendum.

Rule 25. Closed Sessions

The Board may hold Closed Sessions as provided by law. The Board shall only commence a Closed Session after a motion to go into Closed Session has been made and adopted during an open meeting. The motion shall state the purpose of the Closed Session and must be approved by a majority vote of those Board members present and voting. The Board shall terminate the Closed Session by a majority vote. Only those actions authorized by statute may be taken in Closed Session. A motion to adjourn or recess shall not be in order during a Closed Session.

Rule 26. Quorum

A majority of the membership of the Board shall constitute a quorum. The number required for a quorum shall not be affected by vacancies. A majority is more than half. A member who has withdrawn from a meeting without being excused by majority vote of the remaining members present shall be counted as present for purposes of determining whether or not a quorum is present.

Rule 27. Public Hearings

Public hearings required by law, or deemed advisable by the Board, shall be organized by a special order and adopted by a majority vote setting forth the subject, date, place and time of the hearing as well as any rules regarding the length of time allotted for each speaker and any other pertinent matters. The special order is adopted by majority vote. Its specifications may include, but are not limited to, rules fixing the maximum time allotted to each speaker; providing for the determination of spokespersons for groups or persons supporting or opposing the same positions; providing for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the hall (so long as arrangements are made, in the case of hearings subject to the Open Meetings Law, for those excluded from the hall to listen to the hearing); and providing for the maintenance of order and decorum in the conduct of the hearing.

All notice and other requirements of the Open Meetings law applicable to board meetings shall also apply to public hearings at which a majority of the Board is present; such a hearing is considered to be part of a regular or special meeting of the Board. These requirements also

apply to hearings conducted by appointed committees of board members, if a majority of the committee is present. A public hearing for which any required notices have been given may be continued to a time and place certain without further advertisement. The requirements of Rule 2(C) shall be followed in continuing a hearing at which a majority of the Board, or of a board committee (as applicable) is present.

At the appointed time, the Mayor or presiding officer shall call the hearing to order and then preside over it. When the allotted time expires or when no one who has not yet spoken wishes to do so, the Mayor or presiding officer shall declare the hearing closed.

The regular meeting begins with a public hearing during those months when a public hearing is scheduled as announced during the prior month's meeting.

During those months when a public hearing is scheduled as announced during the prior month's meeting, the Board's regular meeting will begin with that public hearing. The moderator may restrict or elect not to hear comments of a repetitious nature or place a time limit on individual remarks. The Second Reading and Third Reading will not usually take place during the same meeting as the public hearing.

Rule 28. Quorum of Public Hearings

A quorum of the Board shall be required at all public hearings required by State law. If a quorum is not present at such a hearing, the hearing shall be continued until the next regular meeting without further advertisement.

Rule 29. Minutes

- A. Full and accurate minutes of Board proceedings, including Closed Sessions, shall be kept. The Board shall also keep a general account of any Closed Session so that a person not in attendance would have a reasonable understanding of what transpired. These minutes and general accounts shall be open to inspection by the public, except as otherwise provided in this rule. The exact wording of each motion and the results of each vote shall be recorded in these minutes, and on the request of any Board member, the "ayes" and "noes" upon any question shall be taken. Members' and other persons' comments may be included in the minutes if the Board approves.

- B. Closed Session minutes will be kept as required by law. Minutes of Closed Sessions shall be sealed and withheld from public inspection so long as public inspection would frustrate the purpose of the Closed Session. The minutes may be unsealed either by Board action or by action of an agent of the Board such as

the Town Attorney, if and when the Closed Session's purpose would no longer be frustrated by making these records public.

Rule 30. Appointments

- A. The Board may consider and make appointments to other bodies, including its own committees, if any, only in open session. The Board may not consider or fill a vacancy among its own membership except in open session.
- B. Rather than proceeding by motion, the Board shall use the following procedure to make appointments to various other boards and offices:
- The Mayor shall open the floor for nominations, whereupon the names of possible appointees may be put forward by Board members.
 - The names submitted shall be debated.
 - When the debate ends, the Mayor shall call the roll of the Board members, and each member shall cast his or her vote.

If more than one appointee is to be selected, then each Board member shall have as many votes as there are slots to be filled. The votes from a majority of the Board members voting shall be required for appointment. A Board member may cast all of his or her votes or fewer than all of them, but he or she shall not cast more than one vote for a single candidate.

Rule 31. Committees and Boards

- A. **Establishment and Appointment.** The Board may establish and appoint members for such temporary and standing Town committees and boards as are needed to help carry out the work of Town government. Any specific provisions of law relating to the particular committees and boards shall be followed.
- B. **Open Meetings Law.** The requirements of the Open Meetings Law shall apply to all elected or appointed authorities, boards, commissions, councils or other bodies of the Town that are composed of two or more members and that exercise or are authorized to exercise legislative, policy-making, quasi-judicial, administrative or advisory functions. However, the Law's requirements shall not apply solely to a meeting of the Town's professional staff.

Rule 32. Amendment of the Rules

These rules may be amended at any regular meeting or at any properly called special meeting that includes amendment(s) of the Rules as one of the stated purposes of the meeting, so long as the amendment is consistent with the Town Charter, general law, and generally accepted principles of parliamentary procedure. Adoption of an amendment shall require an affirmative vote equal or greater than two-thirds of all the actual membership of the Board, excluding any vacant seats and not including the Mayor.

Rule 33. References

- A. Suggested Rules of Procedure for a City Council, third edition by A. Fleming Bell, II is the source for these rules of procedure.

- B. To the extent not provided for in these rules and to the extent that the reference does not conflict with the spirit of these rules, the Board shall refer to Robert's Rules of Order for unresolved procedural questions.

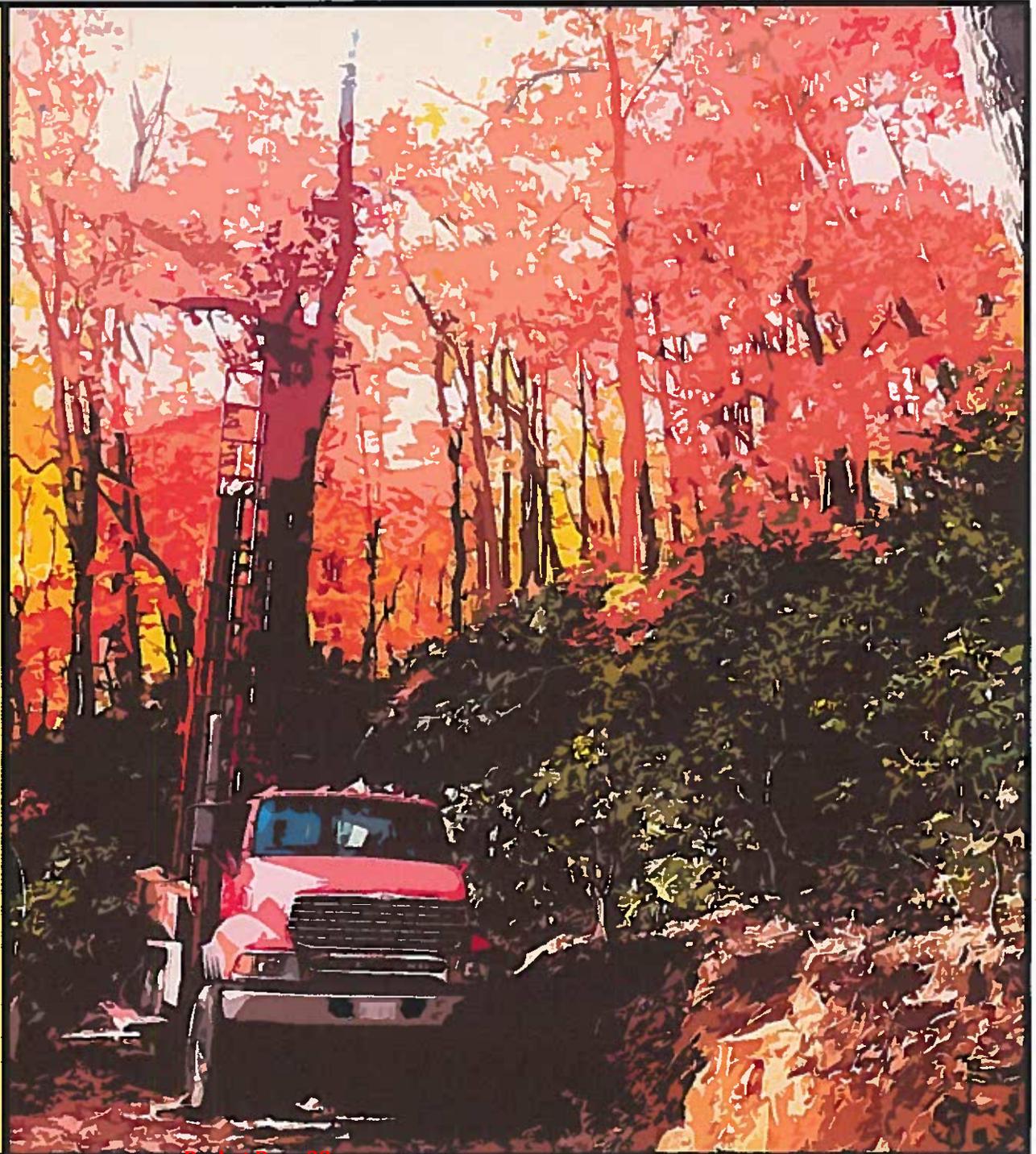
Effective Date

This document shall become effective November 14, 2002.

**Town
Of
Montreat**

**Capital
Improvement
Program**

2015 - 2020



GENERAL FUND
REVENUES

GENERAL FUND REVENUES SUMMARY

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FUTURE	TOTAL
REVENUE SOURCES							
Ad Valorem Taxes	967,000	976,000	986,000	996,000	1,005,000	1,016,000	5,946,000
Other Taxes	369,000	380,000	391,000	402,000	413,000	425,000	2,380,000
Unrestricted Intergovernmental	59,000	59,000	59,000	59,000	59,000	59,000	354,000
Restricted Intergovernmental	694,500	41,500	42,500	43,500	44,500	45,500	912,000
Permits and Fees	96,000	96,500	97,000	97,500	98,000	98,500	583,500
Sales and Services	13,000	13,000	13,000	13,000	13,000	13,000	78,000
Investment Earnings/Miscellaneous	5,500	5,500	6,000	6,000	6,500	6,500	36,000
TOTALS	2,204,000	1,571,500	1,594,500	1,617,000	1,639,000	1,663,500	10,289,500
HISTORICAL DATA							
Average % Capital vs. Revenue	45%	45%	45%	45%	45%	45%	45%
Capital Funding Based on Average %	991,800	707,175	717,525	727,650	737,550	748,575	4,630,275
DEBT SERVICE							
Existing	0	0	0	0	0	0	0
Proposed	54,650	143,600	161,400	161,400	177,900	1,722,050	2,421,000
Other	654,400	0	0	0	0	0	654,400
REVENUE CLASSIFICATIONS							
Operating Revenues - General	647,600	744,500	659,200	480,000	595,000	535,000	3,661,300
Operating Funds - Powell Bill	0	0	0	0	0	0	0
Debt/Financing	54,650	143,600	161,400	161,400	177,900	1,722,050	2,421,000
Grant	0	20,000	0	0	0	0	20,000
Other	654,400	0	0	0	0	0	654,400
TOTAL	1,356,650	908,100	820,600	641,400	772,900	2,257,050	6,756,700
EXPENDITURE CLASSIFICATIONS							
Planning/Design/Engineering	121,000	165,000	77,000	37,000	45,000	34,000	479,000
Land	0	0	0	0	0	0	0
Construction	1,115,650	622,100	603,900	551,900	646,900	1,997,050	5,537,500
Equipment	120,000	93,500	109,700	52,500	81,000	226,000	682,700
Hardware/Software	0	27,500	30,000	0	0	0	57,500
TOTAL	1,356,650	908,100	820,600	641,400	772,900	2,257,050	6,756,700

GENERAL FUND REVENUES

ACCOUNT DESCRIPTION	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FUTURE
Ad Valorem Taxes							
Taxes Ad Valorem - Current Year	955,000	965,000	974,000	984,000	994,000	1,003,000	1,014,000
Taxes Ad Valorem - Prior Year	500	500	500	500	500	500	500
Penalties and Interest	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Sub-Total: Ad Valorem Taxes	957,000	967,000	976,000	986,000	996,000	1,005,000	1,016,000
Other Taxes							
Local Option Sales Tax	345,000	355,000	366,000	377,000	388,000	399,000	411,000
Return of Taxes - DMV	14,000	14,000	14,000	14,000	14,000	14,000	14,000
Sub-Total: Other Taxes	359,000	369,000	380,000	391,000	402,000	413,000	425,000
Unrestricted Intergovernmental							
Payments in Lieu of Taxes	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Beer & Wine Tax	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Utility Franchise Tax	55,000	55,000	55,000	55,000	55,000	55,000	55,000
Sub-Total: Unrestricted Intergov.	59,000						
Restricted Intergovernmental							
Powell Bill Allocation	39,000	40,000	41,000	42,000	43,000	44,000	45,000
Solid Waste Disposal Tax	500	500	500	500	500	500	500
Reimbursement - Grants	200,000	654,000	0	0	0	0	0
Other	70,000	0	0	0	0	0	0
Sub-Total: Restricted Intergov.	309,500	694,500	41,500	42,500	43,500	44,500	45,500
Permits and Fees							
Building Permits	45,000	45,500	46,000	46,500	47,000	47,500	48,000
Fire Inspection Fees	500	500	500	500	500	500	500
Community Service Fees	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Sub-Total: Permits and Fees	95,500	96,000	96,500	97,000	97,500	98,000	98,500
Sales and Services							
Public Safety Charges	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Sanitation Collection	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Sub-Total: Sales and Services	13,000						
Investment Earnings/Miscellaneous							
Investment Earnings	1,500	1,500	1,500	2,000	2,000	2,500	2,500
Contributions	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Other	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Sub-Total: Investment Earnings/Misc.	5,500	5,500	5,500	6,000	6,000	6,500	6,500
GENERAL FUND TOTALS	1,798,500	2,204,000	1,571,500	1,594,500	1,617,000	1,639,000	1,663,500

GENERAL FUND
EXPENDITURES

GENERAL FUND EXPENDITURES SUMMARY ALL DEPARTMENTS

PROJECT DESCRIPTION	PRIORITY CODE	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FUTURE	TOTAL
4100 Governing Board								
Sub-Total: Governing Board		0	0	0	0	0	0	0
4200 Administration								
Comprehensive Plan Update	B	0	60,000	0	0	0	0	60,000
Computer Software Update	B	0	0	30,000	0	0	0	30,000
Sub-Total: Administration		0	60,000	30,000	0	0	0	90,000
5000 Public Buildings								
Town Hall Replacement	3	97,650	109,300	109,300	109,300	109,300	1,147,650	1,682,500
Public Works Facility	B	0	57,800	35,600	35,600	35,600	409,400	574,000
Pavement of Compactor Area	7	25,000	0	0	0	0	0	25,000
Sub-Total: Public Buildings		122,650	167,100	144,900	144,900	144,900	1,557,050	2,281,500
5100 Police								
Police Vehicle Replacement	B	0	36,000	0	36,000	0	36,000	108,000
Radio Replacement	A&B	0	35,000	0	0	0	0	35,000
Sub-Total: Police		0	71,000	0	36,000	0	36,000	143,000
5400 Planning & Zoning								
Stormwater Utility Study	5	35,000	0	0	0	0	0	35,000
Wayfinding Signage Plan	6	20,000	30,000	39,000	35,000	12,000	0	136,000
GPS/GIS Integration	C	0	27,500	0	0	0	0	27,500
UDO/Form Based Code	C	0	25,000	25,000	0	0	0	50,000
Ordinance Recodification	B	0	0	15,000	0	0	0	15,000
Vehicle Replacement	B	0	0	0	0	0	25,000	25,000
Sub-Total: Planning & Zoning		55,000	82,500	79,000	35,000	12,000	25,000	288,500
5550 Public Works								
Radio Replacement	B	0	0	4,200	0	0	0	4,200
Sub-Total: Public Works		0	0	4,200	0	0	0	4,200
5600 Streets & 5700 Powell Bill								
Local Street Paving	1	194,000	385,000	314,000	374,000	385,000	374,000	2,026,000
Bridge Replacement	2	818,000	0	0	0	0	0	818,000

**GENERAL FUND EXPENDITURES
SUMMARY ALL DEPARTMENTS**

PROJECT DESCRIPTION	PRIORITY CODE	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FUTURE	TOTAL
New Road Paving	10	37,000	40,000	88,000	35,000	75,000	100,000	375,000
Truck Replacement (96)	4	45,000	0	0	0	0	0	45,000
Dump Truck Replacement (85)	B	0	16,500	16,500	16,500	16,500	16,500	82,500
Sander Replacement	B	0	6,000	0	0	0	0	6,000
Chipper Replacement	B	0	0	44,000	0	0	0	44,000
Truck Replacement (04)	B	0	0	45,000	0	0	0	45,000
Dump Truck Replacement (95)	B	0	0	0	0	16,500	66,000	82,500
Leaf/Bucket Truck	C	0	0	0	0	0	82,500	82,500
Sub-Total: Streets/Powell Bill		1,094,000	447,500	507,500	425,500	493,000	639,000	3,606,500
5800 Sanitation								
Sanitation Trk. Replacement	8	75,000	0	0	0	0	0	75,000
Sanitation Pick-Up Truck	B	0	0	0	0	48,000	0	48,000
Sub-Total: Sanitation		75,000	0	0	0	48,000	0	123,000
6190 Conservation/Recreation								
Native Plant Garden	9	10,000	0	0	0	0	0	10,000
Sidewalks/Greenways Devp.	C	0	25,000	0	0	75,000	0	100,000
Gateway Plan	C	0	55,000	55,000	0	0	0	110,000
Sub-Total: Recreation		10,000	80,000	55,000	0	75,000	0	220,000
GENERAL FUND TOTALS		1,356,650	908,100	820,600	641,400	772,900	2,257,050	6,756,700
Expenditure Classifications								
Planning/Design/Engineering		121,000	165,000	77,000	37,000	45,000	34,000	479,000
Land		0	0	0	0	0	0	0
Construction		1,115,650	622,100	603,900	551,900	646,900	1,997,050	5,537,500
Equipment		120,000	93,500	109,700	52,500	81,000	226,000	682,700
Hardware/Software		0	27,500	30,000	0	0	0	57,500
TOTAL		1,356,650	908,100	820,600	641,400	772,900	2,257,050	6,756,700
Revenue Classifications								
Operating Revenues-General		647,600	744,500	659,200	480,000	595,000	535,000	3,661,300
Operating Revenues-Powell Bill		0	0	0	0	0	0	0
Debt/Financing		54,650	143,600	161,400	161,400	177,900	1,722,050	2,421,000
Grant		0	20,000	0	0	0	0	20,000
Other		654,400	0	0	0	0	0	654,400
TOTAL		1,356,650	908,100	820,600	641,400	772,900	2,257,050	6,756,700

WATER FUND
REVENUES

WATER FUND REVENUES SUMMARY

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FUTURE	TOTAL
REVENUE SOURCES							
Water Revenue	\$ 145,000	\$ 148,000	\$ 151,000	\$ 154,000	\$ 157,000	\$ 161,000	\$ 916,000
Water Access Fee	\$ 166,000	\$ 166,000	\$ 166,000	\$ 166,000	\$ 166,000	\$ 166,000	\$ 996,000
Water Taps	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 18,000
Interest Earned	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 3,000
MSD Billing Fee Revenue	\$ 20,000	\$ 20,500	\$ 21,000	\$ 21,500	\$ 22,000	\$ 22,500	\$ 127,500
Miscellaneous/Late Fees	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 15,000
Water Transfer Fees	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 6,000
Contribution from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 338,000	\$ 341,500	\$ 345,000	\$ 348,500	\$ 352,000	\$ 356,500	\$ 2,081,500
HISTORICAL DATA							
Average % Capital vs. Revenue	40%	40%	40%	40%	40%	40%	40%
Capital Based on Average %	\$ 135,200	\$ 136,600	\$ 138,000	\$ 139,400	\$ 140,800	\$ 142,600	\$ 832,600
DEBT SERVICE							
Existing	\$ 82,100	\$ 80,700	\$ 79,300	\$ 62,000	\$ 60,600	\$ 59,200	\$ 423,900
Proposed	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 275,000	\$ 550,000
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 137,100	\$ 135,700	\$ 134,300	\$ 117,000	\$ 115,600	\$ 334,200	\$ 973,900
Revenue Classifications							
Operating Revenues	\$ 92,100	\$ 57,000	\$ 203,000	\$ 165,000	\$ 131,750	\$ 165,750	\$ 814,600
Impact Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt/Financing	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 275,000	\$ 550,000
Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 147,100	\$ 112,000	\$ 258,000	\$ 220,000	\$ 186,750	\$ 440,750	\$ 1,364,600
Expenditure Classifications							
Planning/Design/Engineering	\$ 37,100	\$ 5,000	\$ 20,000	\$ 5,000	\$ 4,000	\$ 7,500	\$ 78,600
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 105,000	\$ 102,000	\$ 233,000	\$ 100,000	\$ 92,000	\$ 342,500	\$ 974,500
Equipment	\$ 5,000	\$ 5,000	\$ 5,000	\$ 115,000	\$ 90,750	\$ 90,750	\$ 311,500
Hardware/Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 147,100	\$ 112,000	\$ 258,000	\$ 220,000	\$ 186,750	\$ 440,750	\$ 1,364,600

WATER FUND
EXPENDITURES

WATER FUND SUMMARY ALL DEPARTMENTS

PROJECT DESCRIPTION	PRIORITY CODE	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FUTURE	TOTAL
Water Line Replacement	1	\$ 55,000	\$ 52,000	\$ 50,000	\$ 50,000	\$ 41,000	\$ 75,000	\$ 323,000
Water Storage Facility	2	\$ 87,100	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 275,000	\$ 582,100
Portable Generators	3	\$ 5,000	\$ 5,000	\$ 5,000	\$ 60,000	\$ -	\$ -	\$ 75,000
Water Tank Inspection/Maint.	A&B	\$ -	\$ -	\$ 23,000	\$ -	\$ -	\$ -	\$ 23,000
Well Exploration and Const.	C	\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ 125,000
Water Truck Replacment	B	\$ -	\$ -	\$ -	\$ 55,000	\$ -	\$ -	\$ 55,000
Water Meter Replacement	B	\$ -	\$ -	\$ -	\$ -	\$ 90,750	\$ 90,750	\$ 181,500
WATER FUND TOTALS		\$ 147,100	\$ 112,000	\$ 258,000	\$ 220,000	\$ 186,750	\$ 440,750	\$ 1,364,600
Expenditure Classifications								
Planning/Design/Engineering		\$ 37,100	\$ 5,000	\$ 20,000	\$ 5,000	\$ 4,000	\$ 7,500	\$ 78,600
Land		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction		\$ 105,000	\$ 102,000	\$ 233,000	\$ 100,000	\$ 92,000	\$ 342,500	\$ 974,500
Equipment		\$ 5,000	\$ 5,000	\$ 5,000	\$ 115,000	\$ 90,750	\$ 90,750	\$ 311,500
Hardware/Software		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS		\$ 147,100	\$ 112,000	\$ 258,000	\$ 220,000	\$ 186,750	\$ 440,750	\$ 1,364,600
Revenue Classifications								
Operating Revenues		\$ 92,100	\$ 57,000	\$ 203,000	\$ 165,000	\$ 131,750	\$ 165,750	\$ 814,600
Impact Fees		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt/Financing		\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 275,000	\$ 550,000
Grant		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS		\$ 147,100	\$ 112,000	\$ 258,000	\$ 220,000	\$ 186,750	\$ 440,750	\$ 1,364,600



Town of Montreat

P.O. Box 423, Montreat, North Carolina 28757
Phone: (828) 669-8002 • Fax: (828) 669-3810
www.townofmontreat.org

MEMORANDUM

To: Board of Commissioners
From: Stefan Stackhouse, Finance Officer
Date: January 8, 2016
Subject: Planning considerations and options for FYE 2017 budget

I have been asked to provide some preliminary planning considerations for the next budget, with particular consideration being given to alternative revenue sources and other means of achieving some property tax relief.

General Fund

Our General Fund budget can be expressed as a simple formula:

Property Taxes + Other Revenues + Inter-fund Transfers In + Appropriations of Fund Balance

Equals

Expenditures + Inter-fund transfers Out + Additions to Fund Balance

If your particular focus is upon property taxes, then the above formula can be restated as:

Other Revenues – Expenditures + Net Inter-fund Transfers (In – Out) + Net Changes in Fund Balance

Equals

Property Taxes

I will take each of the four variables in this latter formula in turn.

Revenues Other Than Ad Valorem Property Taxes:

DMV Taxes: We should continue to budget \$12,000.

Local Option Sales Tax: We brought in \$355,621 in FYE 15, which is continuing the trend toward recovery that we have been seeing over the past few years. Our revenues for FYE 16 so far are running

slightly ahead of what they were same time last year. It seems unwise to assume more than very modest growth in sales tax revenues; an assumption of \$360,000 would seem prudent. It is still uncertain exactly what impact recent proposals to change the reallocation formula will have on our future year allocations.

Other Tax Receipts: I lump into this category the revenues we receive from utilities and telecommunications companies, alcoholic beverage sales, payments in lieu of taxes (“PILOT”), and a few other minor sources. Of these, the only one over which we might have any real possibility of influencing is the PILOT revenues. Montreat is home to a number of not-for-profit and non-taxable entities. We cannot force these to make PILOT contributions, but obviously, the more successful we might be in persuading them to do so, the larger this revenue source becomes. This might possibly be a fruitful opportunity for initiative by the Board of Commissioners. In the absence of any firm developments, we must assume that this cluster of revenues will continue at the same \$60,000 range that it has been at for the past several years.

Powell Bill: Our allocation is slowly recovering, having increased to \$40,141 for FYE 16. Some major changes are being made to the state’s method of allocating Powell Bill funds, and in the future these will be available only to cover street repaving and maintenance. We may need to reduce our estimates for future years by nearly half.

Grants: We may be receiving at least some grant revenues for the Texas Bridge project, depending upon decisions to be made, but the exact amounts are still uncertain. These only offset extraordinary expenditures, and thus do not constitute a new source of net revenues.

Building & Fire Inspection Permits and Fees: We brought in \$56,636 in FYE 14; the \$31,309 in FYE 15 did not match that pace. We will likely see a level somewhere between these for FYE 16, coming close to the \$45,000 budgeted. While it is always difficult to forecast this activity, it appears that maintaining the budget for these at \$45,000 would be justified.

Public Safety and Sanitation Charges: We brought in \$12,158 in FYE 16, and we will likely meet our FYE 16 budget of \$13,000. Absent any changes in what we charge for either of these, the same amount should be budgeted for FYE 17.

Investment Earnings: We are finally starting to see the Federal Reserve increase interest rates. Their announced policy calls for increasing rates in small, slow steps, so we should not expect our interest on investments to increase above the \$2200 we have budgeted this year.

Contributions and Miscellaneous Revenues: This is always difficult to predict. These have usually run in the range of \$5,000 – 15,000, but some years have seen higher levels.

Community Service: We have been counting the community service fee as a General Fund revenue, and this has continued to come in at close to the estimated level of \$50,000/year.

New Revenue Sources: For the past several years we have discussed the possible implementation of stormwater fees. A draft stormwater utility ordinance was presented to the Board two years ago. The fiscal advantages to the General Fund would be twofold: 1) expenditure avoidance, as costs that would otherwise be charged to the General Fund and covered by general (and thus property tax) revenues are instead charged to the Stormwater Fund and covered out of its own revenues; and 2) there could be some chargebacks to the Stormwater Fund to recover administrative and labor costs incurred in its behalf by the General Fund. This latter could perhaps yield funds in the range of a few thousand dollars per year. Much work would still have to be done to implement this, so it does not appear that this could have an impact on the FYE 17 budget.

Summary – General Fund Revenues:

Overall, excluding the property tax and grant revenues, we should be able to count upon total revenues of around \$590,000 or so, unless something exceptional happens.

Expenditures:

We are, of course, still early in the budget process. Our total general fund budgeted expenditures for FYE 16 are slightly over 2.5 million; this figure is elevated considerably due to the Texas Road Bridge project. Here are some areas of particular impact:

Payroll:

Our total salary and wage budget for FYE 16 is \$673,400. Were a general cost of living increase to be applied to salaries and wages for FYE 17, every 1% increase would cost approximately \$6,700.

We do not yet know what to expect in the way of an increase on our Blue Cross/Blue Shield premiums of \$119,000 for FYE 17. Increases of 10% have been common for many of the past few years.

The \$81,700 that we are contributing to LGERS and the NC401K plan in FYE 16 will go up proportionate with whatever pay increase is granted. In addition, we have just received notification that an increase in the employer contribution rate is coming. The rate for law enforcement officers will jump from 7.41% to 8.00%, while non law enforcement employees will increase from 7.07% to 7.25%. This will increase the Town's expenses by around \$2,000 in FYE 17. We have also been told to expect a 0.25% annual increase through FYE 21.

Capital Outlays:

The CIP is inherently one of the most discretionary areas of our budget. While this section of the budget is planned on a multi-year basis, the Board does have the flexibility to downsize, defer, or even delete planned projects. Due to exceptional grant funding, we presently have \$1,195,175 budgeted in the General Fund for capital projects. It is appearing likely that most of the amounts budgeted for the Texas Road bridge will not be expended this fiscal year, and thus will have to be re-budgeted next year.

Other Expenditures:

Payroll and Capital Outlays combined account for approximately 90% of our General Fund. This leaves us with very limited scope to save very much money, especially given that many of these expenditures are essential and cannot be cut. On the other hand, these other expenditures tend to be fairly steady and not increase.

Summary – Expenditures:

We are fairly certain that health insurance premiums will increase, and probably some other payroll items as well. With the possible exception of capital projects, there are limited options available to relieve pressure on the AV tax. The Town could consider forgoing employee cost-of-living increases, which in any case may be low due to low rates of inflation. With the benefit reductions of the past few years and the implementation of the Affordable Care Act, there is less scope for further benefit reductions to offset health insurance premium increases. Capital outlay plans could be scaled back or deferred. Only in the capital budget could any substantial expenditure reduction be achieved.

Changes in Fund Balance:

We routinely budget an appropriation of fund balance in the General Fund budget. This is done to give us sufficient flexibility to assure that we comply with the requirements of the Local Government Budget and Fiscal Control Act. For FYE 16, we have budgeted a fund balance appropriation of \$273,075. Given the deferral of Texas Road bridge expenditures, we are unlikely to spend much, if any, of this allocation; we usually do spend less than what is appropriated each year. I cannot recommend the use of appropriated fund balance for more than very short-term property tax relief. It might be appropriate as a means of buffering unexpected shortfalls, but it is not something that municipalities should get in the habit of doing. Montreat has built up a healthy fund balance which places us in better financial position than many other municipalities; habitual use of appropriated fund balance will eventually deplete the fund balance and leave us in dire straits.

Property Taxes:

Finally, with regard to our Ad Valorem Property Tax revenues, we are in-between reassessments. We continue to see one or two new residences constructed every year at the most, so we will only be seeing a very small increase in assessed valuation next year. With the completion of the first phase of the Upper Kentucky projects, we may see a modest increase in new houses, but this will not impact FYE 2016 or 2017 revenues. Up to now, the Town of Montreat has been exceedingly fortunate in having had an exceptionally good rate of collection for our property taxes – over 99% for the past few years.

Conclusion – General Fund

If the Board feels that it must find a way to provide Montreat residents with some property tax relief, the following options are available:

Source	AV Tax Reduction in cents
Revenues: Solicit increased PILOT revenues; develop additional billable sanitation and public safety services; intergovernmental grants, sanitation fee	No more than one cent
Expenditures: Reduce capital outlays; changes in employee compensation would mainly only offset anticipated increases in retirement and health premiums.	Zero to possibly four cents
Indirect Cost Reimbursements: New from stormwater fund	No more than one cent
Fund Balance: Increased appropriation (not recommended except as a "one-off")	No more than one cent
Property Tax: Changes in assessed valuation & collection rate	No change

Water Fund

The water fund has budgeted \$327,000 in expenditures for FYE 16. This includes \$76,400 for indirect cost allocations to the General Fund, replacing the former interfund transfer.

We have budgeted \$300,000 in revenues from our water usage and access rates; through December we have collected 52% of these budgeted revenues, and are running \$9,000 (or 6%) above the same time last year. Our other water fund revenues are also running well compared to our budget. It thus looks likely that we will end the year with as much or more revenues than we had budgeted. We have held our rates steady for the past several years, and we are now recommending an increase. This is detailed in a separate report.

The main area of discretionary flexibility in the water fund is in the area of capital expenditures; \$71,900 has been budgeted in FYE 16.

Stormwater Fund

David Currie and I have submitted a draft ordinance for the establishment of a stormwater utility. FYE 17 could be an implementation year, but the collection of fee revenue, and consequent fiscal impact for the general fund, may not be fully implemented until the following fiscal year. We recognize that a decision to propose the introduction of a new fee might be a sensitive matter at this time.



Town of Montreat

P.O. Box 423, Montreat, North Carolina 28757

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www.townofmontreat.org

MEMORANDUM

To: Ron Nalley, Town Administrator
Board of Commissioners

From: Stefan Stackhouse, Finance Officer

Date: January 7, 2016

RE: Water Rates

Since July 1, 2012. We have been operating with the following water rates:

- All water usage has been billed at the uniform rate of \$4.83 per thousand gallons (or \$0.00483 per gallon).
- All water customers are also charged a fixed monthly Water Access Fee, based upon the size of the supply line: For properties serviced with a ¾" line (mostly residential), \$14.00 per month; for properties serviced with a 1" line, \$90.00 per month; for properties serviced with a 2" line, \$220.00 per month. These rates were based upon an analysis of the debt service and depreciation costs of the water system and the proportional flow of water through each category of service line.

Since it has been several years since the Town has made any changes to this fee structure, it is time to revisit it. Furthermore, we have received letters from the LGC for two years in a row expressing concern about the adequacy of our rate structure and our long-term fiscal sustainability. In our response to the LGC, we promised that we would bring this issue before you with our recommendations, as we are now doing.

Option A:

We have asked the North Carolina Rural Water Association to review our rate structure in light of our financial position and usage patterns. Their response is attached. They are recommending an overall rate increase of 2.5%. Given that the MSD has followed a policy of routinely increasing their rates by 2% annually and we have had no increases for the past four years, this is a very modest increase.

Option B:

The Board might wish to consider one departure to the NCRWA's recommendations. Our Water Fund debt service expenditures are presently running around \$85,000, and our present annual depreciation is around \$89,000. Compared to this total of \$174,000, our Water Access Fees are only generating around \$164,000. The intent of these fees was to totally cover these expenditures. To generate sufficient revenues, we would need a 6.1% increase for the three Water Access Fee rates. This in turn would allow a reduction in our Water Usage rate to \$4.67/1000 gal. (\$300,000 total needed - \$174,000 = \$126,000; \$126,000 / 27,000,000 = 4.67/1000 gal.)

Option C:

On the other hand, the fixed Water Access Fee is already relatively high and arguably burdensome, especially for our institutional customers. If the Board would wish to provide these customers with some relief, then we could hold the Water Access Fee steady and just increase the Water Usage rate to \$5.04/1000 gal. (\$300,000 - \$164,000 = \$136,000; \$136,000 / 27,000,000 = \$5.04/1000 gal). That amounts to a 4% increase. Again, given no increase over the past four years, this is still relatively modest. This would have the disadvantage, however, of increasingly detaching the Water Access Fee from covering the expenditures for which it was intended.

Summary of Possible Water Rates for FYE 17:

Option A: NCRWA 2.5% across the board increase

- Water Usage Fee: \$4.93/1000 gal
- Water Access Fee, ¾": \$14.28/mo
- Water Access Fee, 1": \$91.80/mo
- Water Access Fee, 2": \$224.40/mo

Option B: Increase Water Access Fee Rates to fully cover debt service and depreciation:

- Water Usage Fee: \$4.67/1000 gal
- Water Access Fee, ¾": \$14.85/mo
- Water Access Fee, 1": \$95.49/mo
- Water Access Fee, 2": \$233.42/mo

Option C: Hold Water Access Fee steady, increase Water Usage Fee:

- Water Usage Fee: \$5.04/1000 gal
- Water Access Fee, ¾": \$14.00/mo
- Water Access Fee, 1": \$90.00/mo
- Water Access Fee, 2": \$220.00/mo



January 6, 2016

Stefan Stackhouse
Finance Officer
Town of Montreat, NC

Dear Mr. Stackhouse:

Thank you for allowing NCRWA to assist you by providing a rate analysis for the Town of Montreat. I have reviewed the Town's financial information from previous audits and the findings are summarized below.

- 1) The Water Fund received \$283,495 from water rates in FY 2014-15. Additional revenue from other sources were \$23,135 therefore the total revenue for the fiscal year was \$306,630.
- 2) The total expenditures for the fiscal year totaled \$526,829 not including depreciation. This amount includes \$144,735 for operations, \$296,501 for capital improvements and \$85,593 for debt service.
- 3) The preliminary projected budget for next fiscal year is **\$322,774**. This includes \$148,353 for operations (2.5% increase), \$85,593 for debt service and \$88,828 depreciation. This projection does not include any capital expenditures.
- 4) At the current rates and water usage the projected revenue from rates would be \$294,489. Assuming approximately \$23,135 in other revenue (same as FY14-15) the total revenue would be **\$317,624**.
- 5) Based on these projections the revenue shortfall would be approximately \$5,150.
- 6) In order to generate the additional revenue, a **2.5%** increase in all base rates and the cost per thousand rate would be needed.
- 7) If the town is considering any capital expenditures (other than from borrowed funds) for the upcoming budget it would be necessary to recalculate the rate increase to generate the additional revenue needed to cover the capital cost.

I will be available to discuss further the details of this analysis with you if you need additional information or have any questions. I am also available to present this information to your elected officials if you so desire. Please advise if I can be of any further assistance.

Marty Wilson, UMC
NCRWA Technical Assistance Specialist

NCRWA RATE STUDY SUMMARY Town of Montreat

CURRENT RATE STRUCTURE OPTION

TOTAL PROJECTED EXPENDITURES

WATER EXPENDITURES (FY 14-15 O & M from Audit)	\$	144,735.00
INFLATION (2.5% of Operations and Maintenance Cost)	\$	3,618.38
FY 2016-17 CAPITAL PROJECTS (Not using borrowed funds)	\$	-
DEPRECIATION/CAPITAL RESERVE	\$	88,828.00
DEBT SERVICE	\$	85,593.00

TOTAL EXPENDITURES	\$	322,774.38
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CURRENT RATES

(Rates Used To Project Revenues)

	INSIDE TOWN RATE	OUTSIDE TOWN RATE
BASE RATE	\$ 14.00	\$ -
COST PER 1,000 GALLONS	\$ 4.83	\$ -

TOTAL REVENUES PROJECTED FROM UTILITY RATES

REVENUE PROJECTED FROM BASE RATE-INSIDE WATER	\$	164,040.00
REVENUE PROJECTED FROM BASE RATE-OUTSIDE WATER	\$	-
REVENUE PROJECTED COST PER THOUSAND GALLONS-INSIDE	\$	130,449.98
REVENUE PROJECTED COST PER THOUSAND GALLONS-OUTSIDE	\$	-
TOTAL REVENUES FROM UTILITY RATES	\$	294,489.98

REVENUE FROM ALL OTHER SOURCES (Late penalties, etc.)	\$	23,135.00
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TOTAL PROJECTED REVENUE	\$	317,624.98
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<u>WATER CHARGES TO USAGE</u>		
Gallons	Inside	Outside
0	\$ 14.00	\$ -
1000	\$ 18.83	\$ -
2000	\$ 23.66	\$ -
3000	\$ 28.49	\$ -
4000	\$ 33.32	\$ -
5000	\$ 38.15	\$ -
10000	\$ 62.30	\$ -

TOTAL EXPENDITURES	\$	322,774.38
LESS REVENUE FROM OTHER SOURCES	\$	(23,135.00)
TOTAL REVENUE NEEDED FROM RATES	\$	299,639.38

REVENUE OVER (UNDER) EXPENSES	\$	(5,149.39)
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NCRWA RATE STUDY SUMMARY Town of Montreat

BASE RATES - WATER

Rate Code	Meter Size	# Accts	Rate	Revenue/Month	Revenue/Year
INSIDE TOWN LIMITS					
	3/4	645	\$ 14.00	\$ 9,030.00	\$ 108,360.00
	1	10	\$ 90.00	\$ 900.00	\$ 10,800.00
	2	17	\$ 220.00	\$ 3,740.00	\$ 44,880.00
				\$ -	\$ -
				\$ 13,670.00	\$ 164,040.00
OUTSIDE TOWN LIMITS					
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -

COST PER 1,000 GALLONS - WATER

Inside Gallons Metered				Inside Rate per 1,000/Gal	
Total Inside Gallons	27,008,278				
Town Used Gallons	-				
Inside Gallons - Billed	27,008,278	x	\$ 4.83		\$ 130,449.98
Outside Gallons Metered				Outside Rate per 1,000/Gal	
Outside Gallons - Billed	-	x	\$ -		\$ -
			PROJECTED REVENUES FROM UTILITY RATES	\$	294,489.98
			REVENUES NEEDED FROM UTILITY RATES	\$	299,639.38
			REVENUE OVER (UNDER) EXPENSES	\$	(5,149.39)

NCRWA RATE STUDY SUMMARY Town of Montreat

PROPOSED RATE STRUCTURE 2% INCREASE OPTION

TOTAL PROJECTED EXPENDITURES

WATER EXPENDITURES (FY 14-15 O & M from Audit)	\$	144,735.00
INFLATION (2.5% of Operations and Maintenance Cost)	\$	3,618.38
FY 2016-17 CAPITAL PROJECTS (Not using borrowed funds)	\$	-
DEPRECIATION/CAPITAL RESERVE	\$	88,828.00
DEBT SERVICE	\$	85,593.00

TOTAL EXPENDITURES	\$	322,774.38
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PROPOSED RATES

(Rates Used To Project Revenues)

	INSIDE TOWN RATE	OUTSIDE TOWN RATE
BASE RATE	\$ 14.28	\$ -
COST PER 1,000 GALLONS	\$ 4.93	\$ -

TOTAL REVENUES PROJECTED FROM UTILITY RATES

REVENUE PROJECTED FROM BASE RATE-INSIDE WATER	\$	167,320.80
REVENUE PROJECTED FROM BASE RATE-OUTSIDE WATER	\$	-
REVENUE PROJECTED COST PER THOUSAND GALLONS-INSIDE	\$	133,150.81
REVENUE PROJECTED COST PER THOUSAND GALLONS-OUTSIDE	\$	-
TOTAL REVENUES FROM UTILITY RATES	\$	300,471.61

REVENUE FROM ALL OTHER SOURCES (Late penalties, etc.)	\$	23,135.00
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TOTAL PROJECTED REVENUE	\$	323,606.61
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<u>WATER CHARGES TO USAGE</u>		
Gallons	Inside	Outside
0	\$ 14.28	\$ -
1000	\$ 19.21	\$ -
2000	\$ 24.14	\$ -
3000	\$ 29.07	\$ -
4000	\$ 34.00	\$ -
5000	\$ 38.93	\$ -
10000	\$ 63.58	\$ -

TOTAL EXPENDITURES	\$	322,774.38
LESS REVENUE FROM OTHER SOURCES	\$	(23,135.00)
TOTAL REVENUE NEEDED FROM RATES	\$	299,639.38

REVENUE OVER (UNDER) EXPENSES	\$	832.24
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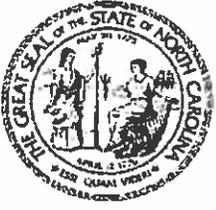
NCRWA RATE STUDY SUMMARY Town of Montreat

BASE RATES - WATER

Rate Code	Meter Size	# Accts	Rate	Revenue/Month	Revenue/Year
INSIDE TOWN LIMITS					
	3/4	645	\$ 14.28	\$ 9,210.60	\$ 110,527.20
	1	10	\$ 91.80	\$ 918.00	\$ 11,016.00
	2	17	\$ 224.40	\$ 3,814.80	\$ 45,777.60
				\$ -	\$ -
				\$ 13,943.40	\$ 167,320.80
OUTSIDE TOWN LIMITS					
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -

COST PER 1,000 GALLONS - WATER

Inside Gallons Metered				Inside Rate per 1,000/Gal	
Total Inside Gallons	27,008,278				
Town Used Gallons	-				
Inside Gallons - Billed	27,008,278	x	\$ 4.93		\$ 133,150.81
Outside Gallons Metered				Outside Rate per 1,000/Gal	
Outside Gallons - Billed	-	x	\$ -		\$ -
			PROJECTED REVENUES FROM UTILITY RATES	\$	300,471.61
			REVENUES NEEDED FROM UTILITY RATES	\$	299,639.38
			REVENUE OVER (UNDER) EXPENSES	\$	832.24



JANET COWELL
TREASURER

NORTH CAROLINA
DEPARTMENT OF STATE TREASURER
STATE AND LOCAL GOVERNMENT FINANCE DIVISION
AND THE LOCAL GOVERNMENT COMMISSION

GREGORY C. GASKINS
DEPUTY TREASURER

November 12, 2015

The Honorable Letta Jean Taylor, Mayor
Town of Montreat
Post Office Box 423,
Montreat, North Carolina 28757

Dear Mayor Taylor:

The State and Local Government Finance Division in its role as staff to the Local Government Commission has analyzed the audited financial statements of the Town of Montreat for the fiscal year ended June 30, 2015. The results of the analysis revealed some areas of concern regarding the Town's financial position. The purpose of this letter is to convey those concerns to you and the Board. We request that you respond to this letter, addressing each concern we have raised.

We received and appreciate your response to our letter concerning our analysis of the audited financial statements for the fiscal year ended June 30, 2014. We understand that the Town is engaged in a number of special assessment projects to expand the water service. However, we would like to reiterate our point that while the overall position of the Water Fund is currently positive, we see signs of potential weakness in coming years if circumstances do not change. Cash flow from operations (see page 25 of your audited financials), while positive, was not sufficient to provide the cash necessary to cover the system's debt service payments. This means that your Town did not collect enough cash from water sales to cover the cash outflows, including any debt service, necessary to provide the service. We also noticed that the number of days sales in receivables (billed and unbilled) has increased to 94 days from 64 days in 2013. This tells you the average number of days it takes to collect an account receivable.

We noted that the Water Fund reported a net loss on the budgetary basis (see page 60 of your audited financials) for the fiscal year ended June 30, 2015, decreasing the resources of the fund. The loss occurred because the fund relied on a large amount of fund balance as a source of funds to cover expenditures. Projected operating revenues were under-realized by \$150,870. While the overall financial condition of the fund is still strong, repeated appropriations of large amounts of fund balance will eventually weaken the

The Honorable Letta Jean Taylor, Mayor
Town of Montreat
November 12, 2015
Page 2

financial condition of the fund. The Board should evaluate the rate structure for water services and ensure that it is sufficient to provide adequate operating funds going forward.

From the response to our letter concerning the water fund in last year's audit, it was stated that the Town is engaged in a number of special assessment projects to extend water service to peripheral locations in the Town and that this activity will continue in the next several years. The budgetary statement (page 60) reported capital outlay expenditures of \$296,501. The Board may want to consider adopting a project ordinance for these projects and separate their reporting from the operating fund.

Please respond in writing within the next 45 days to each concern that we have discussed in this letter. Responses should be on the Town's letterhead, signed and submitted by mail or by email to unitletter@nctreasurer.com. If you are planning to issue debt that requires the approval of the Local Government Commission, we must have a complete and thorough response to this letter on file prior to the Commission's consideration of your debt application. If we can be of any assistance to you, please contact me at (919) 814-4289.

Sincerely,



Sharon G. Edmundson, MPA, CPA
Director, Fiscal Management Section

cc: Ronald W. Nalley, Town Administrator
Stefan Stackhouse, Finance Officer
Martin Starnes & Associates, CPAs, P.A.



TOWN OF MONTREAT

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December 11, 2015

Ms. Sharon G. Edmundson, CPA
Director, Fiscal Management Section
State and Local Government Finance Division
And the Local Government Commission
North Carolina Department of State Treasurer
3200 Atlantic Avenue
Raleigh, NC 27604

Dear Ms. Edmundson:

We are in receipt of your letter of November 12, 2015. While we appreciate the concern that has been expressed with regard to our Town's Water Fund, we believe that the financial position of the Water Fund as reported in our FYE 2015 audited financial statements needs to be understood within its proper context.

First, we would point out that the Water Fund has seen an increase in net position in seven of the past ten years, as indicated in Table 3, page 65 of our FYE 15 CAFR. The decrease in net position for FYE 15 amounts to only around 3% of the total net position for the water fund. This is for reasons which we will discuss below, and should not be seen as being indicative of any long term trend of concern.

Second, the reason why we ran a loss in the Water Fund on a budgetary basis in FYE 15 (as indicated on Schedule 2, page 60 of our FYE 15 CAFR) – and also a negative cash flow (as indicated on Exhibit I, page 25 of our FYE 15 CAFR) - is due entirely to the exceptional capital outlay activity associated with several related special assessment projects. We will, of course, be recovering the cost of these capital expenditures through special assessment revenues received over the next ten years. Because the Final Assessment Rolls were not certified to Buncombe County until early in FYE 16, we were not yet able to book any offsetting receivable associated with these special assessments. We do anticipate doing so in FYE 16, completely in the case of the government-wide full accrual statements and as available in the modified accrual statements.

Third, we have also just completed an LGC-approved \$300,000 financing of these projects, with the result that approximately \$165,000 of this amount will be entered as cash and the offsetting payable accounts in our Water Fund. While this transaction will have no net impact on our net position, it will strengthen the current position of the Water Fund by replenishing our cash balance and matching the long-term receivables against a long-term payable. It will also result in a strong cash increase for FYE 16, which should be set alongside the cash decrease in FYE 15 in order to obtain a complete picture of our situation.

Ms. Sharon G. Edmundson, CPA
Director, Fiscal Management Section
December 11, 2015
Page 2

Fourth, our adopted budget for FYE 16 for our Water Fund is in balance, with estimated revenues and appropriated expenditures of \$327,000, and with no transfer from retained earnings anticipated. For the first time in several years this is shaping up as being closer to a “normal” year of operations, and so far both revenues and expenditures seem to be in line with what our budget would anticipate.

Fifth, we did ask our Board of Commissioners to revisit the present water fund fee schedule when they met for their annual planning retreat in early 2015, and we intend to do so again when they meet in early 2016. We have discussed your letter with the Board at their December 10th regular meeting, and all of our Board members are aware that water fees will have to be reconsidered in light of anticipated future usage and expenditures, and kept within balance.

Finally, let us close by assuring you that the Town of Montreat’s Water Fund remains in a strong financial position. We are taking seriously our duty to monitor this financial position on an ongoing basis, and to recommend to our Board of Commissioners any corrective action that may be required on a timely and effective basis.

Sincerely,

Ron Nalley
Town Administrator

Stefan Stackhouse
Finance Officer

Town of Montreat

Stormwater Utility Update

2/8/2016

Since 2011, we have been looking at an approach that will generate revenue to finance effective stormwater management on a town-wide basis. Currently, there is **no** funding dedicated to Montreat's stormwater program. We have identified the need to engage professional services to evaluate the effectiveness of our current stormwater treatment system, to determine where corrections must be made, and to project the associated costs; also, we need hard data to establish priorities in adequately financing future stormwater management and to substantiate our base fees. As expansion and system repairs/retrofits become imperative in the future, the stormwater utility will provide the means to support vital planning and finance these improvements.

In 2014, we were notified by a state engineer with the NC Floodplain Mapping Program that any modifications to existing stormwater infrastructure (even if made to improve the compliance of our system in keeping with state guidelines) must be reviewed and bear the seal of a North Carolina registered design professional (engineer) with expertise in the area of stormwater systems. This means that all design guidance for repairs which modify existing stormwater routing, retrofits and new structural features must, without exception, be prepared by professional consultants. Clearly, all the associated fees for this service and costs of administration and materials should be allocated from funding carried by a stormwater program within our budget.

We have already established through prior discussion and direction from the Board that a stormwater utility – funded by a tiered approach to the stormwater fee – is the most appropriate mechanism to finance administration of the program. During the 2013 Annual Board Retreat, members of Town Council asked staff to proceed in preparing a model stormwater utility and a request for qualifications (RFQ) seeking professional services. In 2014, as directed, Stefan presented a model stormwater utility for your consideration that would allow us to “plug in” data provided by the consultant and make whatever adjustments are necessary to generate adequate revenue for stormwater management projects. We also issued the RFQ in spring 2014 and received numerous responses from interested firms. Due to budgetary constraints, we were unable to select from the group of respondents.

At this time, we are looking to the Board for direction to re-issue the RFQ and select a consultant to provide the necessary data and background information we need to proceed with the program. Recent proposed legislation appears to be poised to significantly reduce available revenue coming to the town from state and local sales tax sources; inevitably - without implementation of the stormwater utility - the decision will need to be made for significant annual procurement from the general fund that covers the associated costs of maintaining and improving our stormwater control system. This is the only way to assure continued compliance with the requirements of state law for public projects and our NPDES-MS4 permit.

**Town of Montreat
Comprehensive Plan
Goals Approved April 2008
Strategy Summary as of February 2015**

Given the existing conditions in Montreat today, a set of goals for the town's future was established through the community involvement process. These goals were used to guide the development of the Comprehensive Plan. Collectively, these goals establish a framework for policy initiatives created to implement the various objectives and initiatives that are found in the Recommendations & Implementation Strategies section of the plan. These goals are not organized in the order of priority, all goals are equally important. However, the implementation strategies outlined later are aimed at achieving these goals. Future prioritization of the strategies will be a reflection of the importance the community places on achieving each goal.

- A. The Town of Montreat will recognize the need for adaptive and constructive management of new development and redevelopment of land and structures in the community while preserving the character, quality of life, and natural beauty of the town.
- B. Maintain the natural integrity of the Conservation Easement and Ridgeline Protection ordinance while integrating passive recreation areas.
- C. Preserve the character of both the natural and the man-made environments while providing for the development and redevelopment of existing residential areas by developing and adopting standards for both land and building development that preserves and enhances the community's image while providing for responsible growth.
- D. Preserve the character of both the natural and the man-made environments while providing better circulation for all modes of transportation in the Assembly Drive corridor.
- E. Manage growth in the outlying areas in a manner that protects views and the character of the natural environment while providing opportunities for variations in housing form and layout.
- F. Focus and facilitate community activities, new development opportunities, and more intense uses into the town's center.
- G. Provide for safe and reliable water supply matched to the needs of the community and designed to serve future development and redevelopment.
- H. Provide efficient and reliable services to the citizens of Montreat that will accommodate future growth and limit damage from local erosion and flooding while complying with state and federal water quality requirements.
- I. Maintain a balanced network of streets, pathways and trails that accommodates the mobility needs of the residents, visitors and students whether they travel by vehicle, bicycle or foot while providing safe access to the properties in the community.
- J. Create a highly interconnected system of non-vehicular circulation routes to provide connectivity to community destinations with minimal disturbance to vegetation.
- K. Improve parking efficiency in the Town Center and establish standards for better parking management in areas outside the Town Center.
- L. Identify sources of funding for general fund and earmarked expenditures focused on the implementation of the community's plans to manage growth and investigate alternative revenue sources to supplement the town's budget, reduce dependence on real property taxes and seek opportunities to expand the tax base with new development consistent with the protection of the character of the community.
- M. The town should seek opportunities to coordinate and cooperate with the MRA and Montreat College on matters of common interest, including the joint use of facilities, use of land for multiple purposes, the accommodation of the needs of all three parties, and protecting the character and quality of life of the community.
- N. The town will embrace opportunities for alternative forms of land development and housing types to broaden the range of housing choices for its citizens, visitors, students and faculty, and retirees while protecting the character of the community.
- O. The town should allow limited commercial development to allow for the daily needs of its citizens, visitors, students, and faculty and to provide a focus for other community activities while protecting the character of the community.

**Town of Montreat
Comprehensive Plan
Implementation Matrix**

**Strategy Summary
February 2015**

The Town of Montreat Comprehensive Plan contained a total of ninety-seven (97) Goals and Strategies. These goals were broken down into Short-Term, Mid-Term and Long-Term.

The Plan contained forty-five (45) short-term goals, forty-two (42) mid-term goals and ten (10) long-term goals.

It is important to note that some of these implementation strategies are within the control of the town. Others are subject to the desires and expectations of individual property owners and community institutions. Yet, others are the prerogative of the North Carolina General Assembly to allow. As such, it may be impractical to expect that each and every strategy will be accomplished. Even if priorities dictate one choice over another, each strategy contributes to realizing the community's vision for tomorrow. Recommendations and implementation strategies outlined need to be reviewed and prioritized to achieve the short, mid and long-term needs of the community.

While there was general agreement on the broader issues and the goals that were set during the process, a wide variety of diverging views and opinions expressed during the comprehensive plan process complicated the effort to define the appropriate solutions. Based on the input received throughout the planning process, the consultant team generated these recommendations and implementation strategies which the town may choose to follow or not.

To date, the Town has completed or significantly completed 69 goals or approximately 71% of the total 97 goals found in the Plan.

To date, the Town has begun or is in progress of working on an additional 3 or approximately 3% of those 97 goals.

To date, the Town has had limited progress on the remaining 25 goals found in the Plan.

Of the 45 short-term goals, 36 or 80% of those are completed, 1 or 2% is underway and 8 or 18% are remaining.

Of the 42 mid-term goals, 27 or 64% of those are completed, 1 or 3% is underway and 14 or 33% are remaining.

Of the 10 long-term goals, 6 or 60% of those are completed, 1 or 10% is underway and 3 or 30% are remaining.

The matrix below measures the progress of the Comprehensive Plan Goals and Strategies in four categories: "Completed" means that the strategy has been accomplished. "Significant" means that major steps have been taken towards the objective, but it does not imply that the task is complete. "In Progress" means that tangible progress has been made on the objective, but more work is needed. Categories under the "Limited" category require the most effort, though it does not imply that zero progress has been made on an objective. The "Comment" column provides an overview of why the progress has not moved forward on the "Limited" category.

Character & Design Strategies

Plan Recommendation Number	Strategy Number	Strategy	Completed	Significant	In Progress	Limited	Recommended Steps to Complete Strategy
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Short-Term Goals

2	1	Evaluate the official zoning map and determine the extent to which the zoning provides the protection for this land as envisioned in the comprehensive plan.	✓				
2	2	Update the zoning map to ensure all zoning districts are clearly delineated.	✓				
2	3	Revisit the uses in the Woodlands and R-3 and determine whether the permitted use lists require revisions to adequately manage growth outside of the town.	✓				
2	4	Evaluate the need for a new zoning district for the areas beyond the town limits to better manage growth.	✓				
3	1	Create architectural design guidelines for new and renovated houses to preserve character.				✓	Legislative changes are currently being considered which may limit the Town's ability to complete this strategy.
3	4	Modify zoning ordinance to ensure that new homes conform to the setbacks of existing structures to provide visual continuity.				✓	Small Town UDO Proposal presented to the Board in 2013. The plan will not move forward at this time.
5	2	Add Conservation Subdivision design and clustering standards as options in the subdivision ordinance.	✓				
6	1	Evaluate the height limit for residential and non-residential structures to limit the height of the proposed building in order to preserve the character, scale and viewsheds.	✓				
6	2	Evaluate the possibility of establishing a maximum disturbance and maximum impervious cover similar to Buncombe County's Zoning Ordinance as outlined in the dimensional requirements (Section 78-642)	✓				
7	1	Evaluate the possibility of applying more stringent regulations on slopes greater than 25%	✓				
8	Strategy	Continue to protect the environment by collaborating with the National Wildlife Federation and State agencies to promote awareness about the unique wildlife habitat found in the planning area.	✓				

Character & Design Strategies

Plan Recommendation Number	Strategy Number	Strategy	Completed	Significant	In Progress	Limited	Recommended Steps to Complete Strategy
9	1	Institute a committee that will establish guidelines and oversee the process of signage design, monuments design, and wayfinding.	✓				
9	2	Identify critical locations where the placement of signs and/or monumentation will add to the character of that area and also help in orientation for visitors by identifying key buildings, structures and uses.	✓				

Mid-Term Goals

1	1	Evaluate the advantages and disadvantages of creating a local historic district.		✓			
1	2	Create a mechanism for educating property owners about the value of historic structures, particularly their value to the town, and raise awareness of losses of potential losses and the negative impacts of the losses of historic structures.				✓	Response indicates that public support for creating a local historic district does not exist at this time.
3	2	Create architectural design guidelines for the Town Center area that will promote design that is in accordance with the overall character of its surroundings.				✓	Legislative changes are currently being considered which may limit the Town's ability to complete this strategy.
3	3	Create a "Montreat Manual" to serve as an illustrated guide for basic land development standards to address design principles for locating structures (orientation and placement), fences, walls, and materials throughout the town.				✓	Legislative changes are currently being considered which may limit the Town's ability to complete this strategy.
4	1	Create an Overlay District that allows for a variety of uses, such as institutional (e.g. Church), mixed-use, residential and services.				✓	Small Town UDO Proposal presented to the Board in 2013. The plan will not move forward at this time.
4	2	Set standards for the Overlay District that includes: minimum setbacks; building height less than two stories or 35 feet; preservation of existing vegetation; incorporate provisions for the replacement of trees.				✓	Small Town UDO Proposal presented to the Board in 2013. The plan will not move forward at this time.
8	Strategy	Continue to protect the environment by collaborating with the National Wildlife Federation and state agencies to promote awareness about the unique wildlife habitat found in the planning area.	✓				

Character & Design Strategies

Plan Recommendation Number	Strategy Number	Strategy	Completed	Significant	In Progress	Limited	Recommended Steps to Complete Strategy
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Long-Term Goals

5	1	Modify the town's zoning ordinance to allow for a more compact form of development through flexibility in the requirements governing minimum lot size, yards, etc.				✓	Small Town UDO Proposal presented to the Board in 2013. The plan will not move forward at this time.
8	Strategy	Continue to protect the environment by collaborating with the national Wildlife Federation and state agencies to promote awareness about the unique wildlife habitat found in the planning area.	✓				

Management of Growth Strategies

Plan Recommendation Number	Strategy Number	Strategy	Completed	Significant	In Progress	Limited	Recommended Steps to Complete Strategy
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Short-Term Goals

1	1	Appoint committees to develop detailed implementation plans for strategies that require input beyond what town staff can accomplish on its own.		✓			
1	2	Adopt new regulations and improve existing regulations as mentioned throughout in this section to address Montreat's issues and opportunities.	✓				
1	3	Update the Comprehensive Plan on a regular basis and no less than every five years to address the changing needs of the community.			✓		Updating the Comprehensive Plan is currently being discussed.

Mid-Term Goals

1	2	Adopt new regulations and improve existing regulations as mentioned throughout in this section to address Montreat's issues and opportunities.	✓				
1	3	Update the Comprehensive Plan on a regular basis and no less than every five years to address the changing needs of the community.			✓		Updating the Comprehensive Plan is currently being discussed.

Long-Term Goals

1	2	Adopt new regulations and improve existing regulations as mentioned throughout in this section to address Montreat's issues and opportunities.	✓				
1	3	Update the Comprehensive Plan on a regular basis and no less than every five years to address the changing needs of the community.			✓		Updating the Comprehensive Plan is currently being discussed.

Tax Base & Revenue Sources Strategies

Plan Recommendation Number	Strategy Number	Strategy	Completed	Significant	In Progress	Limited	Recommended Steps to Complete Strategy
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Short-Term Goals

1	1	Expand the potential sources of revenue to include user fees, special assessments, negotiated payments in lieu of taxes and facility fees.		✓			
2	2	Request the state grant Montreat the ability to levy an occupancy tax, or similar fees, on lodging/rentals.				✓	Strategy was investigated and due to legal and practical constraints it was determined not to be feasible.
3	Strategy	Consider new fees for vehicle permits, parking permits, building permits, inspection fees, or privilege license fees on certain businesses.		✓			
4	1	Coordinate with the Land of Sky Regional Council of Governments or a similar entity to seek help in grant writing.		✓			
6	1	Coordinate with League of Municipalities and investigate the opportunities to collaborate with municipalities with similar constraints and draft a bill to identify means to generate funding.				✓	The current State political environment is not conducive to this type of initiative.

Mid-Term Goals

5	1	Encourage public/private partnerships to joint venture on opportunities to build taxable student housing, parking structures and/or other facilities on land currently owned by the tax-exempt institutions.				✓	Current economic conditions have prohibited work in this area. The Board has expressed interest in assisting entities with this strategy on a case by case basis.
6	1	Coordinate with League of Municipalities and investigate the opportunities to collaborate with municipalities with similar constraints and draft a bill to identify means to generate funding.				✓	The current State political environment is not conducive to this type of initiative.

Long-Term Goals

2	1	Request the state grant Montreat the ability to levy and the county grant Montreat the approval to create a ballot initiative for the right to levy a Real Estate Transfer Tax.				✓	The current State political environment is not conducive to this type of initiative.
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Impact of the MRA and College Strategies

Plan Recommendation Number	Strategy Number	Strategy	Completed	Significant	In Progress	Limited	Recommended Steps to Complete Strategy
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Short-Term Goals

1	3	Investigate opportunities to identify a location for a new town hall in collaboration with the MRA and Montreat College as they expand, renovate or add to their existing facilities.	✓				
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Mid-Term Goals

1	1	Explore joint venture opportunities between the Town, MRA and Montreat College that could lead to the co-development of facilities shared by the institutions or the co-development of facilities with the private sector, including structures and parking.				✓	Current economic conditions have prohibited work in this area. The Board has expressed interest in assisting private entities with this strategy on a case by case basis.
1	2	As identified in Recommendation 5 in the Tax Base & Revenue section, the Town should encourage the public/private partnership between various institutions and private developers by providing incentives such as density bonuses, the contribution of land or funds, or through the acceleration of the approval process.				✓	Current economic conditions have prohibited work in this area. The Board has expressed interest in assisting private entities with this strategy on a case by case basis.

Long-Term Goals

Housing Strategies

Plan Recommendation Number	Strategy Number	Strategy	Completed	Significant	In Progress	Limited	Recommended Steps to Complete Strategy
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Short-Term Goals

1	1	Maintain the permitted uses at the permitted density for the R-1 and R-3 districts in the existing zoning regulations.	✓				
1	2	Consider only amendments to the official Zoning Map that result in the reduction of the R-1 and R-3 districts if such amendments are consistent with the Comprehensive Plan.	✓				
2	1	Modify the zoning ordinance and subdivision ordinances to allow for conservation subdivision by right for the outlying areas as identified in Figure #7, the Proposed Town-Wide Plan.	✓				
2	2	Modify the minimum lot size requirements in the zoning ordinance;/subdivision ordinance to allow for the flexibility in lot dimensions to encourage conservation subdivision.	✓				

Mid-Term Goals

1	2	Consider only amendments to the official Zoning Map that result in the reduction of the R-1 and R-3 districts if such amendments are consistent with the Comprehensive Plan.	✓				
3	1	Consider density bonuses to developers who use the conservation subdivision approach to encourage this form of development pattern.	✓				
4	1	Modify the zoning ordinance to allow for attached housing as part of conservation subdivision approach in residential districts R-1 and R-3.	✓				
4	3	Allow for student housing in Town Center 2 area.	✓				

Long-Term Goals

1	2	Consider only amendments to the official Zoning Map that result in the reduction of the R-1 and R-3 districts if such amendments are consistent with the Comprehensive Plan.	✓				
4	2	Modify the zoning ordinance to allow for townhomes, especially within the Town Center 3 area, to allow for higher density residential near the core of the town. Packet Page 69	✓				

Commercial Services Strategies

Plan Recommendation Number	Strategy Number	Strategy	Completed	Significant	In Progress	Limited	Recommended Steps to Complete Strategy
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Short-Term Goals

Mid-Term Goals

1	1	Modify the zoning ordinance to allow for service uses in appropriate locations as noted on Figure #7, the Proposed Town-Wide Plan.	✓				
1	2	Define a town center district and add to the zoning ordinance and zoning map.	✓				

Long-Term Goals

Transportation (Vehicular Mobility) Strategies

Plan Recommendation Number	Strategy Number	Strategy	Completed	Significant	In Progress	Limited	Recommended Steps to Complete Strategy
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Short-Term Goals

1	1	Continue the program of street maintenance and upgrades of existing streets.	✓				
2	1	Inventory all platted but non-built streets on a map.	✓				
3	1	Conduct a geotechnical study to evaluate the acceptable weight that the existing roads in the town could handle.				✓	Strategy was brought forward to Council and determined not to be feasible at this time.
3	2	Institute a permit system that is administered by the Town which requires vehicles above the acceptable weight to be charged a fee to offset the maintenance cost associated with the wear and tear of roads from such traffic.				✓	Strategy was brought forward to Council and determined not to be feasible at this time.
4	1	Conduct a vehicle count study to assess the actual peak flow during busy summer months and Sunday mornings.	✓				
4	2	In collaboration with the MRA, Montreat College and the Presbyterian Church, and based on the vehicle count study, the town can evaluate the possibility of creating a permit system that charges a nominal fee for visitors' vehicles coming into Montreat on a daily or weekly basis.				✓	Strategy was brought forward to Council and determined not to be feasible at this time.
5	1	Identify key areas that lend themselves as transition points in the community, especially in areas of increased pedestrian activity to slow vehicular traffic.		✓			

Mid-Term Goals

1	1	Continue the program of street maintenance and upgrades of existing streets.	✓				
2	2	Rank all platted but non-built streets in decreasing order by usage so that future needs may be identified and priorities may be set for those roads which could be abandoned.	✓				
6	1	Coordinate with Mountain Mobility and the Town of Black Mountain to establish shuttle services that will cater to visitors and residents during peak summer months and will provide alternatives to using personal automobiles.		✓			

Transportation (Vehicular Mobility) Strategies

Plan Recommendation Number	Strategy Number	Strategy	Completed	Significant	In Progress	Limited	Recommended Steps to Complete Strategy
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Long-Term Goals

1	1	Continue the program of street maintenance and upgrades of existing streets.	✓				
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Transportation (Non-Vehicular Mobility) Strategies

Plan Recommendation Number	Strategy Number	Strategy	Completed	Significant	In Progress	Limited	Recommended Steps to Complete Strategy
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Short-Term Goals

2	1	To provide the greatest benefit, prioritize the trails that will need to be constructed according to the pedestrian network as detailed in Figure #7.	✓				
2	3	Seek funding from potential national, state and private sources to aid with the design and construction of pathways and greenways throughout the planning area.	✓				
3	1	Coordinate with the MRA Wilderness Committee and consider its recommendations as to where the Town should provide connections to the Wilderness Trails.	✓				
3	2	Identify and prioritize connections to the Wilderness Trails.	✓				
5	1	Evaluate the feasibility of a bike lane on Assembly Drive by narrowing the vehicular lane.	✓				
7	3	Continue coordination with the various wilderness committees to identify sources of funding through private donations.	✓				

Mid-Term Goals

1	1	Connect key destinations via a network of pedestrian linkages.		✓			
2	2	Provide connections to the Black Mountain Trail along Assembly Drive by widening, improving and maintaining the existing path or by building six-foot to eight-foot pathways for hiking and biking along Flat Creek.	✓				
2	4	Coordinate with NCDOT and the Town of Black Mountain to explore a bike and pedestrian connection beyond Montreat's incorporated boundaries.	✓				
4	1	Improve pedestrian and bicycle connectivity to residential neighborhoods, especially along Louisiana Road, Lookout Road, Greybeard Trail and Assembly Drive, as these roads are major connections to existing neighborhoods.	✓				

Transportation (Non-Vehicular Mobility) Strategies

Plan Recommendation Number	Strategy Number	Strategy	Completed	Significant	In Progress	Limited	Recommended Steps to Complete Strategy
6	1	Identify appropriate locations of bike racks, such as near Assembly Inn, near Anderson Auditorium, and close to the larger dorms and educational facilities of Montreat College and work with the institutions to determine the most equitable sharing of the responsibilities for providing the racks.		✓			
7	1	Identify pedestrian amenities such as benches, wayfinding signage, etc. that will promote a better walking environment and will encourage visitors and residents to make short trips on foot.		✓			
7	2	Coordinate with other entities to identify various sources of funding that are available to offset funding for pedestrian amenities.		✓			
7	4	Encourage the community to "take ownership" of nearby facilities by "adopting a pathway" to help offset some of the costs associated with the maintenance of pedestrian amenities.				✓	This strategy has not been explored at this time. Private beautification efforts along the Assembly Drive greenway are growing.

Long-Term Goals

Transportation (Parking) Strategies

Plan Recommendation Number	Strategy Number	Strategy	Completed	Significant	In Progress	Limited	Recommended Steps to Complete Strategy
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Short-Term Goals

1	1	Conduct a study that will evaluate existing parking areas, and redesign them to achieve a higher number of parking spaces.				✓	The majority of existing parking areas are privately owned and completion will require private commitments and funding.
5	1	In addition to the requirement for off-street parking based on the square footage of the residential unit, require off-street parking based on the number of bedrooms, whichever is higher.	✓				
8	1	Create signage at key locations, such at the intersection of Lookout Road and Assembly Drive that identifies the location of key buildings and places in Montreat and directs residents and visitors to nearby parking locations.	✓				

Mid-Term Goals

2	1	Identify projects, such as the building of student dormitories and other lodging that could present opportunities to build additional parking which could be shared by public and private entities.	✓				
2	2	Identify the means that would encourage private entities to build additional parking facilities in Montreat through the contribution of land or funds, incentives such as density bonuses or through the acceleration of the approval process.				✓	The Board has expressed interest in assisting private entities with this strategy on a case by case basis.
3	Strategy	Permit and encourage "table-top" parking where feasible to take advantage of topography.	✓				
6	1	Assign parking permits to residents of Montreat for a nominal fee on a yearly basis.				✓	Strategy was brought forward to Council and determined not to be feasible at this time.
6	2	Charge parking fees from visitors on a daily and/or weekly basis.				✓	Strategy was brought forward to Council and determined not to be feasible at this time.
7	1	Create pedestrian pathways that connect existing and future key buildings to existing and future major parking lots.		✓			

Transportation (Parking) Strategies

Plan Recommendation Number	Strategy Number	Strategy	Completed	Significant	In Progress	Limited	Recommended Steps to Complete Strategy
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Long-Term Goals

4	1	Coordinate with the Town of Black Mountain to identify potential locations in the Town of Black Mountain that could be used for satellite parking during peak seasons.	✓				
4	2	Work with the MRA and Montreat College to establish a shuttle service shared by and supported by all three entities (See Vehicular Recommendation 6).				✓	A separate shuttle service has been discussed and determined not feasible at this time due to availability of land and financing.

Infrastructure Strategies

Plan Recommendation Number	Strategy Number	Strategy	Completed	Significant	In Progress	Limited	Recommended Steps to Complete Strategy
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Short-Term Goals

1	1	Investigate the possibility of additional well locations within the conservation easement by discussing this situation with Southern Appalachian Highland Conservancy and the MRA.	✓				
2	1	Determine the additional peak time capacity needed to handle future fire emergencies.	✓				
5	1	Enforce stormwater standards that meet federal and state requirements.	✓				

Mid-Term Goals

2	2	Study the "build-out" scenario to determine peak demand or set limits on what may be built to limit future demand.		✓			
2	3	Identify reasonable sources to best serve that demand and evaluate the feasibility of each option.	✓				
3	1	Collaborate with the MRA and Montreat College to determine the impact on the water system during the peak season and identify the means to mitigate or offset costs of improvement.				✓	The Town has focused on mitigation or improvement costs to the Town's system within this period.
4	1	Consider special capital facility fees for new or expanded water service.	✓				
4	2	Explore opportunities for joint venture with the Town of Black Mountain to increase existing capacity and flow of water compared to the costs of well system expansion.	✓				
6	1	Adopt new stormwater standards that are accompanied by a fee structure designed to offset operating costs and debt service for the new stormwater program.		✓			Stormwater Proposal submitted to Board in 2013. Program awaiting plan funding approval.

Long-Term Goals



Montreat Police Department

P.O. Box 423, Montreat, North Carolina 28757

Phone: (828) 669-8002 • Fax: (828) 669-3810

The Police Department is committed to providing competent, efficient, diligent, personalized and accountable law enforcement services to residents and visitors of the Town of Montreat. The department strives to become an example of a high degree of police professionalism in all aspects of our function. Our mission is to reduce crime and maintain the high standard of quality of life in the Town by providing personalized police service to the residents and visitors of the Town. Montreat Police Department is the only municipal service that operates 24 hours a day, seven days a week. No police department in Buncombe County provides the hands-on service that we do here. We have done it all! With the Town staff being small in number, we all step up and support each other, ready and willing to assist without passing the buck, in order to best serve this unique and special community.

Montreat Police Department would like to emphasize the importance of the Incident Command System (ICS). This system is the backbone of all disaster and emergency planning for the Town. Without following the guidelines of this system and properly documenting the event, the Town may not be reimbursed for any related losses (i.e. street/bridge repair, vehicle damages, human resources time, etc.). MPD is a very small agency and for any ICS level incident we have to have all hands on deck (possibly you too). ICS courses are available to all administrative staff and can be taken online at FEMA.gov. It is mandatory that each Board member take the 100, 200, and 700 courses, in addition to any others which might interest you.

Both citizens and Board members have inquired about Police Department and Public Safety concerns related to the Texas Road Bridge closure. As everyone is aware this bridge has been closed for several years. The Police Department has worked around this bridge closure during our ICS incidents (i.e. July 4th, Weed Lane Fire, Flooding, MLK, Active Shooter Training, etc.). However, please understand, having an additional route available would allow for greater flexibility and improved access points for all emergencies. Buncombe County Emergency Management and your Fire Department agree!

Montreat Police Department has made some improvements to the security and accountability for the Department's evidence, secured files, and inventory over the last couple years. Major improvements are still needed but were delayed due to the decision made by the former Board to build a new Town Hall (saving money by not duplicating cost). The present Board has indicated that the new building will not be built on Florida Terrace. If not, MPD must make major decisions and perhaps major changes to our current facility to address the needs outlined above.

2015 YEAR END POLICE STATISTICS REPORT

	2015	2014	2013	2012	2011
Mileage	37978	31342	35570	33507	32345
Dispatched Calls	1358	1288	1317	1117	849
Officer-Initiated Calls	2841	2735	2418	2900	3927
Fire/EMS Assistance Calls	142	118	115	72	57
Motorist/Other Assistance Calls	721	656	784	989	805
Traffic Stops	632	552	489	505	484
Parking Issues	60	96	91	179	196
Burglar/Fire Alarm Responses	49	56	58	39	61
Residential/Building Checks	2842	2108	1483	1749	3,165
Ordinance violations	181	175	160	168	125
Residential Spot Checks	413	320	280	341	339
Animal Calls	67	38	51	45	49
Larcenies	3	15	2	4	9
B&E Calls	2R	5R	2R/4V	0	5
Suspicious Person/Vehicle Investigations	138P/219V	320	129P/89V	179	210
Disturbance Calls	59	49	26	61	41
Accident Responses	11	6	10	14	19
Damage to Property/Vandalism	1	4	2	1	1

CHIEF'S SUMMARY

The annual results for the Calls for Services category for 2015...

Town: 5265

MRA: 1664

College: 146

The Montreat Police Department logged the lowest OCA numbers in many, many years. OCA numbers reflect documented investigations of accidents, criminal activities, and unusual occurrences. We had a tremendous increase in the number of visitors to the Town. For July 4th we had approximately 5578 vehicles through the Montreat Gate between Friday morning and Sunday evening, an increase of over 900 vehicles. We logged new highs for use of the MRA hiking trails and parking areas, with a dramatic increase in overnight vehicles being parked in these areas. Montreat College also had a surge in enrollment in the fall of 2015, with more students renting in Montreat community and of course more vehicles. The Police Department has worked together with both MRA and Montreat College staff to proactively address any concerns and issues with these increased numbers. Although Mother Nature was kinder to us in 2015 than in past years, Montreat PD and Street Department worked together during the horrendous wind storm in February to insure that all residences were checked and any damages found were reported to owners. In April the Town experienced an extremely close call due to the Weed Lane Fire in Ridgecrest, which is one of the largest fires ever reported in the Swannanoa Valley. MPD along with the Town staff, activated the Incident Command System (ICS) to ensure the safety of the Town and its residents. In June a Town employee alerted MPD reference a suspicious vehicle seen around Town in different locations

with two occupants. MPD stopped the vehicle and one subject was arrested with a Virginia Governors Fugitive Warrant and the other subject arrested with outstanding warrants in Buncombe County. The MPD for 2 years has given out magnets containing emergency numbers and highly encouraged people to call us when they see anything suspicious, this is slowly starting to happen. In August MPD assisted MRA with the three-day Martin Luther King event, where we saw over a 1000 participants. MPD deployed an ICS and all the staff was put on standby. In December the Town participated in the first tabletop discussion reference College emergency plans. This included Buncombe County EMS, Buncombe County Sheriff Department, Black Mountain Police and Fire Departments, MRA, Montreat Day School, and Community Churches. 2015 was an overall good year for Montreat Police Department, even though we were short staffed for approximately 4 months. We are meeting/exceeding our goals and objectives for 2015-16 fiscal year. We still have major challenges to address, evidence control being a priority, working out all the bugs in our mobile computers, and changing our data files to digital. As the Chief of Police, I want to thank the Patrol Officers for their hard work, dedication, and sacrifice made in 2015. Their high visibility in the community and increase to the residential spot checks, are the contributing factors to the departments success in 2015.

Water & Street Services

The Public Works department consists of five employees, Steve Freeman (Director and Operator in Responsible Charge of the water system), Barry Creasman (Senior Water Operator), Michael Harrison (Utility Maintenance Worker), Bill Creasman (Utility Maintenance Worker), and Darrick Allen (Utility Maintenance Worker).

The Town of Montreat has eleven wells, two elevated tanks, and over eighteen miles of pipeline in the distribution system. In order to control and monitor the system, the Town uses a SCADA system and radio read meters to determine customer usage. Employees monitor and visit each well in the system 365 days a year, record production, check chlorine, and ensure that everything is operating properly as required by the Division of Environment and Natural Resource (DENR) Water Division. The Town spends around \$6,000 sampling water quality as required by DENR each year and completes monthly well production sheets, bacteria and chlorine monitoring reports. Those results are sent out in our Annual Water Quality Report in July. The annual water supply plan shows water production and sales for the previous year, and also aids in projecting the future needs and requirements for the water system for the next 25 years. In addition, staff is on call 24 hours a day, seven days a week and are responsible for repairing water main breaks or leaks in the system.

In addition to the responsibilities of the water system, the same employees are responsible for the over fifteen miles of streets which require pot hole patching, right of way mowing, leaf removal, maintaining storm water features and ditches, maintaining gravel roads, sign replacement, tree removal, and snow removal in the winter.

Updated maps of water line ages, street pavement age, and street conditions are have been developed and used as a planning tool for the Capital Improvement Plan process. These maps help us prioritize waterline replacements in conjunction with street paving plans. Staff is in the process of digitizing all of these maps for easier and quicker access in the future.

Water and street standards along with utility extension policies are in place and comply with the water quality standards, mandated by DENR and the Safe Drinking Water Act and street and engineering standards, mandated by the North Carolina Department of Transportation. These standards along with the utility service plans are the fairest way of extending water, sewer and roads to the people who benefit directly from the extensions while not burdening other rate or tax payers. Several successful projects have been completed on upper Kentucky Road.

An equipment rotation plan is in place for trucks, back hoes, and other equipment with a cost over \$5,000. Vehicles are prioritized for replacement based on mileage, number of years in service, maintenance costs, and safety concerns. Due to the relative low mileages placed on

our vehicles and routine maintenance program, we have been able to stretch the replacement cycle more than the 10 year mark for most all of our equipment.

A storage facility for our equipment is sorely needed. Currently the Public Works Department operates out of three small utility buildings behind the Montreat Conference Center shop. Most people believe that the Conference Center maintenance facility belongs to the Town, however it does not. All of the Town's equipment such as tractors, backhoes, trucks, snowplows, etc. sit out in the weather year round and takes a toll on their maintenance and upkeep. During severe weather, staff does not have anywhere to get in out of the weather to repair or put chains on the trucks. With the new Town Hall being postponed, it has now pushed a resolution to this need further away and is something that needs serious consideration.

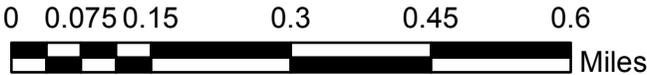
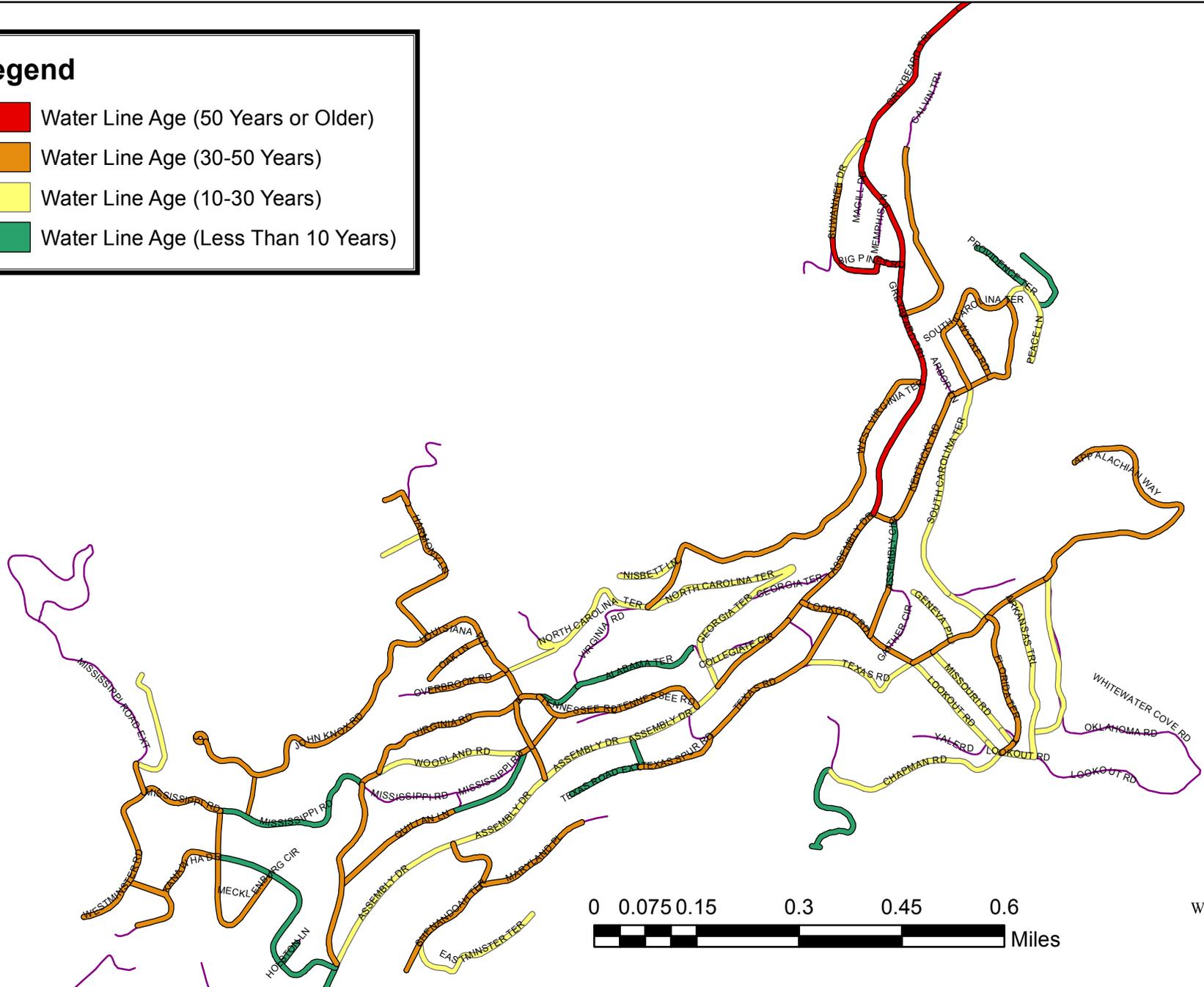
Street Name	Pavement Age	Pavement Condition	Pavement Rating	Water Line Age	Water Line Condition	Water Line Rating	Replacement Needed	Drainage Needed	Overall Condition	Overall Rating
ALABAMA	1996	GOOD	5	1996	GOOD	5	NO	NO	GOOD	5
APPALACHIAN (FLA TO TOP)	1983	POOR	2	1983	GOOD	4	NO	YES	POOR	2
APPALACHIAN (LOOKOUT TO FLA)	2009	GOOD	5	1974	FAIR	3	NO	NO	GOOD	4
ARBOR LANE	GRAVEL	GRAVEL	1	1982	GOOD	4	NO	YES	FAIR	3
ARKANSAS TRAIL	1984	POOR	2	1984	GOOD	4	NO	NO	POOR	2
ASSEMBLY CIRCLE	2000	GOOD	5	2000	GOOD	5	NO	NO	GOOD	4
ASSEMBLY DRIVE	2011	GOOD	5	1983	GOOD	4	NO	YES	GOOD	5
ASSEMBLY TRUCK ROUTE	2011	GOOD	5	2001	GOOD	5	NO	NO	GOOD	5
BIG PINEY	PRVT	N/A	N/A	1930	POOR	2	YES	NO	POOR	2
CALVIN TRAIL	GRAVEL	GRAVEL	1	1950	POOR	2	YES	NO	POOR	2
CHAPMAN	1989	GOOD	4	1989	GOOD	4	NO	NO	GOOD	4
COLLEGIATE	1998	GOOD	4	1998	GOOD	4	NO	NO	GOOD	4
COMMUNITY CENTER CIRCLE	2007	GOOD	5	1965	GOOD	4	NO	NO	GOOD	5
EASTMINSTER	1985	POOR	2	1985	GOOD	4	NO	NO	POOR	2
FRIST	GRAVEL	GRAVEL	1	1992	FAIR	3	NO	NO	FAIR	3
FLORIDA	1984	GOOD	4	1984	GOOD	4	NO	YES	GOOD	4
GAITHER CIRCLE	1970	GOOD	4	No Line			NO	YES	FAIR	3
GENEVA	2003	GOOD	5	1992	FAIR	3	NO	NO	GOOD	4
GEORGIA (NC TO ASSY.)	2007	GOOD	5	1997	GOOD	4	NO	NO	GOOD	4
GEORGIA (NC TO AL.)	1992	GOOD	4	1964	POOR	1	YES	YES	POOR	2
GREY BEARD	1993	FAIR	3	1930	POOR	1	NO	YES	POOR	2
HANOVER	1984	FAIR	3	1984	GOOD	4	NO	NO	FAIR	3
HARMONY	1984	FAIR	3	1984	GOOD	4	NO	YES	FAIR	3
HOLSTON	2003	GOOD	4	No Line			NO	NO	GOOD	4
JOHN KNOX	1983	FAIR	3	1983	GOOD	4	NO	YES	FAIR	3
KANAWHA	2003	GOOD	4	2001/2003	GOOD	4	NO	NO	GOOD	4
KENTUCKY CIRCLE	1993	POOR	2	1985	GOOD	4	NO	YES	FAIR	3
KENTUCKY ROAD	1974/1983	POOR	2	1974/1983	GOOD	4	NO	YES	FAIR	3
LOOKOUT (APP TO TOP)	1972	FAIR	3	1972	GOOD	4	NO	YES	FAIR	3
LOOKOUT (ASSY TO APP)	1994	GOOD	4	1994	GOOD	4	NO	YES	FAIR	3
LOUISIANA	1973/2005	FAIR	3	1973	GOOD	4	NO	YES	FAIR	3
McGILL	GRAVEL	GRAVEL	1	No Line			NO	NO	FAIR	3
MARYLAND	1984	POOR	2	1984	GOOD	4	NO	NO	POOR	2

MECKLENBURG		1965	POOR	2		1964	POOR	2	NO		YES		POOR	2
MEMPHIS		GRAVEL	GRAVEL	1		1998	POOR	2	YES		YES		POOR	2
MISS. (MECK TO TOP)		2002	GOOD	4		1960	FAIR	3	NO		NO		GOOD	4
MISS. (MECK TO LOUISIANA)		2007	GOOD	5		2007	GOOD	5	NO		NO		GOOD	5
MISSOURI		1987	GOOD	4		1987	GOOD	4	NO		NO		GOOD	4
NISBET		2006	GOOD	5		1991	GOOD	4	NO		NO		GOOD	4
NORTH CAROLINA		1984/1999	GOOD	4		1984/1999	GOOD	4	NO		YES		FAIR	3
OAK LANE		1986	FAIR	3		1986	GOOD	4	NO		YES		GOOD	4
OKLAHOMA		GRAVEL 1985	POOR POOR	1 1		1987	GOOD	4	NO		YES		POOR	2
OVERBROOK		GRAVEL	GRAVEL	1		1972	FAIR	3	NO		YES		FAIR	3
PEACE		2015	GOOD	1		1998	POOR	2	YES		NO		GOOD	4
PROVIDENCE		GRAVEL	GRAVEL	1		2010	GOOD	5	NO		NO		FAIR	3
QUILLAN		GRAVEL	GRAVEL	1		1971	FAIR	3	NO		YES		FAIR	3
SALEM		1998	POOR	2		1998	GOOD	4	YES		YES		POOR	2
SHENANDOAH (ASSY TO MD)		2007	GOOD	5		1984	GOOD	5	NO		NO		GOOD	5
SHENANDOAH (MD TO END)		1984	FAIR	3		1984	GOOD	4	NO		NO		FAIR	3
SOUTH CAROLINA EXTENSION		1984	POOR	2		1983	GOOD	4	YES		YES		POOR	2
SOUTH CAROLINA		2013	GOOD	2		1982	GOOD	4	NO		NO		GOOD	5
ST. ANDREWS		1986	FAIR	3		1986	GOOD	4	NO		NO		FAIR	3
SUWANNEE		2014	GOOD	5		1988/1995	GOOD	4	NO		NO		GOOD	4
TENNESSEE (ASSY TO TN EXT.)		1992	FAIR	3		1970	FAIR	3	NO		YES		FAIR	3
TENNESSEE (TN EXT. TO VA)		2010	GOOD	5		1970	FAIR	3	NO		YES		GOOD	4
TENNESSEE EXTENSION		GRAVEL	GRAVEL	1		1970	FAIR	3	NO		YES		FAIR	3
TEXAS ROAD		1971	POOR	1		1971	FAIR	3	NO		YES		POOR	2
TEXAS RD EXTENSION		2007	GOOD	5		2007	GOOD	5	NO		NO		GOOD	5
TEXAS RD SPUR		GRAVEL	GRAVEL	1		1985	POOR	2	YES		YES		POOR	1
VIRGINIA (ASSY TO MISSISSIPPI)		2011	GOOD	5		1984	GOOD	4	NO		YES		GOOD	4
VIRGINIA (MISSISSIPPI TO LA)		1984	FAIR	3		1984	GOOD	4	NO		YES		FAIR	3
VIRGINIA (LA TO NC)		1993/2006	FAIR	3		No Line			NO		YES		FAIR	3
WEST VIRGINIA		2006	GOOD	4		1983	GOOD	4	NO		NO		GOOD	4
WESTMINSTER		2014	GOOD	5		1968	FAIR	3	NO		NO		GOOD	5
WOODLAND		2010	GOOD	5		1976	FAIR	3	NO		YES		GOOD	4
WYCK		1997	GOOD	3		1997	GOOD	4	NO		YES		GOOD	4
YALE		1996	GOOD	4		No Line			NO		NO		GOOD	4

Water Line Age

Legend

- Water Line Age (50 Years or Older)
- Water Line Age (30-50 Years)
- Water Line Age (10-30 Years)
- Water Line Age (Less Than 10 Years)



Secondary Contaminants, required by the North Carolina Public Water Supply Section, are substances that affect the taste, odor, and/or color of drinking water. These aesthetic contaminants normally do not have any health effects and normally do not affect the safety of your water.

Water Characteristics Contaminants

Contaminant	Sample Date	Your Water	Range Low/High	Secondary MCL
Iron (ppm)	August 2014	.68	N/A	.3
Manganese (ppm)	August 2014	.027	N/A	.05
Nickel (ppm)	August 2014	None	N/A	N/A
Sodium (ppm)	August 2014	2.90	N/A	N/A
pH	August 2014	7.2	N/A	6.5 to 8.5

Thank you for allowing us to continue providing your family with clean, quality water this year. We ask that all our customers help us protect our water sources, which are the heart of our community, our way of life and our children’s future. If you have questions about this report or concerning your water utility, please contact Steve Freeman at (828) 669-8002. We want our valued customers to be informed about their water quality. If you want to learn more, please attend any of our regularly scheduled meetings, held on the second Thursday of each month at 7:00 p.m. in the Walkup Building located at 300 Community Center Circle in Montreat.

Glossary

In the following table you will find many terms and abbreviations you might not be familiar with. To help you better understand these terms, we have provided the following definitions:

Non-Detects (ND) - laboratory analysis indicates that the contaminant is not present at the level of detection set for the particular methodology used.

Parts per million (ppm) or Milligrams per liter (mg/L) - one part per million corresponds to one minute in two years or a single penny in \$10,000.

Parts per billion (ppb) or Micrograms per liter (ug/L)- one part per billion corresponds to one minute in 2,000 years, or a single penny in \$10,000,000.

Picocuries per liter (pCi/L) - picocuries per liter is a measure of the radioactivity in water.

Millirems per year (mrem/yr.) - measure of radiation absorbed by the body.

Action Level - the concentration of a contaminant, which, if exceeded, triggers treatment or other requirements, which a water system must follow.

Treatment Technique (TT) - A treatment technique is a required process intended to reduce the level of a contaminant in drinking water.

Maximum Contaminant Level - The “Maximum Allowed” (MCL) is the highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.

Maximum Contaminant Level Goal - The “Goal”(MCLG) is the level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.

Detected – meaning any contaminant that was found even if below the MCL. “Detected” does not mean there is a violation.

Extra Note: MCL’s are set at very stringent levels. To understand the possible health effects described for many regulated contaminants, a person would have to drink 2 liters of water every day at the MCL level for a lifetime to have a one-in-a-million chance of having the described health effect.

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**Town of
Montreat**

**Good News
About Your
Water**



**2014 Annual
Drinking Water
Quality Report**

Town of Montreat
System ID Number 01-11-484

Town of Montreat 2014 Annual Drinking Water Quality Report



The Town of Montreat is pleased to present to you this year's Annual Drinking Water Quality Report. This report is a snapshot of last year's water quality. Included are details about from where your water comes, what it contains, and how it compares to standards set by regulatory agencies. Our constant goal is to provide you with a safe and dependable supply of drinking water. We want you to understand the efforts we make to continually improve the water treatment process and to protect our water resources. We are committed to ensuring the quality of your water and to providing you with this information, because informed customers are our best allies.

What EPA Wants You to Know

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's Safe Drinking Water Hotline at 1-800-426-4791.

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by Cryptosporidium and other microbiological contaminants are available from the Safe Drinking Water Hotline at 1-800-426-4791.

The sources of drinking water (both tap and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity. Contaminants that may be present in source water include microbial contaminants, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife; inorganic contaminants, such as salts and metals, which can be naturally-occurring or result from urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming; pesticides and herbicides, which may come from a variety of sources such as agriculture, urban storm water runoff, and residential uses; organic chemical contaminants, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and can also come from gas stations, urban storm water runoff, and septic systems; and radioactive contaminants, which can be naturally occurring or be the result of oil and gas production and mining activities. In order to ensure that tap water is safe to drink, EPA prescribes regulations which limit the amount of certain contaminants in water provided by public water systems. FDA regulations establish limits for contaminants in bottled water which must provide the same protection for public health.

When You Turn on the Tap, Consider the Source

The water that is used by this system comes from ground water, drawn by wells from the Flat Creek Aquifer. Wells 2,3 and 5 are located on the right side of Assembly Drive near the Gate. Well 1 is located at the campground and Wells A and B are located on Texas Road. Well 6 is located next to the Town Services Building. Well A01 is located on Harmony Road near the 500,000 gallon storage tank. Wells A02, A03 and A04 are located at the head of Greybeard Trail located off of Samuel B. Lincoln Way.

Source Water Assessment Program

The N.C. Dept. of Environment and Natural Resources (DENR), Public Water Supply Section (PWS), Source Water Assessment Program (SWAP) conducted assessments for all drinking water sources across N.C. The purpose of the assessments was to determine the susceptibility of each drinking

water source to Potential Contaminant Sources (PCSs). The results of the assessment are available in SWAP Assessment Reports that include maps, background information and a relative susceptibility rating of Higher, Moderate or Lower. The relative susceptibility rating of each source for Montreat was determined by combining the contaminant rating (number and locations of PCSs within the assessment area) and the inherent vulnerability rating (i.e. characteristics or existing conditions of the well and its delineated assessment area). The assessment findings are summarized in the table below:

Source Name	Susceptibility Rating	SWAP Report Date
Well #3	Moderate	March, 2010
Well #5	Moderate	March, 2010
Well #6	Moderate	March, 2010
Well #A	Moderate	March, 2010
Well #B	Moderate	March, 2010
Well #1	Moderate	March, 2010
Well #2	Moderate	March, 2010

The complete SWAP Assessment report for Montreat may be viewed on the web at: www.ncwater.org/pws/swap. Note that because SWAP results and reports are periodically updated by the PWS Section, the results available on this web site may differ from the results that were available at the time this CCR was prepared. If you are unable to access your SWAP report on the web, you may mail a written request for a printed copy to: Source Water Assessment Program— Report Request, 1634 Mail Service Center, Raleigh, NC 27699-1634, or email requests to swap@ncdenr.gov. Please indicate your system name, PWSID#, and provide your name, mailing address and phone number. If you have any questions about the SWAP report please contact the Source Water Assessment staff by phone at 919-707-9098. It is important to understand that a susceptibility rating of higher does not imply poor water quality, only the systems' potential to become contaminated by potential contaminant sources in the assessment area.

Violations that Your Water System Received for the Report Year

During 2014, the Town received no monitoring or reporting violations.

Montreat Water Quality and What it Means

The Town of Montreat routinely monitors for over 150 contaminants in your drinking water according to Federal and State laws. The table below lists all the drinking water contaminants that we detected in the last round of sampling for the particular contaminant group. The presence of contaminants does not necessarily indicate that water poses a health risk. Unless otherwise noted, the data presented in this table is from testing done January 1 through December 31, 2014. The EPA or the State requires us to monitor for certain contaminants less than once per year because the concentrations of these contaminants are not expected to vary significantly from year to year. Some of the data, though representative of the water quality, is more than one year old.

2014 Test Results

Contaminants	MCL Violation Y/N	Your Water	Range	MCLG	MCL	Likely Source of Contamination
Microbiological						
Total Coliform Bacteria	No	None	N/A	0	<1.0	Naturally Present in the Environment
Fecal Coliform	No	None	N/A	0	<1.0	Human and Animal Fecal Waste
Inorganic Substances						
Copper (ppm)	No	0.21	90th Percentile	0	AL = 1.3	Corrosion of household plumbing systems; erosion of natural deposits
Lead (ppm)	No	None	0 sites	0	AL = 15	Corrosion of household plumbing systems; erosion of natural deposits
Nitrate (ppm)	No	None	0 sites	10	AL = 10	Run off from fertilizer use; leaching from septic tanks; sewerage; erosion of natural deposits
Radio-logical	No	None	0 sites	0	AL = 15	Decay of natural and manmade deposits
Disinfection By-Products						
Trihalomethane (ppb)	No	None	Range Low .002 High .002	N/A	80	By-product of drinking water chlorination
HAA5 (ppb)	No	None	N/A	N/A	60	By-product of drinking water disinfection



Town of Montreat

P.O. Box 423, Montreat, North Carolina 28757
Phone: (828) 669-8002 • Fax: (828) 669-3810

February 1, 2016

TO: Montreat Board of Commissioners

FR: Ron Nalley, Town Administrator
Steve Freeman, Public Works Director
Barry Creasman, Utility Maintenance Technician

RE: Sanitation Services – Alternative Service Delivery Considerations

At your September meeting, the Board of Commissioners requested that staff further research alternative two and three for alternative service delivery recommendations. Please remember, that the alternative service delivery considerations presented were based on the current challenges of the service delivery methods and that each alternative has its own advantages and disadvantages. From an administrative perspective however, it is important to remember that the replacement of the sanitation truck is desperately needed and that the service contract with Consolidated Waste Services for the compactors is ending.

As a reminder, the two alternatives you asked us to research are:

Alternate Two: Continue collection services in the same manner, however the compactor site would be closed permanently to the public. While this alternative may be unpopular with some residents who now use the site as a convenience center instead of using curbside service, this will ensure that taxpayer money is appropriately spent on true service delivery while eliminating the safety and liability concerns of the site. It is interesting to note that the days with the highest use at the compactor site was often days with scheduled pickups.

The cost of replacing the existing sanitation truck is estimated to be around \$75,000. The payments over a five year period would be around \$16,500 a year. Alternative Two does not resolve staff's concern that the existing system is very labor intensive and requires handling garbage and recycling twice. This alternative would neither require changing the curbside sanitation or recycling collection schedule during the summer, nor require changes to the existing compactor site other than to remove the compactors. The data collected at the compactor site from June through August support closing the compactor site. This eliminates the safety and liability concerns with the site. In order to accommodate those residents and visitors who have excessive amounts of garbage, enjoy the convenience of the compactor site or choose not to have a bear proof container, the Town could offer for sale, a special imprinted color trash bag. The initial startup cost of this program is estimated to be \$8,500, however, this cost would be recovered through the sale of the bags. Those with special bags would be allowed to place them in a fenced handling area, opened by any staff member upon request. Thought is still required on how to handle any Saturday collection during the summer months of June and July, if the Board feels that it is still warranted.

Total Costs: Sanitation Truck - \$16,500 per year over a five year period.
Imprinted Bag System - \$8,500 to be recovered through the sale of the bags.

Alternate Three: Eliminate curbside collection and develop a safe and efficient convenience center for the disposal of household garbage and recyclables. Under this alternative, the Town would continue to offer back door service, bulk collections and special pickups for a fee. The collection center would be staffed and a system developed through either a straight fee, special bag or tag system that allows only residents and visitors to Montreat to use the Center.

Alternative Three resolves staff's concern that the existing system is very labor intensive and requires handling garbage and recycling twice. It also recommends changes to the compactor site to resolve staff's concern with safety and liability issues. Alternative Three, however, is a complicated scenario and will require the complete renovation of the compactor site in order to meet ADA and OSHA regulations. First, there is clear evidence from surrounding counties and from our own experience that an unstaffed center is not a successful method for providing sanitation disposal services. The convenience center, therefore, would be required to be staffed and supported with either a straight fee or special bag system. The center would operate as an Enterprise Fund, similar to the Water Fund, meaning that the revenues generated from the site pay for the expenses of the service. The resident tax burden would be reduced, and sanitation services would be paid for by those who use the service most. The Town would continue to offer back door service for those who could not use the convenience center, bulk collections and special pick-ups for a fee. Therefore, a replacement truck will be required. Initially, the renovation of the site will be expensive and require careful thought to make sure that enough space is available for the changes. Initial estimated costs for the changes total around \$50,000. This includes security cameras (\$4,500), a compactor conversion (\$5,500), parking area and ramp installation (\$35,000), upgrades to fencing (\$2,500) and electrical work (\$500). If enough space is not available, additional site work will be required. During the public meeting, it was suggested that some type of swipe card, key pad or buzzer system would be preferable. These systems ranged in price from \$2,000 to \$4,500 each for initial start-up. However, the vendors we contacted stated that, "these systems were not recommended for our application," that installation can be difficult, and that there is little customer support for product failure. It was also stated that these systems allow 24-hour access, which can often be abused, and that over time, even under the most controlled circumstances, codes and cards will be shared or lost, which will certainly cause logistical challenges for the Town. Over time, this alternative shows the most potential for saving tax dollars, reducing the amount of solid waste generated by the community, and increasing recycling rates. With that said, this scenario will be a difficult change for those in the community accustomed to traditional sanitation services at the curb.

Total Costs: Sanitation Truck - \$16,500 per year over a five year period.
Imprinted Bag System - \$8,500 to be recovered through the sale of the bags.
Convenience Center Changes - \$50,000 based on having enough space for the modifications.
Swipe Card, Key Pad or Buzzer System – Range of \$2,000 to \$4,500 each for initial setup.
These systems were not recommended by the vendor for the proposed application.
Convenience Center Operation – Costs to be offset by revenue generated at site.

Staff Recommendation

Since your September meeting, staff has researched various ways to improve upon alternatives two and three. However, most all statements made during the summer season about the current service and "temporary" service changes put in place during that time have held true.

- The "temporary" service plan for the compactor site is having its desired effect in the reduction of municipal solid waste, illegal dumping and unauthorized use.
- The "temporary" service plan has resolved staff's concern with the safety and liability of the site to the general public as well as our own employees.

- The personnel cost to operate the site exceeds the revenue generated and the savings realized during the last six months of operation.
- Usage at the compactor site has significantly declined after the first week in August.
- The site is serving very few people when compared to the total number of residents and visitors to the Montreat community.
- Following a six month review, the information and data collected at the site supports the closing of the compactor site to the general public, encouraging the use of curbside collection services.

In late September, a meeting was held with the Montreat Conference Center and Montreat College to explore what opportunities might exist in developing a mutually beneficial community-wide sanitation program. While we learned a great deal about each other's service needs and costs, we also discovered that the timing of contract renewals, special sanitation service requirements, and service delivery methods were not conducive to a community-wide sanitation program at this time. One area that has the potential for collaboration among the main entities, is the development of a community recycling program. Due to the timing however, this program should be discussed for possible implementation over a five year timeframe rather than something more immediate.

In response to the information and data gathered, staff now recommends the following:

1. Continue sanitation collection services in the same manner.
2. Replace the existing sanitation truck as soon as possible.
3. Close the compactor site permanently to the public, including Saturday service.
4. Initiate an imprinted bag system. The cost of the bags will be recovered through their sale.
5. Develop a fenced handling area for the imprinted bags, opened by any staff member upon request.
6. Research requiring bear-proof containers for high occupancy dwellings.
7. Increase education efforts for container rules, bear-proof container requirements and special collections services.

Number of Users:							Avg. Users Per Week
	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals	
June 16 - June 20	6	9	6	6	10	37	7.40
June 23 - June 27	4	7	1	6	10	28	5.60
June 30 - July 4	3	10	5	6	6	30	6.00
July 7 - July 11	3	0	4	1	6	14	2.80
July 14 - July 18	5	4	5	2	11	27	5.40
July 21 - July 25	6	5	3	5	9	28	5.60
July 28 - August 1	2	3	2	1	6	14	2.80
August 4 - August 8	6	4	1	3	7	21	4.20
August 11 - August 15	2	1	1	2	0	6	1.20
August 18 - August 22	2	0	1	1	0	4	0.80
August 25 - August 29	2	0	1	1	1	5	1.00
September 1 - September 5	0	2	5	0	0	7	1.40
September 8 - September 12	2	1	3	0	0	6	1.20
September 15 - September 19	0	3	2	0	0	5	1.00
September 22 - September 26	0	3	1	0	0	4	0.80
September 29 - October 3	1	3	1	0	0	5	1.00
October 6 - October 10	0	4	3	0	0	7	1.40
October 13 - October 17	1	5	3	0	0	9	1.80
October 20 - October 24	2	3	1	0	0	6	1.20
October 27 - October 31	1	1	4	0	0	6	1.20
November 3 - November 7	0	3	3	0	0	6	1.20
November 10 - November 14	2	2	4	0	0	8	1.60
November 17 - November 21	0	0	1	0	0	1	0.20
November 24 - November 28	2	0	0	0	0	2	0.40
December 1 - December 5	0	2	4	0	0	6	1.20
December 8 - December 12	0	0	2	0	0	2	0.40
December 15 - December 19	1	0	2	0	0	3	0.60
December 22 - December 26	1	0	0	0	0	1	0.20
December 29 - January 2	4	2	0	0	0	6	1.20
January 5 - January 9	1	1	0	0	0	2	0.40
January 12 - January 16	0	0	3	0	0	3	0.60
January 19 - January 23	0	0	1	0	0	1	0.20
January 26 - January 30	0	0	2	0	0	2	0.40
Totals	59	78	75	34	66	312	1.89
Average User Per Day	1.79	2.36	2.27	1.03	2.00		

Number of Bags:							
	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals	
June 16 - June 20	14	16	19	11	19	79	15.80
June 23 - June 27	9	13	2	9	23	56	11.20
June 30 - July 4	8	18	24	15	9	74	14.80
July 7 - July 11	7	0	6	4	18	35	7.00
July 14 - July 18	12	10	11	5	30	68	13.60
July 21 - July 25	15	7	5	10	21	58	11.60
July 28 - August 1	2	6	2	2	11	23	4.60
August 4 - August 8	13	6	1	6	18	44	8.80
August 11 - August 15	3	1	2	3	0	9	1.80
August 18 - August 22	3	0	6	2	0	11	2.20
August 25 - August 29	3	0	2	1	2	8	1.60
September 1 - September 5	0	2	12	0	0	14	2.80
September 8 - September 12	7	4	11	0	0	22	4.40
September 15 - September 19	0	4	3	0	0	7	1.40
September 22 - September 26	0	3	1	0	0	4	0.80
September 29 - October 3	1	3	2	0	0	6	1.20
October 6 - October 10	0	9	8	0	0	17	3.40
October 13 - October 17	2	8	4	0	0	14	2.80
October 20 - October 24	3	3	1	0	0	7	1.40
October 27 - October 31	2	1	7	0	0	10	2.00
November 3 - November 7	0	7	4	0	0	11	2.20
November 10 - November 14	7	3	6	0	0	16	3.20
November 17 - November 21	0	0	3	0	0	3	0.60
November 24 - November 28	7	0	0	0	0	7	1.40
December 1 - December 5	0	4	8	0	0	12	2.40
December 8 - December 12	0	0	19	0	0	19	3.80
December 15 - December 19	9	0	2	0	0	11	2.20
December 22 - December 26	1	0	0	0	0	1	0.20
December 29 - January 2	10	4	0	0	0	14	2.80
January 5 - January 9	5	1	0	0	0	6	1.20
January 12 - January 16	0	0	15	0	0	15	3.00
January 19 - January 23	0	0	2	0	0	2	0.40
January 26 - January 30	0	0	3	0	0	3	0.60
Totals	143	133	191	68	151	686	4.16
	4.33	4.03	5.79	2.06	4.58		

Revenue Generated:							
	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals	
June 16 - June 20	\$24.00	\$30.00	\$33.00	\$23.00	\$35.00	\$145.00	\$29.00
June 23 - June 27	\$16.00	\$23.00	\$4.00	\$18.00	\$49.00	\$110.00	\$22.00
June 30 - July 4	\$12.00	\$34.00	\$51.00	\$28.00	\$16.00	\$141.00	\$28.20
July 7 - July 11	\$24.00	\$0.00	\$12.00	\$8.00	\$38.00	\$82.00	\$16.40
July 14 - July 18	\$24.00	\$19.00	\$24.00	\$14.00	\$61.00	\$142.00	\$28.40
July 21 - July 25	\$20.00	\$22.00	\$5.00	\$18.00	\$49.00	\$114.00	\$22.80
July 28 - August 1	\$3.00	\$13.00	\$10.00	\$5.00	\$26.00	\$57.00	\$11.40
August 4 - August 8	\$33.00	\$11.00	\$1.00	\$13.00	\$37.00	\$95.00	\$19.00
August 11 - August 15	\$6.00	\$2.00	\$5.00	\$5.00	\$0.00	\$18.00	\$3.60
August 18 - August 22	\$6.00	\$0.00	\$10.00	\$5.00	\$0.00	\$21.00	\$4.20
August 25 - August 29	\$5.00	\$0.00	\$2.00	\$3.00	\$3.00	\$13.00	\$2.60
September 1 - September 5	\$0.00	\$3.00	\$18.00	\$0.00	\$0.00	\$21.00	\$4.20
September 8 - September 12	\$14.00	\$12.00	\$30.00	\$0.00	\$0.00	\$56.00	\$11.20
September 15 - September 19	\$0.00	\$10.00	\$5.00	\$0.00	\$0.00	\$15.00	\$3.00
September 22 - September 26	\$0.00	\$5.00	\$2.00	\$0.00	\$0.00	\$7.00	\$1.40
September 29 - October 3	\$2.00	\$6.00	\$4.00	\$0.00	\$0.00	\$12.00	\$2.40
October 6 - October 10	\$0.00	\$18.00	\$16.00	\$0.00	\$0.00	\$34.00	\$6.80
October 13 - October 17	\$5.00	\$17.00	\$11.00	\$0.00	\$0.00	\$33.00	\$6.60
October 20 - October 24	\$6.00	\$5.00	\$1.00	\$0.00	\$0.00	\$12.00	\$2.40
October 27 - October 31	\$4.00	\$2.00	\$14.00	\$0.00	\$0.00	\$20.00	\$4.00
November 3 - November 7	\$0.00	\$15.00	\$9.00	\$0.00	\$0.00	\$24.00	\$4.80
November 10 - November 14	\$14.00	\$6.00	\$17.00	\$0.00	\$0.00	\$37.00	\$7.40
November 17 - November 21	\$0.00	\$0.00	\$5.00	\$0.00	\$0.00	\$5.00	\$1.00
November 24 - November 28	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00	\$3.00
December 1 - December 5	\$0.00	\$9.00	\$16.00	\$0.00	\$0.00	\$25.00	\$5.00
December 8 - December 12	\$0.00	\$0.00	\$40.00	\$0.00	\$0.00	\$40.00	\$8.00
December 15 - December 19	\$20.00	\$0.00	\$5.00	\$0.00	\$0.00	\$25.00	\$5.00
December 22 - December 26	\$3.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3.00	\$0.60
December 29 - January 2	\$20.00	\$8.00	\$0.00	\$0.00	\$0.00	\$28.00	\$5.60
January 5 - January 9	\$10.00	\$2.00	\$0.00	\$0.00	\$0.00	\$12.00	\$2.40
January 12 - January 16	\$0.00	\$0.00	\$32.00	\$0.00	\$0.00	\$32.00	\$6.40
January 19 - January 23	\$0.00	\$0.00	\$4.00	\$0.00	\$0.00	\$4.00	\$0.80
January 26 - January 30	\$0.00	\$0.00	\$6.00	\$0.00	\$0.00	\$6.00	\$1.20
Totals	\$286.00	\$272.00	\$392.00	\$140.00	\$314.00	\$1,404.00	\$8.51
	\$8.67	\$8.24	\$11.88	\$4.24	\$9.52		



Town of Montreat

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September 8, 2015

TO: Montreat Board of Commissioners

FR: Ron Nalley, Town Administrator
Steve Freeman, Public Works Director
Barry Creasman, Utility Maintenance Technician

RE: Sanitation Services – Alternative Service Delivery Considerations

At their August 13, 2015 meeting, the Montreat Board of Commissioners requested that staff further research the options and costs for the alternative service delivery recommendations made at the August 11, 2015 special meeting.

Please note that the alternative service delivery considerations presented were based on the current challenges of the service delivery methods and that each alternative has its own advantages and disadvantages. There are also several variations or combinations of these alternatives that can be considered. From an administrative perspective however, it is important to remember that the replacement of the sanitation truck is needed and that the service contract with Consolidated Waste Services for the compactors is ending.

Alternative One: Montreat offers a higher level of service than all of our neighboring cities and towns. Service is labor intensive and more expensive. Consideration should be given to upgrading the truck to a small compactor truck at a cost of around \$120,000. Scheduled pickups would be changed to once weekly for the entire year or two days during the summer months if a higher level of service is desired. Trash would be taken by the Town directly to the landfill. The compactor site would be closed and rental and haul costs would be eliminated.

The cost of a compactor truck large enough to handle the amount of waste during the summer is estimated to be around \$120,000. The payments over a five year period would be around \$26,000 a year. Alternative One would require changing the curbside sanitation and recycling collection schedule during the summer. No change would be required to the existing compactor site other than to remove the compactors. The data collected at the compactor site from June through August support closing the compactor site. This eliminates the safety and liability concerns with the site. In order to accommodate those residents and visitors who have excessive amounts of garbage, enjoy the convenience of the compactor site or choose not to have a bear proof container, the Town could offer for sale, a special imprinted color trash bag. The initial startup cost of this program is estimated to be \$8,500, however, this cost would be recovered through the sale of the bags. Those with special bags would be allowed to place them in a fenced handling area, opened by any staff member upon request. Thought is still required on how to handle any Saturday collection during the summer months of June and July, if the Board feels that it is still warranted.

Total Costs: Sanitation Compactor Truck - \$26,000 per year over a five year period.
Imprinted Bag System - \$8,500 to be recovered through the sale of the bags.

Alternate Two: Continue collection services in the same manner, however the compactor site would be closed permanently to the public. While this alternative may be unpopular with some residents who now use the site as a convenience center instead of using curbside service, this will ensure that taxpayer money is appropriately spent on true service delivery while eliminating the safety and liability concerns of the site. It is interesting to note that the days with the highest use at the compactor site was often days with scheduled pickups.

The cost of replacing the existing sanitation truck is estimated to be around \$75,000. The payments over a five year period would be around \$16,500 a year. Alternative Two does not resolve staff's concern that the existing system is very labor intensive and requires handling garbage and recycling twice. This alternative would neither require changing the curbside sanitation or recycling collection schedule during the summer, nor require changes to the existing compactor site other than to remove the compactors. The data collected at the compactor site from June through August support closing the compactor site. This eliminates the safety and liability concerns with the site. In order to accommodate those residents and visitors who have excessive amounts of garbage, enjoy the convenience of the compactor site or choose not to have a bear proof container, the Town could offer for sale, a special imprinted color trash bag. The initial startup cost of this program is estimated to be \$8,500, however, this cost would be recovered through the sale of the bags. Those with special bags would be allowed to place them in a fenced handling area, opened by any staff member upon request. Thought is still required on how to handle any Saturday collection during the summer months of June and July, if the Board feels that it is still warranted.

Total Costs: Sanitation Truck - \$16,500 per year over a five year period.
Imprinted Bag System - \$8,500 to be recovered through the sale of the bags.

Alternate Three: Eliminate curbside collection and develop a safe and efficient convenience center for the disposal of household garbage and recyclables. Under this alternative, the Town would continue to offer back door service, bulk collections and special pickups for a fee. The collection center would be staffed and a system developed through either a straight fee, special bag or tag system that allows only residents and visitors to Montreat to use the Center.

Alternative Three resolves staff's concern that the existing system is very labor intensive and requires handling garbage and recycling twice. It also recommends changes to the compactor site to resolve staff's concern with safety and liability issues. Alternative Three, however, is a complicated scenario and will require the complete renovation of the compactor site in order to meet ADA and OSHA regulations. First, there is clear evidence from surrounding counties and from our own experience that an unstaffed center is not a successful method for providing sanitation disposal services. The convenience center, therefore, would be required to be staffed and supported with either a straight fee or special bag system. The center would operate as an Enterprise Fund, similar to the Water Fund, meaning that the revenues generated from the site pay for the expenses of the service. The resident tax burden would be reduced, and sanitation services would be paid for by those who use the service most. The Town would continue to offer back door service for those who could not use the convenience center, bulk collections and special pick-ups for a fee. Therefore, a replacement truck will be required. Initially, the renovation of the site will be expensive and require careful thought to make sure that enough space is available for the changes. Initial estimated costs for the changes total around \$50,000. This includes security cameras (\$4,500), a compactor conversion (\$5,500), parking area and ramp installation (\$35,000), upgrades to fencing (\$2,500) and electrical work (\$500). If enough space is not available, additional site work will be required. During the public meeting, it was suggested that some type of swipe card, key pad or buzzer system would be preferable. These systems ranged in price from \$2,000 to \$4,500 each for initial start-up. However, the vendors we contacted stated that, "these systems were not recommended for our application," that installation can be difficult, and that there is little customer support for product failure. It was also stated that these systems allow 24-hour access, which can often be abused, and that over time, even under the most controlled circumstances, codes and cards will be shared or lost, which will certainly cause logistical

challenges for the Town. Over time, this alternative shows the most potential for saving tax dollars, reducing the amount of solid waste generated by the community, and increasing recycling rates. With that said, this scenario will be a difficult change for those in the community accustomed to traditional sanitation services at the curb.

- Total Costs: Sanitation Truck - \$16,500 per year over a five year period.
- Imprinted Bag System - \$8,500 to be recovered through the sale of the bags.
- Convenience Center Changes - \$50,000 based on having enough space for the modifications.
- Swipe Card, Key Pad or Buzzer System – Range of \$2,000 to \$4,500 each for initial setup. These systems were not recommended by the vendor for the proposed application.
- Convenience Center Operation – Costs to be offset by revenue generated at site.

Alternate Four: Do not make any changes to the current sanitation collection system. Under this alternative, staff would recommend changes to the compactor site in order to address safety and liability concerns. Remember that while this seems the easiest choice to make, Montreat taxpayers are subsidizing sanitation services for non-residents and tax exempt entities. This alternative is attractive if Montreat residents are happy with the higher level of service and do not mind paying for others using the compactor site.

The cost of replacing the existing sanitation truck is estimated to be around \$75,000. The payments over a five year period would be around \$16,500 a year. Alternative Four does not resolve staff’s concern that the existing system is very labor intensive and requires handling garbage and recycling twice or address the illegal dumping and unauthorized use at the site. Under this alternative, the Board will need to decide whether to continue with the temporary service plan, schedule, and rates; return to the unstaffed site; or develop some alternative sanitation operations plan. Staff strongly recommends not returning to the unstaffed site, based on the initial success of the temporary plan and the safety and liability concerns with public access to the existing site. If the Board decides otherwise, upgrading the compactor site should be a priority. It should be noted again, that in general, ad valorem taxes pay for curbside collection and that the compactor site was never intended to be used by residents and visitors as a convenience center. The Board and Montreat residents should not expect fees generated from the current plan to be sufficient to pay for the annual costs of supporting the convenience center program. These costs, along with subsidizing sanitation services for non-residents and tax exempt entities will certainly result in future tax rate increases.

- Total Costs: Sanitation Truck - \$16,500 per year over a five year period.
- Convenience Center Changes - \$50,000 based on having enough space for the modifications.
- Convenience Center Operations – Subsidized through ad valorem taxes.



Town of Montreat

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September 8, 2015

TO: Ron Nalley, Town Administrator

FR: Steve Freeman, Public Works Director

RE: Compactor Site - Summer Summary

During their May meeting, the Board of Commissioners approved the following schedule for the compactor site located behind the Town Services Office:

January through May and September through December

Open Tuesday through Thursday from 1:00 p.m. to 5:00 p.m.

June through August

Open Tuesday through Friday from 1:00 p.m. until 5:00 p.m.

Open Saturday from 7:00 a.m. until 12:00 p.m.

In keeping with the Board's direction, the compactor site is staffed by a town employee and not accessible to the general public. The site is operated in a "pay as you throw" manner, meaning that the site is open to the public during those times, but residents and visitors pay for the use of the compactor site through a per bag fee system.

A summary of the results of the data collected at the site since it opened on June 16, 2015 is provided below. Detailed information can be found following the highlights.

Public Usage

- The most users recorded on any single day was 11 on Saturday, July 18.
- Since opening, the site received on average 4 visitors per day.
- During the work week, the site averages 3 visitors per day.
- The day with the most usage is Saturday. On average, 6 people used the site each Saturday. However, please note that on Saturdays since August 8, the site has received only 1 visitor.
- The highest number of users were recorded during the first week after the site was opened and then during the week of July 4th.
- The site has received very little use after August 8.
- Since June 16th, 214 visitors have used the site.
- While not reflected in the numerical data presented here, during the heaviest times of use, visitors were asked by staff why they chose to use the site. A large majority of those who responded stated that it was primarily due to the fact that the rental home they were staying in did not have enough cans or did not have a bear-proof container.

Number of Bags

- The most bags being disposed of on any single day was 30 on Saturday, July 18.
- Since opening, visitors disposed an average of 8 bags per day. Saturday's average is 14 bags.
- The highest number of bags disposed at the site occurred during the first week after opening and then during the week of July 4th.
- The site has received very few bags after August 8.
- Visitors to the site has disposed a total of 465 bags of solid waste and recyclables.

Revenue Generated by the Site

- The most revenue generated from the site on any one day was \$61.00 received on July 18.
- Since opening, the site generates on average \$17.05 per day.
- The site has generated very little revenue since August 8.
- During the work week, the site generates on average \$14.18 per day. On Saturdays, the site generates an average of \$28.55.
- The site has collected a total of \$938.00 since opening on June 16.

During the time period of June through August of 2014, the Town collected 85.90 tons of solid waste. During that same time period in 2015, the Town collected 76.52 tons. The temporary service plan change has provided the Town a savings in disposal fees as well as hauls to the disposal site. We believe this savings corresponds directly to the changes made at the site and comes despite having one of the busiest July 4th weeks in recent memory.

In summary, the temporary service plan for the compactor site is having its desired effect in the reduction of municipal solid waste, illegal dumping and unauthorized use. It has also resolved staff's concern with the safety and liability of the site to the general public as well as our own employees. However, the personnel cost to operate the site exceeds the revenue generated and the savings realized during the first three months of operation. While initially, usage at the site was higher, usage significantly declined after the first week in August. This leads one to believe, that if the site continues to operate in this manner at all, the best scenario is to open only during the months of June and July and to remember that the site is actually serving very few people when compared to the total number of visitors to our community during those months. Following a three month review, the information and data collected at the site supports the closing the compactor site to the general public, encouraging the use of curbside sanitation collection services, and increasing education efforts for specific disposal topics including container rules, bear-proof-container requirements, and special collection services.

August 11, 2015
Sanitation Meeting Summary

Mayor Letta Jean Taylor introduced the session by reviewing the history of sanitation services provided to the Town of Montreat. In July 2006, the Town began offering residential sanitation, recycling and yard waste collection services. Benefits of providing our own sanitation services included the following: a competitive cost structure; efficient and personal service delivery; increased service levels; Town owned capital investment; and smaller and safer vehicles for collection. Mayor Taylor reviewed the current service delivery method and discussed the amount of solid waste, recycling and yard waste collected since 2010. The Mayor also reviewed the temporary service change made at the compactor site by the Board of Commissioners in early June and the savings realized at the site since that time. She went on to state that the town experienced a problem with illegal dumping and unauthorized use at the site, which necessitated the changes implemented in June. Following a staff review of the sanitation program, it was determined that the present system is labor intensive, bags are handled twice, and the compactor site is being used as convenience center, even though it was not designed as such, and is not safe for use by the general public. Staff then developed four alternatives for consideration: 1) Montreat offers a higher level of service than most nearby municipalities – the Town could consider replacing the present equipment with a compactor truck and close the compactor site; 2) Continue as present, but permanently close compactor site to the public; 3) Eliminate curbside service except for fee-based back-door service, and go entirely to a fee-based pay as you throw convenient center system; 4) No change from present, except for safety changes to the compactor site, with taxpayers continuing to subsidize non-taxpayer use. The Mayor went on to say that each option has advantages and disadvantages and that there are likely several variations or combinations of these alternatives. She also reminded everyone that the present sanitation truck must be replaced this fiscal year and that the service contract with Consolidated Waste Services for the compactors is ending. Mayor Taylor concluded by stating that the temporary service plan for the compactor site is having the desired effect in the reduction of solid waste, hauls and illegal dumping and unauthorized use. The purpose of the meeting is to discuss the program, the challenges of operating the program and to receive feedback on what aspects of the program are most important to our residents and visitors. With additional public input and any additional research, the Board will be in position to make an informed decision on the potential changes to improve the overall sanitation program.

Mayor Taylor then introduced Mr. Sam Hopkins who facilitated the remainder of the meeting. Those who attended the meeting were divided into groups of five to six people to discuss what they like about the current service; what they do not like about the current service; how Montreat's service and cost compare to the service at your permanent residence; the biggest challenge facing sanitation services; the appropriate level of service needed in Montreat; how much they are willing to pay for that level of service; and if they had to choose from the four alternatives, which would they prefer. After reconvening, each small group was asked to report back to the larger group.

Group One – Started with the premise that the community needs infrastructure services. The group listened respectfully to each other and of the four alternatives, leaned primarily towards alternative two. The group encouraged the Town, College and Conference Center to work together to creatively solve the problem. The group also encouraged the Town to consider standardized cans for automated truck pickup. In closing, the group expressed concern with alternative three but stated that Montreat residents need a site to throw trash, and acknowledged that illegal use by those outside the Gate was a problem.

Group Two – The group discussed several ideas and asked the Town to consider installing a key card type system and to update the compactor site. Most of those in the group wanted to retain the current system and preferred alternative four – to keep the service like it is and subsidize others use. There were mixed feelings about having a convenience center only because they liked having curbside collection, but they do not like the pay as you throw concept.

Group Three – The group felt that Montreat residents should have free access to the compactor site and that the Town should consider a key card type system at the site. The group mentioned that there is a credibility gap about the illegal dumping claims and the Town should install cameras to monitor the issue to determine how big a problem it really is. The group preferred to have a place at the Gate, like a truck, so that the garbage could be tossed when people are leaving town. The group also noted the inefficiencies with the separate entities having different service providers and that the Town should explore cost saving options with the College and Conference Center.

Group Four – The group commended the Town's sanitation staff and expressed their feelings that Montreat is a town for visitors, so the sanitation services should reflect that. The group felt that there is a need for curbside trash collection, however, people are opportunistic and will take advantage of whatever service is available. The group expressed interest in exploring the possibility of contracting out the service and wondered if this was a feasible idea. The group also expressed interest in revisiting consolidation sanitation service efforts with the College and Conference Center. Interest was expressed for a key card type system for residents. Alternative three was the least popular of the group and they also felt that it was not feasible for residents to use large carts with the Town's topography and narrow streets. The group then expressed a concern that they felt forced to buy bear proof containers and that this solution to the bear problem impacted the Town's ambiance.

Group Five – The group favored alternatives one or two. Alternative three was their least favorite. The group asked about the possibility of the Cottagers arranging a bulk purchase with discounted prices and the possibility of smaller, more attractive bear proof containers. The group expressed concern that the open compactor site problems will only get worse.

Following the group reports, Town Administrator Ron Nalley fielded several questions regarding Montreat's current service and how that service might change depending on the alternative selected. It was noted by a resident that garbage is a national issue and one that is having to be currently discussed and dealt with all over the country. Mr. Nalley then asked that everyone take a few minutes to answer the brief survey provided at the beginning of the meeting.

Mayor Taylor then thanked everyone for attending and their input.

Customer Satisfaction Survey for Solid Waste Services Results August 11, 2015

The results of the Customer Satisfaction Survey distributed at the special meeting on August 11, 2015 are provided below. This survey was designed to capture a snapshot of the level of satisfaction regarding solid waste services offered by the Town from those participants that attended the special meeting. Of those that attended, 25 surveys were returned.

Overall the survey results were consistent across the board. The following is a brief overview of the questions and related responses that received the highest levels of overall agreement. Detailed survey results and a list of the write in comments can be found following the highlights.

- Out of the 25 responses, 73% were permanent residents.
- 92% respondents came from one or two person residences.
- 75% of the respondents do not participate in the back door sanitation service collection program. Of those that did, all had participated in the annual service.
- 71% of those responding only place one trash can out on collection day.
- 61% do not have a bear proof trash container.
- 96% of the respondents recycle weekly.
- 61% of the respondents recycle all the materials listed on the survey, while 74% recycle all but one or two of the materials listed on the survey. Plastic, Mixed Paper and Glass were the most common materials being recycled.
- 87% of respondents feel that twice per week pickups in the summer is just right.
- 95% of the respondents feel that once per week pickups in the fall, winter and spring is just right.
- 95% of the respondents participate in the free biannual bulk items collection program.
- 83% are very satisfied or satisfied with the garbage service they receive.
- 52% of the respondents do not perceive there to be a problem in their neighborhood with garbage and recyclables left behind by short-term renters. Of those that did, 50% felt that it was the owner's responsibility to resolve the problem, while 33% felt that it was the rental company/agent's responsibility to resolve the problem.
- 64% of the respondents would not be willing to pay additional tax dollars and fees for increased sanitation services, while 27% remain undecided.

1. What best describes your residence?

Permanent Residence – 73% (19)

Seasonal Residence – 23% (6)

Rental – 4% (1)

2. How many people live at your residence (include yourself)?

One – 17% (4)

Two – 75% (18)

Three – 4% (1)

Four – 4% (1)

More than Four – 0% (0)

3. Do you participate in the back door sanitation service collection program?

Yes – 25% (6)

No – 75% (18)

If Yes, at which rate?

Annual - 4

Seasonal – 0

ETJ – 0

4. On average, how many garbage cans per collection day to you place at the curb?

One – 71% (17)

Two – 13% (3)

Three – 8% (2)

Four – 4% (1)

More than Four – 4% (1)

5. Do you have a bear proof garbage container at your residence?

Yes – 35% (9)

No – 61% (16)

Shared with Neighbor – 4% (1)

6. On your garbage pickup day, are your garbage cans:

Overflowing – 4% (1)

Full – 50% (13)

$\frac{3}{4}$ Full – 26% (7)

$\frac{1}{2}$ Full – 8% (2)

$\frac{1}{4}$ Full – 4% (1)

Less than $\frac{1}{4}$ Full – 8% (2)

7. How often do you recycle?

Weekly – 96% (24)
Monthly – 4% (1)
Occasionally – 0% (0)
Never – 0% (0)

8. What item(s) do you recycle most often?

Newspaper – 74% (17)
Cardboard – 74% (17)
Catalogs/Magazines – 70% (16)
Plastic – 100% (23)
Glass – 78% (18)
Mixed Paper – 83% (19)
Aluminum – 74% (17)
Metal – 70% (16)
Other – No other material listed.

9. On your recycling pickup day, are your cans/bags:

Overflowing – 8% (2)
Full – 54% (13)
¾ Full – 13% (3)
½ Full – 17% (4)
¼ Full – 8% (2)
Less than ¼ Full – 0% (0)

10. How often do you use the yard waste collection service?

Weekly – 8% (2)
Monthly – 20% (5)
Seasonally – 24% (6)
Occasionally – 36% (9)
Never – 12% (3)

11. How often do you bag your yard waste?

Always – 22% (5)
Occasionally – 48% (11)
Never – 30% (7)

12. During summer your garbage and recycling is collected twice per week. Is that:

Too Often – 9% (2)
Just Right – 87% (20)
Not Enough – 4% (1)

13. During spring, fall and winter your garbage and recycling is collected once per week. Is that:

- Too Often – 0% (0)
- Just Right – 95% (20)
- Not Enough – 5% (1)

14. How often do you request pickup of furniture, appliances, or other large items?

- Weekly – 0% (0)
- Monthly – 0% (0)
- Occasionally – 30% (7)
- Never – 70% (16)

15. Do you participate in the free biannual bulk items collection program?

- Yes – 95% (20)
- No – 5% (1)

16. How satisfied are you with the garbage service you receive?

- Very Satisfied – 74% (17)
- Satisfied – 9% (2)
- Somewhat Satisfied – 4% (1)
- Somewhat Dissatisfied – 0
- Dissatisfied – 13% (3)

17. If you answered 'dissatisfied' to Question 16, what is the cause of your dissatisfaction?

Please see the list of answers to this question on the Comment Sheet.

18. Montreat has many rental properties. Do you perceive there to be a problem in your neighborhood with garbage and recyclables left behind by short-term renters?

- Yes – 31% (7)
- No – 52% (12)
- Undecided – 17% (4)

19. If you answered 'yes' to Question 18, who should be responsible for resolving this problem?

- Owner Responsibility – 50% (9)
- Rental Company/Agent Responsibility – 33% (6)
- Town Responsibility – 17% (3)

20. How satisfied would you be if your garbage and recycling was collected one day per week?

- Very Satisfied – 30% (7)
- Satisfied – 35% (8)
- Somewhat Satisfied – 9% (2)
- Somewhat Dissatisfied – 17% (4)
- Dissatisfied – 9% (2)

21. What would make you willing to increase your recycling efforts?

Please see the list of answers to this question on the Comment Sheet.

22. Would you be willing to pay additional tax dollars and fees for increased sanitation services?

Yes – 9% (2)

No – 64% (14)

Undecided – 27% (6)

23. Please share any additional comments you have regarding your garbage, recycling, bulk item or yard waste collection with us.

Please see the list of answers to this question on the Comment Sheet.



Town of Montreat

P.O. Box 423, Montreat, North Carolina 28757
Phone: (828) 669-8002 • Fax: (828) 669-3810

May 19, 2015

TO: Mayor and Board of Commissioners

FR: Steve Freeman, Public Works Director and Ron Nalley, Town Administrator

RE: Sanitation Services Discussion – Board Retreat

As the Town of Montreat approaches the tenth anniversary of providing our own sanitation services, we thought it would be appropriate to discuss the current sanitation program and potential changes to improve the program based on staff's evaluation of service delivery.

Current Sanitation Services

In 2006, the Town began offering residential sanitation, recycling and yard waste collection services. For all services, the Town collects curbside using one open bed truck with a full time employee as a driver and contracts with First Inc. to provide two laborers to assist in loading and unloading. Recyclables are collected on the same schedule as household garbage utilizing the comingled "blue bag" system. Scheduled curbside pickup is offered once a week (Monday) from January through May and September through December and twice a week (Monday and Friday) from June through August. Back door service is offered to all residents for an additional fee. In addition, the Town manages a compactor site located behind the Town Services Office that is open to the public Monday through Thursday for kitchen garbage, recycling and cardboard disposal. Special pickups can be arranged for bulk items, white goods and non-hazardous materials.

Staff Evaluation of Service Delivery

Overall, staff and residents seem pleased with the sanitation services provided by the Town. However, from staff's prospective, the current system is very labor intensive and offers the following challenges:

- Based on the current collection system, garbage and recycling is handled twice – once during pickup at the residence and then again as it is unloaded into the compactor or recycling container.
- The compactor site is being used more often by residents as a convenience center. The site is not designed efficiently or safely enough to handle this type of use.

- Illegal dumping and unauthorized use of the compactor site continues to be a problem.
- Large amounts of yard waste are being disposed of creating a strain on handling weekly collection.
- Increased education efforts are needed for specific disposal topics including container rules, bear-proof container requirements, bulk item disposal and special collection services.

Alternative Service Delivery Considerations

Based on current challenges, staff considered several alternative service delivery methods:

Alternative One: Montreat offers a higher level of service than all of our neighboring cities and towns. Not only is the current system very labor intensive, it is more expensive to operate due to the additional day of collection during the summer months. The large open bed truck used for collection is scheduled for replacement by next year. Consideration should be given to upgrading the truck to a small compactor truck at a cost of around \$120,000. Scheduled pickups would be changed to once weekly for the entire year or if a higher level of service is still required during the summer months, routes would be split into two days allowing time to take the trash directly to the Buncombe County landfill. Existing public works employees would be reassigned for the collection of recyclables and yard waste. The compactor site would be closed and rental and haul costs would be eliminated for the Town.

Alternative Two: Continue collection services in the same manner, however the compactor site would be closed permanently to the public. This collection service would ensure that the ones paying for the services, the taxpayers, are the one's benefiting from or receiving the services. While scaling back the days that the compactor site is open has helped and we have seen some reduction in the overall tonnages, we are still experiencing illegal dumping and unauthorized use of the compactors. While this alternative may be unpopular with some residents and visitors who now use the site as a convenience center instead of using the curbside service, this will ensure that taxpayer money is appropriately spent on true service delivery while eliminating the safety and liability concerns of the site. It is interesting to note that the days with the highest use at the compactor site are often days with scheduled pick-ups.

Alternative Three: Eliminate curbside collection and develop a safe and efficient convenience center for the disposal of household garbage and recyclables. Under this alternative, the Town would continue to offer back door service, bulk collections and special pickups for a fee. The collection center would be staffed and a system developed through either a straight fee or tag system that allows only residents and visitors to Montreat to use the Center.

Alternative Four: Do not make any changes to the current sanitation collection system. Under this alternative, staff would recommend changes to the compactor site in order to address safety and liability concerns. While this seems the easiest choice to make, please

remember that Montreat taxpayers are subsidizing sanitation services for non-residents, the occasional Black Mountain and eastern Buncombe County resident and some of our tax-exempt entities. As operational and personnel costs increase, remember that this cost is directly tied to the tax rate and increases should be expected. In short, this alternative is attractive if Montreat residents are happy with the higher level of service they are receiving and are comfortable paying for that higher level of service and do not mind others, often non tax payers, using the Montreat site.

Additional Considerations

Each alternative listed above has its advantages and disadvantages. At their annual retreat on April 22nd the Board had an opportunity to discuss these alternatives as well as several combinations of those alternatives. With the realization that the replacement of the sanitation truck is sorely needed and that the service contract with CWS is ending, the Board felt strongly that any changes to our sanitation service delivery system should be made within the next fiscal year. This will allow ample time for public input, Board deliberation and additional research into the costs and savings associated with each alternative.

Temporary Service Plan

At the Retreat, the Board asked staff to prepare a proposed service plan that would meet the short term needs of the public during the summer but also address some of the more immediate concerns with the compactor site. Based on discussions held at the Retreat, staff contacted CWS to determine whether it was feasible for the Town to contract with them to operate the convenience center. CWS estimated that their cost to operate the center would be around \$5,500 a month. Staff felt that this was not a cost effective solution and is therefore recommending the following:

The Town will continue to collect garbage curbside following the existing schedule – once a week (Monday) from January through May and September through December and twice a week (Monday and Friday) from June through August.

The compactor site located behind the Town Services Office will be staffed and not accessible to the general public. The Town will staff the site according to the following schedule:

January through May and September through December

Open Tuesday through Thursday from 1:00 p.m. to 5:00 p.m.

June through August

Open Tuesday through Friday from 1:00 p.m. until 5:00 p.m.

Open Saturday from 7:00 a.m. until 12:00 p.m.

The site will be operated in a “pay as you throw” manner. This means that the site will be open to the public during those times, but residents and visitors will now pay for the use of the compactor site/convenience center. It is recommended the following fee schedule be implemented:

Bags smaller than a kitchen trash bag	\$ 1.00 per bag
Kitchen trash bags (13 gallons)	\$ 2.00 per bag
Recycling bags (all sizes)	\$ 2.00 per bag
Bags larger than 13 gallons	\$ 3.00 per bag
Cardboard will be based on estimated bag size	

Staff does not expect the revenue generated from the fees to be sufficient to fully pay for the annual costs of supporting the program. However, it is anticipated that the Town will see a reduction in the amount of garbage associated with illegal dumping, which in turn will reduce tipping fees and hauling costs.

The site attendant will be a part-time employee hired by the Town and placed under the supervision of the Public Works Director. The attendant will be responsible for managing the overall site, including collecting the bags from the resident or visitor, managing the fee payment and lock box, and disposing of the bags in the appropriate containers. This will alleviate the public access safety and liability concerns with the existing site.

Costs for initiating the program include:

Part-time Employee	\$ 9,500.00 per year
Uniforms	\$ 250.00
Small Building	\$ 500.00
Electrical Service	\$ 900.00
Lock Box	\$ 400.00
Signage	\$ 500.00
Other (i.e. chair, desk, heater, air conditioner, supplies)	<u>\$ 700.00</u>
 Total Cost	 \$ 12,750.00

It is important to note that \$3,000 of this program is for one-time costs to get the program up and running.

Conclusion

The Temporary Service Plan will address several of the more immediate concerns with the compactor site while allowing the Board to monitor the program during the summer to determine if it is sufficiently meeting the needs of the community. It will also enable the Board the opportunity to hold one Town Hall meeting focused on the Town's sanitation program. The purpose of this meeting will be to discuss the sanitation program, the challenges of operating the program, and to receive feedback on what aspects of the existing program are most important to our residents and visitors. With that information and any additional research that is needed, the Board will be in a position to review any alternative service delivery methods and make a final decision on potential changes to improve the overall program and meet the Town's current program challenges.



Town of Montreat

P.O. Box 423, Montreat, North Carolina 28757

Phone: (828) 669-8002 • Fax: (828) 669-3810

April 15, 2015

TO: Mayor and Board of Commissioners

FR: Steve Freeman, Public Works Director and Ron Nalley, Town Administrator

RE: Sanitation Services Discussion – Board Retreat

As the Town of Montreat approaches the tenth anniversary of providing our own sanitation services, we thought it would be appropriate to discuss the current sanitation program and potential changes to improve the program based on staff's evaluation of service delivery.

Current Sanitation Services

In 2006, the Town began offering residential sanitation, recycling and yard waste collection services. For all services, the Town collects curbside using one open bed truck with a full time employee as a driver and contracts with First Inc. to provide two laborers to assist in loading and unloading. Recyclables are collected on the same schedule as household garbage utilizing the comingled "blue bag" system. Scheduled curbside pickup is offered once a week (Monday) from January through May and September through December and twice a week (Monday and Friday) from June through August. Back door service is offered to all residents for an additional fee. In addition, the Town manages a compactor site located behind the Town Services Office that is open to the public Monday through Thursday for kitchen garbage, recycling and cardboard disposal. Special pickups can be arranged for bulk items, white goods and non-hazardous materials.

Staff Evaluation of Service Delivery

Overall, staff and residents seem pleased with the sanitation services provided by the Town. However, from staff's prospective the current system is very labor intensive and offers the following challenges:

- Based on the current collection system, garbage and recycling is handled twice – once during pickup at the residence and then again as it is unloaded into the compactor or recycling container.
- The compactor site is being used more often by residents as a convenience center. The site is not designed efficiently or safely enough to handle this type of use.

- Illegal dumping and unauthorized use of the compactor site continues to be a problem.
- Large amounts of yard waste are being disposed of creating a strain on handling weekly collection.
- Increased education efforts are needed for specific disposal topics including container rules, bear-proof container requirements, bulk item disposal and special collection services.

Alternative Service Delivery Considerations

Based on current challenges, staff considered several alternative service delivery methods:

Alternative One: Montreat offers a higher level of service than most of our neighboring cities and towns. Not only is the current system very labor intensive, it is more expensive to operate due to the additional day of collection during the summer months. The large open bed truck used for collection is scheduled for replacement by next year. Consideration should be given to upgrading the truck to a small compactor truck at a cost of around \$120,000. Scheduled pickups would be changed to once weekly for the entire year or if a higher level of service is still required during the summer months, routes would be split into two days allowing time to take the trash directly to the Buncombe County landfill. Existing public works employees would be reassigned for the collection of recyclables and yard waste. The compactor site would be closed and rental and haul costs would be eliminated for the Town.

Alternative Two: Continue collection services in the same manner, however the compactor site would be closed permanently to the public. This collection service would ensure that the ones paying for the services, the taxpayers, are the one's benefiting from or receiving the services. While scaling back the days that the compactor site is open has helped and we have seen some reduction in the overall tonnages, we are still experiencing illegal dumping and unauthorized use of the compactors. While this alternative may be unpopular with some residents and visitors who now use the site as a convenience center instead of using the curbside service, this will ensure that taxpayer money is appropriately spent on true service delivery while eliminating the safety and liability concerns of the site.

Alternative Three: Eliminate curbside collection and develop a safe and efficient convenience center for the disposal of household garbage and recyclables. Under this alternative, the Town would continue to offer back door service, bulk collections and special pickups for a fee. The collection center would be staffed and a system developed through either a straight fee or tag system that allows only residents and visitors to Montreat to use the Center.

Alternative Four: Do not make any changes to the current sanitation collection system. Under this alternative, staff would recommend changes to the compactor site in order to address safety and liability concerns. While this seems the easiest choice to make, please remember that Montreat taxpayers are subsidizing sanitation services for non-residents, the occasional Black Mountain and eastern Buncombe County resident and some of our

tax-exempt entities. As operational and personnel costs increase, remember that this cost is directly tied to the tax rate and that increases should be expected. In short, this alternative is attractive if Montreat residents are happy with the higher level of service they are receiving and are comfortable paying for that higher level of service and do not mind others using the Montreat site.

Conclusion

Each alternative has its advantages and disadvantages. Of course, other alternatives may exist or a combination of the above alternatives may be considered. However, please know that staff developed these alternatives based on our real concerns with service delivery and is prepared to discuss these alternatives with you in more detail at the Board Retreat and in any additional meetings as you deem appropriate. Due to the proposed replacement of the sanitation truck and the ending of our service contract with CWS, staff feels strongly that decisions regarding any changes to our sanitation service delivery system should be made within the next six months. This will give ample time for public input, Board deliberation and additional research into the costs and savings associated with each alternative.



State of North Carolina

Department of Environment and Natural Resources

Division of Waste Management &

Division of Environmental Assistance and Customer Service

Solid Waste and Materials Management Annual Report July 1, 2014 -- June 30, 2015

Please submit this form to lgteam@ncdenr.gov by September 1, 2015.

On the following pages you will find the Local Government Solid Waste and Materials Management Annual Report Form for Fiscal Year 2014-2015. Each North Carolina County and Municipality is required to complete this report annually. Completion and submission of this report will fulfill the annual reporting mandate to the state as required by G.S. 130A-309.09A. Failure to complete and submit this report could result in the local government being excluded from distributions of Solid Waste Disposal Tax Proceeds.

Instructions:

Each local government should determine which staff member is responsible for preparing and submitting the annual report and ensure that the report is completed and submitted before the reporting deadline on September 1, 2015.

Options for obtaining a blank copy of this form:

- 1 - download a copy of the form from this web site: <http://portal.ncdenr.org/web/wm/sw/annualreports>
- 2 - call the Division of Environmental Assistance and Customer Service at 877-623-6748
- 3 - request a copy of the form by sending an email to lgteam@ncdenr.gov.

This form must be completed electronically using Adobe Reader. Adobe Reader can be downloaded for free at the following web site: <http://get.adobe.com/reader/> - it is suggested that you complete the form using the latest version of Adobe Reader. Please **DO NOT** complete this form using Adobe Acrobat Pro.

Complete the form by entering responses in the appropriate fields using Adobe Reader. Please save a copy of the completed form to your computer for your records by using the "Save As" option and choosing an appropriate file name. When naming the file, please include your community's name as a part of the file name.

After completing the report form, please submit a copy electronically to the Division of Environmental Assistance and Customer Service by attaching it to an email and sending the email to lgteam@ncdenr.gov

If you need assistance completing or submitting this form, please feel free to contact one of the following Division of Environmental Assistance and Customer Service staff members:

Joseph Fitzpatrick, phone: 919-707-8121, email: joseph.fitzpatrick@ncdenr.gov

Rob Taylor, phone: 919-707-8139, email: rob.taylor@ncdenr.gov

Form Year 2015

Part I. Waste Reduction and Recycling Programs Serving Government Facilities

The following questions pertain to waste reduction and recycling activities / programs that serve local government facilities. An example of source reduction at government facilities is duplex or two-sided copying.

6. Did your local government have an in-house / government building recycling program in place for FY 14-15? Yes No
7. Did your local government have any program or policy encouraging or requiring local agencies to purchase products with recycled content? Yes No
8. Did your local government have a program in place to collect and recycle spent fluorescent lights generated from public buildings? Yes No

Part II. Waste Reduction and Recycling Programs Serving the Public

SOURCE REDUCTION / REUSE

9. Did your local government have a backyard composting program? Yes No
10. If yes, please check all backyard composting activities that apply:
 Education Demonstration site(s) Bin distribution/sales Number of Bins distributed? _____
11. Did your local government operate a program to promote source reduction efforts such as junk mail reduction, phone book opt-out through www.yellowpagesoptout.com, or by promoting the use of non-toxic alternatives? Yes No
12. Did your local government offer a waste exchange or reuse program? Yes No
13. If yes, please indicate which waste exchange and/or reuse programs were available to the public:
 Swap shop/shed Number of sheds in use? _____ Paint exchange Number of gallons recovered? _____
 Other (e.g. pallet exchange, etc.) _____

PUBLIC RECYCLING SERVICES

14. Which of the following responses best describes your recyclables recovery activities for the period July 1, 2014 through June 30, 2015?
- My local government **DID operate or contract** for a recyclables recovery program. (please continue to question 15)
- My local government **DID NOT operate or contract** for recyclables recovery **BUT DID participate** in a recyclables recovery program sponsored by another local government. (Please identify the public agency/organization responsible for its operation; then go to Part IV on page 7.)
- With what local government did you participate? _____
- My local government **DID NOT operate, contract or participate** in a recycling program. (Go to Part IV on page 7.)

If you **DID operate or contract** for a recyclables recovery program, please indicate the type of program in operation and provide specifics about your program(s).

CURBSIDE RECYCLING PROGRAM

15. Did your government operate a Curbside Recycling Program? Yes No, skip to question # 26
16. Who collected the recyclable materials for your local government's curbside recycling program?
- Local government employees
- Private contractor (please specify) _____
- Franchised hauler (please specify) _____
- Other (please specify) _____

34. Did your electronics recycling program collect or accept televisions from (check all that apply): Residences Businesses
35. Did your electronics recycling program collect or accept computer equipment from (check all that apply): Residences Businesses
36. DENR distributes Electronics Management Funds each February to eligible governments (G.S. 130A-309.137). If your government was eligible to receive proceeds from the State Electronics Management Fund, please provide the following information:
- Electronics Management Fund balance as of July 1, 2014: \$ _____
- Electronics Management Funds received from DENR during FY 14-15: \$ _____
- Electronics Management Funds spent during FY 14-15: \$ _____
- Electronics Management Fund balance as of June 30, 2015: \$ _____
37. Please explain how Electronics Management Funds were spent during FY 2014-15 (please list items purchased if applicable):

38. If you did operate an electronics recycling program, please provide the following information about your vendor / contractor:

Name of electronics recycling vendor(s) during FY 14-15: Buncombe County

Does the electronics recycling vendor(s) listed above hold either the e-Steward or R2 certifications? Yes No

OTHER PUBLIC RECYCLING PROGRAMS

Please answer the following questions about local government sponsored recycling efforts. List only programs operated or contracted for by the local government. The tonnage of any materials collected by the following programs should be listed in the "Other" column in the Recycling Tonnages Chart on pg 5.

39. Did your local government operate a multifamily recycling collection program that provides on-property recycling service for residents of multifamily properties in a manner other than through your curbside or dropoff recycling programs? Yes No
40. Did your local government operate a recycling program to serve commercial or institutional members of your community in a manner other than through your curbside or dropoff recycling programs? Yes No
41. Does your local government provide recycling services to Alcoholic Beverage Commission permit holders? Yes No
- On-site collection services provided If on-site collection provided, please estimate # of ABC accounts served: _____
- Public drop-off recycling sites available for ABC On Premises Permit holders to use
42. Does your local government operate a program to recycle Construction and Demolition materials? Yes No
- If yes, please check all materials that were recycled and report tonnages in tonnage table on page 5):
- Clean Wood Brick, concrete, etc. Sheetrock Vinyl siding Shingles Metals Other
43. Does your local government have an ordinance regulating the construction and demolition waste stream with the intention of encouraging or requiring waste reduction or recycling of these materials? Yes No
44. Please identify all Away From Home / Recycling On The Go programs or services operated by your government during FY 14-15. (check all that apply and if possible indicate tonnages on page 5 in "Other" column)
- Public Parks Recycling Program Athletic Field /Venue Recycling Program
- Pedestrian Recycling Program Recycling Service for Special Events / Festivals
45. Please identify all "Other" programs or services operated by your government during FY 14-15. (check all that apply and if possible indicate tonnages on page 5 in "Other" column)
- Public School Recycling Program
- Scheduled Collection Drives (e.g. confidential document shredding event held quarterly, once a year, etc.)
- Lend-a-Bin Program where local government provides recycling containers to community organizations for use at events
- Organics / Food Waste Recycling other than yard waste program
- Oyster Shell Recycling Program
- Other Programs (please specify) _____

Programs to manage Special Wastes are addressed in Part III on page 6, please do not include Special Waste programs above.

Part III. Special Wastes

This section concerns local government programs for managing materials that require special handling or that are banned from landfilling. Please answer the questions and complete the table below indicating whether you operate programs to accept these materials from the public for recycling. Please do not include materials that were accepted and then disposed of in a landfill, and please do not include tires which should be reported by counties only in PART VIII (page 10).

When completing the table below, please do not include materials generated exclusively by government operations (e.g. motor-fleet services). Only information on services provided to the public should be included below. Do not include information about Electronics Recycling Programs in this section, see page 3 and 4 instead, and please report electronics recycling tons on page 5.

If special wastes were only accepted as a part of an Household Hazardous Waste (HHW) Program or event and were not collected by separate recycling efforts then do not record materials in the chart below but instead report with HHW materials in question # 49.

48. Special Waste Programs for Collecting Materials <u>from Citizens</u> by Material Type	Did your local government provide public collection of this material <u>outside of an HHW Program</u> ?	Please list # of sites	Provide data on quantities collected / managed. Please report in indicated units.	Could businesses use service?
Used Motor Oil	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		_____ gallons	<input type="checkbox"/> Yes
Used Oil Filters	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		_____ Barrels, or _____ lbs	<input type="checkbox"/> Yes
Used Antifreeze	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		_____ gallons	<input type="checkbox"/> Yes
Batteries, Lead Acid	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		_____ # batteries, or _____ lbs	<input type="checkbox"/> Yes
Batteries, Dry Cell	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		_____ lbs	<input type="checkbox"/> Yes
Fluorescent Bulbs/Lights Containing Mercury	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		_____ lbs, or _____ # bulbs	<input type="checkbox"/> Yes
Propane Tanks	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		_____ lbs, or _____ # tanks	<input type="checkbox"/> Yes
Used Cooking Oil / Waste Vegetable Oil	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		_____ lbs, or _____ gallons	<input type="checkbox"/> Yes
Other Special Wastes - please provide waste type here: _____	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		_____ lbs	<input type="checkbox"/> Yes
Pesticide Containers (NCDA Program, not pesticides themselves)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		_____ lbs, or _____ # containers	n/a
NCDA Pesticide Disposal Assistance Program (for management of pesticides, not containers)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		_____ lbs	n/a
Latex Paint (do not include paint collected at HHW event or by a paint exchange program)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		_____ gals, or _____ lbs	<input type="checkbox"/> Yes

Household Hazardous Waste (HHW) and Conditionally Exempt Small Quantity Generator (CESQG) Program or Event

49. Did your local government operate a household hazardous waste collection program or event in FY 14-15? Yes No

If Yes, please respond to the following questions:

a. Was HHW collected at a permanent/ongoing program or a temporary/one-day collection event? Permanent Temp. Event

b. How many days did your HHW Program operate during the year? _____

c. Did you partner or co-sponsor your HHW program with another local government? Yes No

Please list partner(s) _____

d. How many participants did your HHW collection program serve? _____

e. Did your program accept materials from small businesses (Conditionally Exempt Small Quantity Generators)? Yes No

If yes, please estimate the amount of business material managed (in pounds) _____ pounds

f. Total quantity of materials collected by HHW / CESQG Program (in pounds) _____ pounds

g. Contractor(s) involved _____

h. Estimated cost of HHW / CESQG program or event(s) \$ _____

Pages 3 through 6 should have only been completed by those governments that indicated on question # 14 that they DO provide recycling services.

All governments answering "Yes" to question # 5 on page 1 should complete the rest of the report with the exception of PART VIII which is only to be completed by Counties.

Part VII. Resources for Solid Waste Management and Full Cost Accounting

Sufficient resources available to solid waste management programs are essential for continued success of these programs. The following questions deal with resources allocated to solid waste management programs.

60. Did your local government operate an Enterprise Fund for solid waste services in FY 14-15? Yes No
61. With regards to funding sources, check all that apply to your local government:
- | | | |
|---|---|--|
| <input type="checkbox"/> Tipping fees | <input type="checkbox"/> Volume/weight-based fees (e.g. PAYT) | <input type="checkbox"/> Tire tax |
| <input checked="" type="checkbox"/> Property taxes / general fund | <input type="checkbox"/> Sale of recyclables | <input type="checkbox"/> White Goods tax |
| <input type="checkbox"/> Per household charges | <input type="checkbox"/> Grants | <input checked="" type="checkbox"/> Disposal Tax |
62. NC Solid Waste Disposal Tax proceeds are distributed to eligible local governments on a quarterly basis by the Department of Revenue. According to GS 105-187.63 these funds must be used by a city of county solely for solid waste management programs and services.
- How are disposal tax distributions being used? To partially fund sanitation department activities (\$465.00)
63. If applicable, please provide your FY 14-15 household fees. (e.g., a. \$45.00 per year per household for solid waste)
- a. \$ _____ per _____ per _____ for solid waste
- b. \$ _____ per _____ per _____ for recycling
- c. \$ _____ per _____ per _____ for yard waste
- d. \$ _____ per _____ per _____ for bulky waste
- e. \$ _____ per _____ per _____ availability fee
- f. \$ _____ per _____ per _____ total charge
64. Did your local government have a Pay-As-You-Throw program for residential garbage? (Residents are charged by weight or volume for the amount of trash disposed.) Yes No

According to GS 130A-309.08, local governments are required to conduct full cost accounting annually and to develop a system to inform users of such costs.

65. If your local government contracts for solid waste or recycling services, please report the annual contract amount.
- \$ _____ For solid waste services per year
- \$ _____ For recycling per year
- OR
- \$ _____ Combined Contract (solid waste and recycling)

66. Collection Programs: Please complete the following table to the best of your ability to display the full costs of your local government's various collection programs. **If full cost analysis is not available, please report program budget in Total Cost column.**

	# of Households served	Tons Collected	Collection Cost	Disposal Cost (tipping fees paid)	Total Cost including overhead	Calculated Cost Per Ton Managed
Municipal Solid Waste*	669	217.6	41,543.97	9,071.58	50,615.55	232
Recycling Program**	669	62.25	30,091.96		30,091.96	483
Yard Waste Program	669	476.31	17,033		17,033	35
Calculated Totals:		756.16	88,668.93	9,071.58	97,740.51	129

*for materials collected and sent for eventual disposal in a Municipal Solid Waste or Construction and Demolition Landfill, or through incineration

**for materials collected by public recycling programs including those services offered to commercial and industrial generators

67. If your government operates a landfill, transfer station, yard waste /compost facility or recycling facility, please provide total budget for facility operations. If budgets are combined, please attempt to allocate costs proportionately.

Landfill Budget: \$ _____

Transfer Station Budget: \$ _____

Yard Waste / Compost Facility Budget: \$ _____

Recycling Facility Budget: \$ _____

SCRAP TIRES

76. Give name, address, phone number, and e-mail of person responsible for scrap tires program.

Name: _____ Title: _____

Address: _____ City: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

77. Please provide the physical address of the primary county scrap tires collection site.

Street 1: _____

Street 2: _____

City: _____ State: North Carolina Zip: _____

78. Tonnage/Number of scrap tires disposed July 1, 2014-June 30, 2015 (excluding tires from cleanup of nuisance sites)

_____ Tons or _____ Number of tires

79. Tonnage/Number of scrap tires disposed from cleanup of state or county designated nuisance sites

_____ Tons or _____ Number of tires

80. Indicate the types of tires collected by the county:

Passenger _____ % Heavy Truck _____ % Large Off-Road _____ %

81. List the amount of revenue for the scrap tire program by source:

Revenue from Scrap Tire Tax Distributions: \$ _____

Revenue from Tire Fees: \$ _____

Revenue from Scrap Tire Clean-up Reimbursements: \$ _____

Revenue from Scrap Tire Cost-Overrun Grants: \$ _____

Total Revenue: \$ _____

82. County's total scrap tire program contract expenditure (contract disposal/hauling costs), excluding costs of nuisance tire cleanups, for FY 14-15. \$ _____

83. County's additional scrap tire program expenditure (i.e. labor, convenience center cost), if any.

Labor \$ _____

Site Cost \$ _____

Other \$ _____ describe Other: _____

84. County's contract cost for scrap tire disposal. \$ _____ / Ton; \$ _____ / Tire

85. Hauling cost or fuel surcharge, if not included in contract cost above. \$ _____ / Ton; \$ _____ / Tire

86. Total tipping fees collected for tires not eligible for free disposal. \$ _____

87. Total number of tires collected not eligible for free disposal: _____

88. If scrap tires were not hauled off site by contracted service provider, were they cut and disposed in a local landfill? Yes No

89. Name of tire disposal/recycling firm(s): _____

TEMPORARY DISASTER DEBRIS STAGING SITES

90. Does your local government have a plan in place for management of disaster debris? Yes No

If yes, indicate if the plan is a stand-alone plan or in conjunction with local government agencies: Stand-alone In conjunction

91. If you indicated having a plan, has the plan been reviewed by N.C. Emergency Management or FEMA to ensure it meets the basic requirements for public assistance reimbursement in a declared disaster event? Yes No

92. Please list the name, contact numbers(s), and e-mail address of the person(s) in charge of the disaster debris management program for your local government:

Name: _____ Name: _____ Name: _____

Phone: _____ Phone: _____ Phone: _____

E-mail: _____ E-mail: _____ E-mail: _____

ZONING & INSPECTIONS DEPARTMENT

As Building Inspector/Code Administrator for the town, I conduct plan review and inspect residential and commercial building construction for compliance with North Carolina State Building Code in four trade areas - building, electrical, plumbing and mechanical. I review site plans, surveys and other specifications related to proposed development projects for conformity with the Montreat Zoning Ordinance, Subdivision Ordinance, Ordinance Regulating Wireless Communication Technology, Hillside Development Ordinance, Stormwater Management Ordinance and Flood Damage Prevention Ordinance and monitor the construction process to ensure compliance with all pertinent regulatory codes. I also investigate complaints of minimum housing code violations and perform state fire prevention code inspections each year as required for commercial buildings in our jurisdiction. I prepare, issue and maintain all inspection and permit records and certificates and provide technical staff support to the Planning and Zoning Commission and Board of Adjustment.

As the designated Stormwater Administrator for the town, I receive and respond to inquiries, concerns, complaints and requests for assistance from the public with regards to illicit discharge under our National Pollutant Discharge Elimination System (NPDES) – Municipal Separate Storm Sewer System (MS4) permit issued through the state [2006]. This is a federally-mandated program that requires Montreat to annually assess and report to the state our efforts to regulate stormwater flows and enforce measures that limit and control non-point source water pollutants within our jurisdiction. The enabling authority for this program is the 1972 Clean Water Act (CWA) – a federal program that controls discharge of all pollutants into waters of the U.S. Our current permit is good for five (5) years, with mandatory renewal coming up later this year.

In 2006 & 2008, two sections of the Swannanoa River were placed on CWA section 303(d) list of impaired waters – both resulting from “impaired biological activity.” Flat Creek, which originates within Montreat, reaches a confluence with the Swannanoa River in eastern Black Mountain. Local efforts in 2000, bolstered by funding under section 319 project grants, were able to implement structural stormwater Best Management Practices (BMP’s) located at strategic problem sites along the Swannanoa corridor – each was designed to capture and treat stormwater runoff before it reaches the river (see *Section 319: Nonpoint Source Program Success Story*). Thanks to these efforts, two sections of the Swannanoa were removed from the 303(d) list in 2008 and 2010. Some of you are aware that we currently have no funding specifically earmarked within our budget to maintain and upgrade our existing stormwater system. As federal water-quality regulations become stricter and increased development continues to adversely impact our surface waters, we are faced with new challenges to our aging infrastructure. Conventional curb-and-gutter systems “straight-piped” to the creek are no longer acceptable for handling stormwater flows from impervious surfaces like streets, parking lots and large commercial roofs. This means that a stormwater utility is really the most reasonable avenue to generate revenue and fund improvements to our stormwater infrastructure.

As designated Floodplain Administrator, I am charged with interpreting and enforcing the provisions of the Flood Damage Prevention Ordinance which enables our residents to participate in the National Flood Insurance Program (NFIP). Most lending institutions require flood insurance on at-risk property by their mortgagors for the life of the loan. The NFIP reduces risk of loss to property owners by creating nationally-accepted standards for development in flood-prone areas. These standards may be adopted

ZONING & INSPECTIONS DEPARTMENT

by local jurisdictions that wish to participate in the program and this achieves lower flood insurance rates for their property owners through enforcement of the minimum measures. The recent elevation controversy associated with the proposed Texas Road Bridge is a prime example of how federally- and state-mandated regulations drive our local enforcement of specific requirements related to development. The Town cannot choose to disregard or modify the requirements of our ordinance simply because we don't like the look of a bridge that appears too tall - if it is designed to comply with the minimum requirements of adopted floodplain regulations. Violations of the ordinance carry stiff penalties that include possible suspension from the NFIP, if not corrected immediately.

A recent innovation of this department is implementation of Geographic Information System (GIS) technology. GIS enables the user to symbolically display various data sets in cartographic (map) or other graphic forms, carry out advanced geoprocessing and statistical analysis and provides easily understood and user-friendly access to persons of various skill levels. This last feature allows the general public to view everything from real property information to emergency management/hazard response protocols, while still ensuring that the extent and editorial aspect of more sensitive data is controlled. Initially, we utilized the software to create an updated version of the town zoning map. GIS has incredible versatility for use as a planning tool in development services within a municipality. We have since incorporated additional features such as major water supply system components and will soon have the entire water supply infrastructure mapped out for use by the public works department. This will enable us to track various pressure zones, the material, size, age and condition of mains and systematically plan for upgrades and replacement of sections as needed. As part of the phased implementation of this project, we plan to purchase a high-accuracy, handheld Global Positioning Satellite (GPS) unit to field locate all water meters and other key features of our infrastructure – including stormwater control measures – which can then be accurately displayed within the digital map of the town. A simple point-and-click on the map will provide a wealth of information about each feature that can be accessed by the user, but this also comes with an ability to limit any information set (interdepartmentally) to town staff as needed. The GIS tool also has value and flexibility to be used by the police department and to facilitate more efficient and faster response times for emergency services as well. Statistical data can be displayed in such a way that it enables a trained user to recognize patterns and trends in the data that may aid in everything from solving crimes to locating a water main leak. We are excited about the possibilities this relatively new technology offers Montreat to easily access important information.



Section 319

NONPOINT SOURCE PROGRAM SUCCESS STORY

North Carolina

Implementing Urban Best Management Practices Improves Water Quality

Waterbodies Improved

Polluted runoff from increased development in western North Carolina had degraded water quality in the Swannanoa River watershed. As a result, the North Carolina Division of Water Quality (NC DWQ) placed two Swannanoa River segments (totaling 14 miles) on the Clean Water Act (CWA) section 303(d) list of impaired waters in 2006 and 2008. Both segments were listed for impaired biological integrity attributed to urban development, and one segment was also listed for turbidity. Implementing best management practices (BMPs) led to improved water quality, prompting NC DWQ to remove the two segments of the Swannanoa River from the CWA section 303(d) list of impaired waters in 2008 and 2010.

Problem

The Swannanoa River watershed drains a mountainous region of western North Carolina within the French Broad River Basin. Residential and commercial development contributed high volumes of sediment-laden runoff, which degraded the Swannanoa River watershed (Figure 1). Water quality issues were identified in the Swannanoa River beginning in 1998. The NC DWQ added segments 6-78c (2.6 miles long) and 6-78d (11.5 miles long) of the Swannanoa River to the CWA section 303(d) list of impaired waters in 2006 and 2008. The two river segments run through the town of Black Mountain, just outside the city of Asheville in Buncombe County. Both segments were listed because of impaired biological integrity linked to urban development; segment 6-78d was also listed as impaired by turbidity.

The 2005 French Broad Basin Plan identified habitat degradation, poor-quality riparian buffer zones, nutrient enrichment, sedimentation, channelization and toxicity as water quality problems in the Swannanoa River watershed. To address the problems, the 2005 Plan recommended increasing water quality monitoring, local ordinance development and natural resource protection throughout the watershed.

Project Highlights

RiverLink, a regional nonprofit organization dedicated to revitalizing the French Broad River watershed, received CWA section 319 project funds from the NC DWQ in 2000. Its project goals were to implement BMPs in the Swannanoa River watershed that



Figure 1. Project partners restored streambanks along a developed portion of Haw Creek, a tributary of the Swannanoa River.

would restore the river's biological integrity and serve as education and outreach tools for citizens and businesses in the Black Mountain community.

With section 319 funding, RiverLink created a technical staff position for outreach to landowners, elected and appointed officials, and planning and stormwater management staff. The group built community partnerships with the goal of developing local ordinances to prevent nonpoint source pollution in the entire Swannanoa River watershed.

RiverLink worked with members of the watershed community to implement various BMPs (Table 1). For example, landowners established two conservation easements that provided extended protection of the river—a 150-linear-foot buffer on both sides

of a 1.3-mile segment of the river and an easement on a 7-acre natural wetland. Along the same 1.3-mile segment, partners restored and stabilized the streambanks and replanted the riparian area. In other areas of the watershed, partners restored streambanks and installed structural BMPs designed to capture and treat stormwater runoff, including rain gardens, bioswales and stormwater wetlands (Figures 2 and 3). Those combined efforts have all contributed to improved water quality in the Swannanoa.

Table 1. Swannanoa River Project BMPs

BMP Installed	Location	Total Number Completed	Area/Size
Riparian Plantings	Haw Creek, Swannanoa River	2 projects	8,814 feet
Invasive Exotic Plant Removal	Haw Creek	3 projects	1,950 feet
Streambank Restoration	Haw Creek, Swannanoa River	4 projects	8,814 feet
Conservation Easements	Azalea Park	300-foot buffer along 1.3 stream miles (~25 acres) and a 7-acre wetland	32 acres
Bioretention Cells	Black Mountain	2 projects	< 0.5 acres
Rain Gardens	Haw Creek, Black Mountain	3 projects	< 0.3 acres



Figure 2. A rain garden collects and treats residential runoff in Black Mountain.

Figure 3. A rain garden at Evergreen Community Charter School captures parking lot runoff.



Results

The Swannanoa River BMP implementation project exceeded its intended goals. Partners estimate that the restoration efforts have reduced the annual sediment load to the river by more than 500 tons. In 2000 and 2005, NC DWQ Environmental Sciences Section staff members performed biological monitoring on the Swannanoa River, using established protocols to collect and assess multiple grab samples and kick net samples. They determined the EPT (short for the orders Ephemeroptera, Plecoptera and Trichoptera) taxa richness index, which is a measure of pollution-sensitive aquatic insects inhabiting a waterbody. A stream showing high EPT richness is less likely to be polluted than one with low richness in the same geographic region.

Data show that the macroinvertebrate rating on a small 2.6-mile segment (6-78c) of the Swannanoa River from Beetree Creek to Bull Creek improved from “fair” (in 1987) to “good-fair” (in 2007), which meets the biological integrity standard. As a result, NC DWQ removed the segment from the CWA section 303(d) list in 2008.

In addition, data show that the macroinvertebrate rating on an 11.5-mile segment (6-78d) of the Swannanoa River from Bull Creek to the French Broad River improved from “poor” (in 1988) to “good-fair” (in 2007), which meets the biological integrity standard. Segment 6-78d also no longer violates the state’s turbidity standard of 50 nephelometric turbidity units. NC DWQ therefore removed the segment from the CWA section 303(d) list in 2010.

Partners and Funding

A total of \$547,563 in CWA section 319 grant funds supported this project. The City of Asheville, Town of Black Mountain, Warren Wilson College, Biltmore Estate, Buncombe County Government, Land of Sky, Evergreen Community Charter School, Buncombe County Soil and Water Conservation District, Montreat College, the Mountain Valley Resource Conservation and Development program, NC DENR DWQ (Asheville), Quality Forward, Rindt-McDuff Associates, Trout Unlimited—Land of Sky Chapter, University of North Carolina—Asheville Environmental Quality Institute, Buncombe County Metropolitan Sewerage District, Pigeon River Fund, North Carolina Clean Water Management Trust Fund, and Resource Data, Inc., provided an additional \$365,043 in matching funds.



U.S. Environmental Protection Agency
Office of Water
Washington, DC

EPA 841-F-11-001Z
April 2011

For additional information contact:

Nancy Hodges
RiverLink
828-252-8474 • Nancy@riverlink.org

Heather Jennings
NC Division of Water Quality
919-807-6437 • Heather.B.Jennings@ncdenr.gov

Item: National Pollutant Discharge Elimination System (NPDES) MS4 Permit No. NCS000430

Summary: On December 28, 2015 the Town submitted their annual MS4 permit report to Mike Randall of North Carolina Department of Environment and Natural Resources/Division of Water Quality (NCDENR/DWQ). The Municipal Separate Storm Sewer System (MS4) permit allows the Town to discharge stormwater into surface waters of the state within our jurisdiction, and is valid for a five year period. The Town first participated in a five-year cycle as permit holder in 2005, and then submitted a request to renew our permit in 2011. If the cycle of permit renewal holds true, we should expect a request from DWQ to renew our permit later this year. You may recall there was significant unrest amongst the various permittees in 2010-2011 as the EPA attempted to force increasingly stringent water quality standards upon local governments through the state regulatory agency (NCDENR/DWQ). Due to the coordinated efforts of affected municipalities generating a groundswell of protest in support of removing the unreasonable additions from the permits - as well as support from Mike Randall of DWQ - we prevailed. While this provided some immediate relief from the federal government mandating unreasonable program standards, I continue to hear from stormwater professionals that the push from EPA continues. In future, I suspect we will be required to implement increasingly stringent measures unless the tide shifts to less direct federal involvement in our local programs.

Each year we are asked to list measurable goals as part of the permit. This year, we were unable to complete any new stormwater improvements or retrofits to our aging system due to lack of designated funding and limited resources. We carried over a goal from the previous two years of hiring a consultant that will gather essential data and assist in developing a stormwater utility to fund our stormwater program, but it remains unclear if funds will be allocated to seek the necessary assistance. The RFQ was first issued in June, 2014 to prospective firms, but no funding was released to hire a consultant and move forward with the program.

Ongoing staff training is also listed as a requirement for continued participation in the program. The public works department provides training to their staff in “good housekeeping” practices that limit the possibility of chemical spills and prevents other sources of potential contamination from reaching surface waters. I also regularly attend training workshops in Low Impact Development (LID), stormwater Best Management Practices (BMP) Inspection and Maintenance, and maintain Stormwater BMP Reviewer Certification.

Additional Stormwater-Related Comments: As you may recall from recent discussion conducted through the Planning and Zoning Commission at the request of Council, maintaining stream buffers to protect surface waters is sometimes perceived as having a potential negative impact on the proposed development of smaller lots in Montreat. During a February 2015 Council meeting, staff responded to public feedback in support of increased stormwater control regulations during the development of the comprehensive plan for Montreat. Existing Buncombe County stormwater provisions were considered ineffective, so county and state guidance for built-upon area near regulatory surface waters was extrapolated to the smaller platted lot sizes in Montreat. Last year, I corresponded with Mike Randall at NCDENR/DWQ to get some background information about the origin of the state area threshold for application of the buffer, and he affirms: “The one acre [state] threshold is based on the Federal requirement. The Federal requirement was lowered from 5 acres to one acre disturbance in 1992 (although several states were already implementing the requirements for land disturbance of one acre and more). Lowering the requirement from 5 acres to one acre disturbance was based on the premise that [the] five acre threshold was not meeting water quality standards. The recent additional and more stringent requirements [were] added to the NC general permit because runoff from construction sites was still causing water quality violations.”

While I was unsuccessful in getting a direct response from Raleigh as to the scientific basis for the area threshold used, I believe the general principle of “aggregate impact” may apply here. If a number of smaller contiguous lots (or even non-contiguous lots) front the same surface water feature and the aggregate area of

the lots is, for example, 1¹/₂ acres – it does not follow that the impact of unregulated development will necessarily be any less than that of a single parcel of equivalent area being developed. The aggregate impervious surfaces and types of land-disturbing activities will likely be comparable and the untreated surface runoff will be just as detrimental.

Recent changes in legislation may apparently affect implementation of local stormwater programs which have more stringent requirements than the state. I am awaiting a response from staff at NCDENR/DWQ as to specific impacts and interpretation of certain language that modifies stream buffer requirements. As soon as clarification is forthcoming, I will provide the Board with an update and determine if we need to revisit how our ordinance “dovetails” with the state ruling.

Attachments: Stormwater Management Program Report dated December 28, 2015



December 28, 2015

Mike Randall
Division of Water Quality
1612 Mail Service Center
Raleigh, NC 27699-1612

Dear Mr. Randall:

Please find the enclosed 2015 Phase II MS4 Stormwater Management Program Assessment for Permit #: NCS000430.

Yours truly,

David E. Currie, CFM, CZO
Building Inspector/Code Administrator
Town of Montreat

Enclosures: 2015 Phase II MS4 Stormwater Management Program Assessment for
Permit #: NCS000430

Phase II MS4 Stormwater Management Program Assessment

Reporting Period	2015	Permit No.: NCS000430
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I. APPLICANT STATUS INFORMATION		
a. Name of Public Entity Seeking Permit Coverage	<i>Town of Montreat</i>	
b. Ownership Status (federal, state, or local)	<i>Local</i>	
c. Type of Public Entity (city, town, county, prison, school, etc.)	<i>Town</i>	
d. County(s)	<i>Buncombe</i>	
e. DENR Regional Office	<i>Asheville</i>	
f. Jurisdictional Area (square miles)	<i>3.87</i>	
g. Population	Permanent	<i>733</i>
	Seasonal (if available)	<i>3,000 (+/-)</i>
h. Ten-year Growth Rate	<i>1.76 %</i>	
i. Located on Indian Lands?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

II. RPE / MS4 SYSTEM INFORMATION		
a. Storm Sewer Service Area (square miles)	<i>3.87</i>	
b. River Basin(s)	<i>Swannanoa (not within jurisdiction)</i>	
c. Number of Primary Receiving Streams	<i>1 – Flat Creek</i>	
d. Estimated percentage of jurisdictional area containing the following four land use activities		
1. Residential	<i>90%</i>	
2. Commercial	<i>N/A</i>	
3. Industrial	<i>N/A</i>	
4. Open Space	<i>10%</i>	
Total =	<i>100%</i>	
e. Are there significant water quality issues?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
f. Do you have an inventory of storm water inlets, pipes, ditches, and open channels?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
g. Do you know how many outfalls your city discharges to and where they are located?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
h. Do you know who else is discharging storm water into your system?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
i. Do you know the major pollutant sources in your city (industrial, commercial, residential)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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Complete a table below for each river basin within the MS4 service area. The web sites and resource contacts listed below under Information Sources will help you locate the information you need.

III. EXISTING LOCAL WATER QUALITY PROGRAMS				
Storm water programs should be designed to address the specific needs of the community and water resources they are intended to protect. If you haven't done so already, collect information on your city's receiving waters and what pollutants and sources are impacting those waters. You should also know the various uses of your receiving waters so you can design a program to protect those uses.				
Complete a table below for each river basin within the MS4 service area. The web sites and resource contacts listed below under Information Sources will help you locate the information you need.				
River Basin				
Receiving Stream Name	Stream Segment	Water Quality Classification	Use Support Rating	Water Quality Issues
Flat Creek	Headwaters	C; HQW	3c	None
Big Piney Branch	Upper NW into Flat Creek	C; HQW	3c	None
Kitchen Branch	South of Sourwood Gap into Flat Creek	C	3c	None
Un-Named Tributaries	East lower area below Little Piney Branch	Unrated	3c	None
a. Local Nutrient Sensitive Waters Strategy			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
b. Local Water Supply Watershed Program			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
c. Delegated Erosion and Sediment Control Program			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
d. CAMA Land Use Plan			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
e. TMDL			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
f. Threatened and Endangered Species or Habitat			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Your river basin table should list the primary streams that receive stormwater runoff from the MS4 jurisdictional area. Primary streams are those that are shown on a USGS topo map or SCS map. Streams that are shown on the USGS or SCS maps, but do not have a name, shall be listed as an unnamed tributary to the nearest named downstream receiving water body.

For each stream, list the water quality classification(s) and the NCDENR Use Support Rating. The water quality classification and/or use support rating for a single stream may change over its length. Therefore, identify stream segments by index number and list the corresponding water quality classification and use support rating.

Your river basin table should also briefly identify any specific water quality issues identified in the most recent NCDENR river basin water quality plan, 303(d) List or identified at the local level. Issues can include specific pollutants of concern, pollutant sources and activities of concern, etc.

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IV. CO-PERMIT APPLICATION STATUS INFORMATION (Complete this section only if co-permitting.)	
a. Do you intend to co-permit with a permitted Phase I entity?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
b. If so, provide the name and permit number of that entity:	
• Name of Phase I MS4	
• NPDES Permit Number	
c. Do you intend to co-permit with another Phase II entity?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
d. If so, provide the name(s) of the entity:	
e. Have legal agreements been finalized between the co-permittees?	
	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

V. RELIANCE ON ANOTHER ENTITY TO SATISFY ONE OR MORE OF YOUR PERMIT OBLIGATIONS (If more than one, attach additional sheets.)	
a. Do you intend for another entity to perform one or more of your permit obligations?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. If yes, identify each entity and the element they will be implementing	
• Name of Entity	Black Mountain Fire Department
• Element they will implement	Hazardous Material Spill Response
• Contact Person	Steve Jones
• Contact Address	106 Montreat Road, Black Mountain, NC 28711
• Contact Telephone Number	(828) 669-8074
c. Are legal agreements in place to establish responsibilities?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

VI. PERMITS AND CONSTRUCTION APPROVALS	
List permits or construction approvals received and/or applied for under the following programs.	
a. RCRA Hazardous Waste Management Program	N/A
b. UIC program under SDWA	N/A
c. NPDES Wastewater Discharge Permit Number	N/A
d. Prevention of Significant Deterioration (PSD) Program	N/A
a. Non-Attainment Program	N/A
f. National Emission Standards for Hazardous Pollutants (NESHAPS) pre-construction approval	N/A
h. Dredge or fill permits under section 404 of CWA	N/A

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VII. DELEGATION OF AUTHORITY (OPTIONAL)	
The signing official may delegate permit implementation authority to an appropriate staff member. This delegation must name a specific person and position, and include documentation of the delegation action through board action.	
a. Name of person to which permit authority has been delegated	David Currie
b. Title/position of person above	Building Inspector/Code Administrator

VIII. SIGNING OFFICIAL'S STATEMENT	
<i>I certify, under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.</i>	
Signature	
Name	David Currie
Title	Building Inspector/Code Administrator
Street Address	96 Rainbow Terrace, Black Mountain, NC 28711
PO Box	P. O. Box 423
City	Montreat
State	NC
Zip	28757
Telephone	(828) 669-8002
Fax	(828) 669-3810
E-Mail	inspections@townofmontreat.org

IX. MS4 CONTACT INFORMATION	
Provide the following information for the person/position that will be responsible for day to day implementation and oversight of the stormwater program.	
Name	David Currie
Title	Building Inspector/Code Administrator
Street Address	96 Rainbow Terrace, Black Mountain, NC 28711
PO Box	P. O. Box 423
City	Montreat
State	NC
Zip	28757
Telephone	(828) 669-8002
Fax	(828) 669-3810
E-Mail	inspections@townofmontreat.org
Permittee's Web site	townofmontreat.org

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X. BMPs	
Do you plan to add any new BMPs?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Do you plan to amend any existing BMPs?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, please provide a BMP description, measurable goal, and implementation schedule for each new or amended BMP.	

BMP	Measurable Goals	YR 1	YR 2	YR 3	YR 4	YR 5	Responsible Position/Party
<i>Non-Structural: Creation of a Stormwater Utility to fund stormwater O & M and improvements.</i>	<i>Receive sufficient revenue from utility such that after first five-year permit cycle at least 50% of stormwater infrastructure maintenance/improvement costs are funded. RFQ SENT OUT 6/1/14 – ACTION DELAYED DUE TO FUNDING SHORTFALL FOR STMWTR. UTILITY STUDY 2015-16 FY. New Mayor and different Town Council members have not “weighed in” on whether this is a priority for them yet.</i>					X	<i>Finance Officer – Stefen Stackhouse Code Administrator – David Currie</i>

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For the reporting year, check the appropriate box (i.e., yes, no, or not applicable), or where requested indicate the number, as it applies to your Stormwater Permit, approved Stormwater Management Plan, or any ordinance, agreement, or other regulatory mechanism.

1.0 Stormwater Management Program **Yes No N/A**

- 1.1 Does the Stormwater Management Program describe the permanent and seasonal population served by the MS4 system?

The source of the permanent population data should be listed. Methodology should be provided for any seasonal population estimates, as well as a description of the seasonal calendar. Seasonal population is an indicator of the stress placed on the MS4 during peak demands.

- 1.2 Does the Stormwater Management Program describe the Growth Rate?

The population growth rate for the service area should be calculated based on the simple analysis of the relative change between the US Census population in 1990 and 2000 stated as a percent change, annualized by dividing the percent change by 10. If the permittee's jurisdiction incorporated after 1990, use the based population established at the time of incorporation in place of the 1990 Census number to establish the change in population as a percent change as measured in 2000. More recent population data can be used to document the growth rate, if available.

- 1.3 Does the Stormwater Management Program list the jurisdictional and MS4 service area in square miles?

- 1.4 Does the Stormwater Management Program briefly describe the composition of the existing MS4 system (pipes, ditches, sheet flow, etc.) and state of maintenance of the system?

This narrative should give the reader a general feel for how stormwater is transported to receiving streams and the kind of maintenance activities being performed.

- 1.5 Does the Stormwater Management Program include an estimate of the percentage of the MS4 service area that is under residential, commercial, industrial, and open space land use?

- 1.6 Does the Stormwater Management Program briefly explain the methodology used to determine the land use estimates?

- 1.7 Does the Stormwater Management Program indicate whether or not the permittee's MS4 discharges into a body of water or receiving stream with a Total Maximum Daily Load allocation established by the Environmental Protection Agency or the NCDENR?

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2.0 Table of Receiving Streams **Yes No N/A**

- 2.1 Does the table list the primary streams that receive stormwater runoff from the MS4 jurisdictional area?

Primary streams are those that are shown on a USGS topo map or SCS map. Streams that are shown on the USGS or SCS maps, but do not have a name, shall be listed as an unnamed tributary to the nearest named downstream receiving water body.

- 2.1 For each stream, are the water quality classification(s) and the NCDENR Use Support Rating listed?

The water quality classification and/or use support rating for a single stream may change over its length. Therefore, identify stream segments by index number and list the corresponding water quality classification and use support rating.

- 2.2 Does the table briefly identify any specific water quality issues identified in the most recent NCDENR river basin water quality plan, 303(d) List or identified at the local level?

Issues can include specific pollutants of concern, pollutant sources, threatened and endangered species or habitats, and activities of concern, etc.

2.3 Information Sources

River basin the permittee is in: <http://h2o.enr.state.nc.us/basinwide/whichbasin.htm>
 Stream Index Numbers: <http://h2o.enr.state.nc.us/bims/Reports/reportsWB.html>
 Water Quality Classifications: <http://h2o.enr.state.nc.us/bims/Reports/reportsWB.html>
 Basinwide Water Quality Plans: <http://h2o.enr.state.nc.us/basinwide/index.html>
 303(d) List: <http://h2o.enr.state.nc.us/mtu/download.html>

3.0 Existing Water Quality Programs **Yes No N/A**

- 3.1 Does the Stormwater Management Program list and briefly describe the existing water quality programs that are implemented by the permittee within the MS4 service area?

This includes such programs as Water Supply Watershed Protection, delegated Erosion and Sediment Control, Local Nutrient Sensitive Waters Strategy, Land Use Plans, etc.

- 3.2 Does the Stormwater Management Program list existing programs that are implemented by the state within the MS4 service area?

These include programs such as CAMA, State Stormwater Management, Erosion and Sediment Control, Riparian Buffers, etc.

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For the reporting year, check the appropriate box (i.e., yes, no, or not applicable), or where requested indicate the number, as it applies to your Stormwater Permit, approved Stormwater Management Plan, or any ordinance, agreement, or other regulatory mechanism.

- | 4.0 | Permitting Information | Yes | No | N/A |
|--|--|-------------------------------------|--------------------------|-------------------------------------|
| 4.1 | Does the Stormwater Management Program provide a list or table of each measurable goal and the contact information for the person and/or position responsible for implementation of each goal listed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Contact information for positions must include the name, position or title, a contact phone and fax number, and e-mail address.</p> | | | | |
| 4.2 | Does the Stormwater Management Program provide an organizational chart that shows where the responsible parties fit into the structure of the permittee's organization? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.3 | Have the application and permit application report been signed by a principal executive officer, ranking elected official or duly authorized representative? Does the Stormwater Management Program provide the name, position and a brief explanation of why the signing official is the appropriate person to sign the permit application? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.4 | If the permittee has delegated the permit application responsibility to someone other than the signing official, does the Stormwater Management program provide documentation that the person is duly authorized? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

A person is only a duly authorized representative for matters concerning the NPDES stormwater application and permit if:

- The authorization is made in writing by a principal executive officer or ranking elected official;
- The authorization is approved through board action by an appropriate body such as City or Town Council, County Commissioners or similar authority;
- The authorization specifies either an individual or a position having overall responsibility for environmental/stormwater matters; and
- The written authorization is submitted to the Director along with the Stormwater Management Program Plan.

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For the reporting year, check the appropriate box (i.e., yes, no, or not applicable), or where requested indicate the number, as it applies to your Stormwater Permit, approved Stormwater Management Plan, or any ordinance, agreement, or other regulatory mechanism.

5.0	Co-Permitting Information (if applicable)	Yes	No	N/A
5.1	Does the Stormwater Management Program list the name of each MS4 owner/operator and the responsible party contact information for each MS4 applying for the co-permit?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.2	Does the Stormwater Management Program list any existing individual NPDES stormwater permits that an MS4 may hold?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.3	Does the Stormwater Management Program provide documentation of the legally binding agreement?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

As a co-permittee, all cooperating MS4s will be permitted as responsible parties in the permit. The specific responsibilities of each participating MS4 should be clearly established through a legally binding inter-local agreement or establishment of a regional stormwater authority.

5.4	Does the Stormwater Management Program clearly define the responsibilities of each co-permitting MS4 under the NPDES stormwater permit?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.5	Does the Stormwater Management Program identify contract operations (i.e., Transit Authorities, Pesticide Application, Construction Projects, Street Washing, Maintenance of right-a-ways, GIS Mapping, Monitoring, Stream Restorations, Litter or Solid Waste Pickup, Recycling, Household Waste)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

6.0	Reliance on other government entity to satisfy one or more permit obligations (if applicable)	Yes	No	N/A
6.1	Does the Permittee rely on other government entities to satisfy one or more permit obligations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2	Does the Stormwater Management Program provide the following information on each entity and the permit obligation: <ul style="list-style-type: none"> ▪ Name of the entity ▪ Element to be Implemented ▪ Contact Information for the Responsible Party including: Name, Address, and Phone Number ▪ Is a legal agreement in place to establish the relationship and responsibilities of both parties? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Under 40 CFR Section 122.35 (a), the Phase II permittee has the option of relying on other entities already performing one or more of the minimum control measures, provided that the existing control measure, or component thereof, is at least as stringent as the Phase II rule requirements. In such a case, the permittee would not need to implement the particular measure, but would still be ultimately responsible for its effective implementation. For this reason, the permittee should enter into a legally binding agreement with the other entity. If the permittee chooses to rely on another entity, they must note this in their permit application and subsequent reports.

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		Yes	No	N/A
7.1	Public Education and Outreach			
7.1.1	Does the Stormwater Management Program provide a table that summarizes what best management practices will be used, the frequency of the BMP, the measurable goals for each BMP, the implementation schedule, and the responsible person or position for implementation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.1.2	Does the Stormwater Management Program explain the target audiences likely to have significant storm water impacts (including residential, commercial, industrial and institutional entities) and why those target audiences were selected?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.1.3	Does the Stormwater Management Program explain what target pollutant sources the permittee's public education program is designed to address and why those sources are an issue for the permittee's MS4?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.1.4	Does the Stormwater Management Program explain the permittee's outreach program (i.e., how the permittee plans to inform individuals and households about the steps they can take to reduce storm water pollution and how the permittee plans to inform individuals and groups on how to become involved in the storm water program?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Does the Stormwater Management Program incorporate outreach elements for significant minority and disadvantaged communities?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	b. Has the permittee developed general stormwater educational material to appropriate target groups likely to have a significant stormwater impact?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Does general stormwater educational material include information on the following topics:			
	1. Household Hazardous Waste	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. Pet Waste	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3. Septic Systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4. Lawn and Gardening	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5. Vehicle Washing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6. Erosion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7. Stream Buffers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	8. Flooding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	9. Litter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Instead of developing its own materials, the permittee may rely on state-supplied Public Education and Outreach materials, as available, when implementing its own program.

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d. List any additional topics not identified above.

1.
2.
3.
4.
5.
6.

- | | Yes | No | N/A |
|---|-------------------------------------|-------------------------------------|-------------------------------------|
| e. Does the permittee's outreach program include: | | | |
| 1. Distributing printed educational material to general public through utility mail outs? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Distributing printed educational material to general public through special events (i.e., Information booth at festivals and fairs)? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Distributing printed educational material to business / industry? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Presentations to local community groups? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Stormwater programs/presentations for elementary or middle schools? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Local TV or radio spots? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7. Print Media - Ads / Articles / Newsletters? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Posters? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9. Storm drain stenciling | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Other environmental education programs (i.e., Designate a "Keep SW Clean" month)? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 11. Workshops | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Stream basin signage? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| f. Has the permittee developed an internet web site for newsletter articles on stormwater, information on water quality, stormwater projects and activities, and ways to contact stormwater management program staff? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| g. Permittee's website address. | www.townofmontreat.org | | |
| h. Does the permittee maintain an internet web site for newsletter articles on stormwater, information on water quality, stormwater projects and activities, and ways to contact stormwater management program staff? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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- 7.1.5 Does the Stormwater Management Program document the permittee's decision process for the development of a storm water public education and outreach program?

The permittee's rationale statement must address the permittee's overall public education program and the individual BMPs, measurable goals and responsible persons for the permittee's program.

- 7.1.6 Does the Stormwater Management Program explain how the permittee will evaluate the success of this minimum measure, including the measurable goals for each of the BMPs?

7.1.7 Classroom Outreach

- a. The number of educational materials distributed to schools. N/A
- b. The number of schools that participate in municipal-sponsored storm water workshops or activities. N/A
- c. The number of students that participate in municipal-sponsored storm water workshops or activities. N/A
- d. The number of workshops held for teachers. N/A
- e. The number of certificates or other rewards given out to schools, classes, or students participating in storm water education. N/A
- f. The number of students receiving storm water education as a regular part of the school curriculum. N/A

7.1.8 Displays, Signs, Presentations, Welcome Packets, and Pamphlets

- a. The number of stormwater related materials distributed. ~20-25
- b. The number of stormwater related displays at special events or meetings. 3
- c. The number of people at events who saw the display or took a pamphlet/booklet. 30
- d. Number of new homeowner welcome packets containing storm-water-related information. 0
- e. The number of signs and billboards with stormwater related messages. N/A
- f. The number of stormwater related presentations at special events or meetings. 3

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7.1.9 Commercial Outreach

- a. The number of educational materials that were distributed to business owners and operators. N/A
- b. The number of businesses trained under the stormwater program. N/A

7.1.10 Lawn and Garden Activities

- a. The number of partnerships established with local lawn care businesses. 0
- b. The number of municipal employees trained in proper lawn care practices. 0
- c. The number of homeowners that attend training workshops for lawn/garden care BMPs. 0
- d. A survey of homeowners about their lawn care behavior before and after message is delivered. 0
- e. The number of requests for soil testing. 0
- f. The number of certified or licensed pesticide applicators (personal). N/A
- g. The number of certified or licensed pesticide applicators (contractors). N/A

7.1.11 Pet Waste Management

- a. The number of “clean up after your pet” signs posted in parks and neighborhoods. N/A
- b. The number of dog-walking designated areas in parks. N/A
- c. The number of posters/brochures put up in pet supply stores. N/A
- d. The number of educational materials given out to pet owners. N/A

7.1.12 Promotional Giveaways

- a. The number of items given out. N/A
- b. The number of events attended (to give out items). N/A
- c. The number of partnerships for promotions (radio, TV, Businesses). N/A

7.1.13 Proper Disposal of Household Hazardous Waste

- a. The number of household hazardous waste curbside pickup days. N/A
- b. The number of educational materials distributed to homeowners. 25
- c. The number of partnerships established with businesses. N/A

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7.1.14 Outreach Programs to Minority and Disadvantaged

- | | |
|---|-----|
| a. The number of brochures/posters created in non-English languages. | N/A |
| b. The number of educational materials distributed in non-English languages. | N/A |
| c. The number of partnerships established with minority organizations. | N/A |
| d. The number of educational materials distributed to low-income neighborhoods. | N/A |
| e. Attendance at workshops or public meetings held in low-income or minority neighborhoods. | N/A |

7.1.15 Trash Management

- | | |
|---|----|
| a. Trash removed from conveyance systems and receiving waters during cleanup campaigns (in tons). | ~9 |
| b. The number of structural trash controls installed. | 0 |
| c. The number of additional trash bins installed and signage posted. | 0 |

7.1.16 Using the Media

- | | |
|---|---|
| a. The number of public service announcements made on radio and TV. | 0 |
| b. The number of stormwater related press releases/advertising | 0 |
| c. The number of stormwater related articles published. | 0 |

7.1.17 Water Conservation for Home Owners

- | | |
|--|------|
| a. The number of partnerships established with local water utilities. | N/A |
| b. The number of water conservation or stormwater related utility inserts that are distributed with utility bills. | 6/yr |
| c. A survey of homeowners about their water conservation behavior before and after the message is delivered. | 0 |

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For the reporting year, check the appropriate box (i.e., yes, no, or not applicable), or where requested indicate the number, as it applies to your Stormwater Permit, approved Stormwater Management Plan, or any ordinance, agreement, or other regulatory mechanism.

7.2 Public Involvement and Participation **Yes No N/A**

7.2.1 Does the Stormwater Management Program provide a table that summarizes what best management practices will be used, the frequency of the BMP, the measurable goals for each BMP, the implementation schedule, and the responsible person or position for implementation?

7.2.2 Does the Stormwater Management Program describe the target audiences of the permittee’s public involvement program, including a description of the types of ethnic and economic groups engaged?

Permittee are encouraged to actively involve all potentially affected stakeholder groups, including commercial and industrial businesses, trade associations, environmental groups, homeowners associations, and educational organizations, among others.

7.2.3 Does the Stormwater Management Program describe how the permittee will involve the public in the development and implementation of the permittee’s storm water management program and the types of public involvement activities included in the permittee’s program that the permittee plans to use to educate local community groups?

7.2.4 Has the permitte provided for the means to involve the public in the development and implementation of the permittee’s storm water management program through:

- a. Public Hearings, stakeholder meetings, or other meetings?
- b. A Stormwater Steering Committee (or similar advisory group)?
- c. Stream clean-up events?
- d. Adopt-a-stream, Adopt-a-drain, Adopt-a-highway or Adopt-a-trail program?
- e. Reforestation programs or wetland planting programs?
- f. A stormwater hotline?
- g. Volunteer monitoring programs?
- h. Storm drain stenciling?
- i. Encourage neighborhood coordinators to become active in the program?
- j. Regional workshops?
- k. Telephone/Web/Mall surveys?
- l. Working with citizen volunteers willing to educate others about the program?

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7.2.5 Does the Stormwater Management Program document the permittee's decision process for the development of a storm water public involvement/participation program?

The permittee's rationale statement must address the permittee's overall public involvement/participation program and the individual BMPs, measurable goals, and responsible persons for the permittee's program.

7.2.6 Does the Stormwater Management Program explain how the permittee will evaluate the success of this minimum measure, including the measurable goals for each of the BMPs?

7.2.7 Adopt-A-Stream Program

- a. The number of participants in Adopt-A-Stream, Adopt-a-drain, Adopt-a-highway or Adopt-a-trail programs. N/A
- b. The quantity of trash and debris removed by Adopt-A-Stream, Adopt-a-drain, Adopt-a-highway or Adopt-a-trail volunteers. N/A

7.2.8 Surveys

- a. The number of citizens solicited to complete surveys. 0
- b. The number of completed surveys. 0

7.2.9 Hotlines

- a. The number of calls received by a hotline(s). 6
- b. The number of problems/incidents remedied as a result of hotline calls. 6

7.2.10 Reforestation Programs

- a. The number of volunteer tree planters. N/A
- b. The number of trees planted. N/A
- c. The number of acres planted with trees. N/A

7.2.11 Public Hearings, stakeholder meetings, or other meetings

- a. The number of meetings held. N/A
- b. The number of attendees. N/A
- c. The number of actions taken as a result of stakeholder meetings. N/A

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7.2.12 Storm Drain Stenciling

- | | |
|---|------|
| a. The percent of drains stenciled. | 100% |
| b. The number of stenciling volunteers. | 0 |
| c. The number of drains stenciled. | 0 |

7.2.13 Stream Cleanup

- | | |
|--|-----|
| a. The number of stream cleanups. | 3 |
| b. The number of cleanup participants. | ~85 |
| c. The quantity of waste collected as a result of cleanup efforts (in tons). | *18 |
| d. The number of stream miles cleaned. | <1 |

7.2.14 Volunteer Monitoring

- | | |
|--|-----|
| a. The number of volunteers participating in monitoring programs. | N/A |
| b. The frequency of monitoring in the watershed (D-Daily, W-Weekly, B-Bimonthly, M-Monthly, Q-Quarterly and A-annually). | N/A |
| c. The number of volunteer monitoring stations established in the watershed. | N/A |
| d. The number of volunteer monitoring training sessions held. | N/A |
| e. The number of actions that were taken as a result of the monitoring data -collected by volunteers. | N/A |

7.2.15 Wetland Plantings

- | | |
|--|-----|
| a. The acres of land planted. | N/A |
| b. The number of volunteers that participated in planting. | N/A |
| c. The number of planting events held. | N/A |

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7.3 Illicit Discharge Detection and Elimination	Yes	No	N/A
7.3.1 Does the Stormwater Management Program provide a table that summarizes what best management practices will be used, the frequency of the BMP, the measurable goals for each BMP, the implementation schedule, and the responsible person or position for implementation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.3.2 Stormwater Map			
a. Does the Stormwater Management Program describe how and when the permittee will develop a storm sewer map showing the location of all outfalls and the names and location of all receiving waters?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Does the Stormwater Management Program describe the sources of information for the maps, and how the permittee plans to verify the outfall locations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. If already completed, does the Stormwater Management Program describe how the permittee developed this map?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Does the Stormwater Management Program describe how the permittee's map will be regularly updated?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Does stormwater mapping include drainage areas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Does stormwater mapping include receiving streams?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Does stormwater infrastructure mapping include outfalls?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Estimated or actual number of outfalls.			125
i. Does stormwater infrastructure mapping include sewer pipes?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
j. Does stormwater infrastructure mapping include structures (e.g., detention ponds and other structural BMPs)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. Estimated or actual number of structural BMPs?			8
l. Percent of outfall mapping complete.			100%

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For the reporting year, check the appropriate box (i.e., yes, no, or not applicable), or where requested indicate the number, as it applies to your Stormwater Permit, approved Stormwater Management Plan, or any ordinance, agreement, or other regulatory mechanism.

- 7.3.3 Does the Stormwater Management Program describe the mechanism (ordinance or other regulatory mechanism) the permittee will use to effectively prohibit illicit discharges into the MS4 and why the permittee chose that mechanism? If the permittee needs to develop this mechanism, does the Stormwater Management Program describe the permittee's plan and a schedule to do so?
- 7.3.4 Does the Stormwater Management Program describe the permittee's plan to ensure appropriate enforcement procedures and actions such that the permittee's illicit discharge ordinance (or other regulatory mechanism) is implemented?
- 7.3.5 Does the Stormwater Management Program describe the permittee's plan to detect and address illicit discharges to the permittee's system, including discharges from illegal dumping and spills?

The permittee must implement an inspection program to detect dry weather flows at system outfalls and, at a minimum, must address the following:

- Procedures for locating priority areas.
- Procedures for tracing the source of an illicit discharge, including the specific techniques permittee will use to detect the location of the source.
- Procedures for removing the source of the illicit discharge.
- Procedures for evaluation of the plan to detect and eliminate illicit discharges.

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- 7.3.6 Does the Stormwater Management Program address the following categories of non-storm water discharges or flows (i.e., illicit discharges) only if permittee identify them as significant contributors of pollutants to the permittee's small MS4:
- water line flushing;
 - landscape irrigation;
 - diverted stream flows;
 - rising groundwaters;
 - uncontaminated groundwater infiltration;
 - uncontaminated pumped groundwater;
 - discharges from potable water sources;
 - foundation drains;
 - air conditioning condensate (commercial/residential);
 - irrigation waters (does not include reclaimed water as described in 15A NCAC 2H .0200);
 - springs;
 - water from crawl space pumps;
 - footing drains;
 - lawn watering;
 - residential and charity car washing;
 - flows from riparian habitats and wetlands;
 - dechlorinated swimming pool discharges;
 - street wash water;
 - flows from emergency firefighting.

The permittee may also develop a list of other similar occasional, incidental non-storm water discharges that will not be addressed as illicit discharges. These non-storm water discharges must not be reasonably expected (based on information available to the permittee) to be significant sources of pollutants to the Municipal Separate Storm Sewer System, because of either the nature of the discharges or conditions the permittee has established for allowing these discharges to the permittee's MS4 (e.g., activity with appropriate controls on frequency, proximity to sensitive water bodies, BMPs).

- 7.3.7 Does the Stormwater Management Program document local controls or conditions placed on discharges and a provision prohibiting any individual non-storm water discharge that is determined to be contributing significant amounts of pollutants to the permittee's MS4?
- 7.3.8 In addition to conducting "training for selected staff on detecting and reporting illicit discharges," does the Stormwater Management Program describe how the permittee plans to inform businesses and the general public of hazards associated with illegal discharges and improper disposal of waste?
- 7.3.9 Does the Stormwater Management Program describe how this will coordinate with the permittee's public education minimum measure and the permittee's pollution prevention/good housekeeping minimum measure programs?

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7.3.10 Does the Stormwater Management Program document the permittee's decision process for the development of a storm water illicit discharge detection and elimination program?

The permittee's rationale statement must address the permittee's overall illicit discharge detection and elimination program and the individual BMPs, measurable goals, and responsible persons for the permittee's program.

7.3.11 Does the Stormwater Management Program explain how the permittee will evaluate the success of this minimum measure, including the measurable goals for each of the BMPs?

7.3.12 Does the Stormwater Management Program establish and publicize a reporting mechanism for the public to report illicit discharges?

7.3.13 Does the Stormwater Management Program establish an illicit discharge management tracking system?

7.3.14 Does the Stormwater Management Program establish a stormwater incident response program?

7.3.15 Does the Stormwater Management Program provide for an illicit discharge brochure, poster or other educational material development and distribution?

7.3.16 Does the Stormwater Management Program provide for a septic system program in conjunction with the Health Department?

7.3.17 Does the Stormwater Management Program provide street sweeping, inspecting and cleaning inlets and outfalls?

7.3.18 Does the Stormwater Management Program establish procedures to coordinate efforts to eliminate illicit discharge cross connections between sanitary and storm sewers?

7.3.19 Does the Stormwater Management Program establish procedures to maintain the sanitary sewer system?

7.3.20 Does the Stormwater Management Program establish a Household Waste Recycling Program?

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7.3.21 Septic Systems

- | | |
|---|-----|
| a. Percent of population on septic systems. | <1% |
| b. The number of regular maintenance and inspection reminders issued to tank owners. | 0 |
| c. The number of partnerships formed with private pumping companies. | 0 |
| d. The number of post construction inspections conducted to insure proper installation. | 0 |
| e. The number of scheduled pump-outs and routine maintenance work conducted. | 0 |

7.3.22 Identifying Illicit Connections

- | | |
|--|---|
| a. The number of sites prioritized for inspection. | 0 |
| b. The number of illicit connections reported by citizens. | 0 |
| c. The number of illicit connections found. | 0 |
| d. The number of illicit connections repaired/replaced. | 0 |
| e. The number of illicit connection referrals. | 0 |

7.3.23 Illegal Dumping

- | | |
|--|----|
| a. The number of fliers, posters, or other public education tools distributed. | 25 |
| b. The number of illegal dumps reported by citizens. | 1 |
| c. The number of penalties enforced upon the participants of illegal dumps. | 0 |
| d. The number of illegal dump or sit-out clean-ups completed. | 1 |
| e. The number of illegal dump or sit-out referrals to Division of Water Quality. | 0 |

7.3.24 Industrial or Business Connections

- | | |
|---|-----|
| a. The number of dry weather tests/inspections completed. | N/A |
| b. The number of high-risk connections prioritized. | N/A |
| c. The number of illicit connections reported by employees or businesses. | N/A |
| d. The number of illicit connections found. | N/A |
| e. The number of illicit connections repaired/replaced. | N/A |

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7.3.25 Recreational Sewage

- | | |
|--|-----|
| a. The number of pump-out stations. | N/A |
| b. The number of no-discharge areas created. | N/A |
| c. The number of new signs added to inform users of dumping policies and alternatives. | N/A |
| d. The number of enforced cases of recreational dumping. | N/A |
| e. The number of citizen complaints made reporting illegal action. | N/A |

7.3.26 Sanitary Sewer Overflows (SSO)

- | | |
|---|---|
| a. The number of overflows reported. | 6 |
| b. The number of overflow causes that were identified during inspections. | 6 |
| c. The number of sites repaired. | 6 |

7.3.27 Wastewater Connections to the Storm Drain System

- | | |
|---|---|
| a. The number of rerouted connections. | 0 |
| b. The number of dry weather monitoring activities performed. | 0 |
| c. The number of unwarranted connections reported. | 0 |
| d. The number of unwarranted connections found. | 0 |
| e. The number of unwarranted connections repaired/replaced. | 0 |

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7.4 Construction Site Stormwater Runoff Control **Yes No N/A**

7.4.1. Does the permittee rely on the NCDENR Division of Land Resources (DLR) Erosion and Sediment Control Program to comply with this minimum measure? (If no, go to 7.4.2)

If the permittee relies on the NCDENR Division of Land Resources (DLR) Erosion and Sediment Control Program to comply with this minimum measure, then the NCDENR Division of Land Resources Erosion and Sediment Control Program effectively meets the requirements of the Construction Site Runoff Controls by permitting and controlling development activities disturbing one or more acres of land surface and those activities less than one acre that are part of a larger common plan of development.

7.4.2. Does the permittee rely on a locally delegated program to meet these requirements? (If no, go to 7.4.3)

a. If the permittee relies on a local government to comply with this minimum measure, does the permittee conduct random inspections of local land disturbing activities that have a sediment and erosion control permit, issued by local government, to see if the site is in compliance?

b. If the permittee relies on a local government to comply with this minimum measure, does the permittee monitor the local government program for effectiveness in the permittee jurisdiction?

c. If the permittee relies on a local government to comply with this minimum measure, does the permittee report sites that are not in compliance with their sediment and erosion control permits to the local government?

d. If the permittee relies on a local government to comply with this minimum measure, does the permittee monitor follow-up action by that local government?

e. If the permittee relies on a local government to comply with this minimum measure, does the permittee maintain a record of findings and follow-up procedures?

f. If the permittee relies on a local government to comply with this minimum measure, does the permittee provide and promote a means for the public to notify the appropriate authorities of observed erosion and sedimentation problems?

The permittee may implement a plan promoting the existence of the NCDENR, Division of Land Resources "Stop Mud" hotline to meet the requirements of this paragraph.

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7.4.3. Does the permittee have a delegated program to meet the requirements of an Erosion and Sediment Control Program? (If no go to 7.4.4)

a. Does the Stormwater Management Program provide a table that summarizes what best management practices will be used, the frequency of the BMP, the measurable goals for each BMP, the implementation schedule, and the responsible person or position for implementation?

b. Does the Stormwater Management Program describe the mechanism (ordinance or other regulatory mechanism) the permittee will use to require erosion and sediment controls at construction sites and why the permittee chose that mechanism?

If permittee needs to develop this mechanism, the permittee's plan should describe the plan and a schedule to do so.

c. Does the Stormwater Management Program describe procedures for site plan review(s), including the review of pre-construction site plans, which incorporate consideration of potential water quality impacts?

The Stormwater Management Program must describe procedures and the rationale for how permittee will identify certain sites for site plan review, if not all plans are reviewed and describe the estimated number and percentage of sites that will have pre-construction site plans reviewed.

d. Does the Stormwater Management Program describe the permittee's plan to ensure compliance with the permittee's erosion and sediment control regulatory mechanism, including the sanctions and enforcement mechanisms permittee will use to ensure compliance?

The Stormwater Management Program must describe the permittee's procedures for when the permittee will use certain sanctions. Possible sanctions include non-monetary penalties (such as stop work orders), fines, bonding requirements, and/or permit denials for non-compliance.

e. Does the Stormwater Management Program describe the permittee's procedures for site inspection and enforcement of control measures, including how the permittee will prioritize sites for inspection?

f. Does the Stormwater Management Program explain the permittee's procedures for the receipt and consideration of information submitted by the public?

Consider coordinating this requirement with the permittee's public education program. Publicize the procedures and contact information. The procedures must lead directly to a site inspection or other timely follow-up action.

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- g. Does the Stormwater Management Program document the permittee's decision process for the development of a construction site stormwater runoff control program?
- h. Does the Stormwater Management Program explain how the permittee will evaluate the success of this minimum measure, including measurable goals for each of the BMPs?
- i. Does the Stormwater Management Program require construction site operators to implement erosion and sediment control BMPs and to control construction site wastes that may cause adverse water quality impacts?
- j. Does the Stormwater Management Program require construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality?
- 7.4.4 Does the permittee provide and promote a means for the public to notify the appropriate authorities of observed erosion and sedimentation problems?

The permittee may implement a plan promoting the existence of the NCDENR, Division of Land Resources "Stop Mud" hotline to meet the requirements of this paragraph.

7.4.5 Training and Certification

- a. The number of training and certification programs offered. 3
- b. The number of trained inspectors. 1
- c. The number of certified inspectors. 1
- d. The number of certified contractors. 2

7.4.6 Inspection and Enforcement

- a. The number of construction starts greater than one acre. 0
- b. The number of construction site inspections completed. 0
- c. The number of failed storm water BMPs noted during the inspection(s). 0
- d. The number of BMPs reported to be in need of repair. 0
- e. The number of inadequate sites/plans reported by inspectors. 0
- f. The number of non-compliant permits reported. 0
- g. The number of enforcement actions taken. 0
- h. The number of stop work orders given. 0
- i. The number of bonding requirements set. 0
- j. The number of complaints/concerns received from public. 0

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7.4.7 Inspections

a. The number of construction sites inspected with brush barriers.	0
b. The number of construction sites inspected that have check dams.	0
c. The number of construction sites inspected that use chemical stabilization.	0
d. The number of construction sites inspected that practice sequencing.	0
e. The number of construction sites inspected with filter berms.	0
f. The number of construction sites inspected that use geotextiles.	0
g. The number of construction sites inspected that use gradient terraces.	0
h. The number of construction sites inspected that use grass-lined channels.	0
i. The number of construction sites inspected that use land grading practices.	0
j. The number of construction sites inspected that use mulching.	0
k. The number of construction sites inspected that use permanent diversions.	0
l. The number of construction sites inspected that use permanent seeding.	0
m. The number of construction sites inspected that preserve natural vegetation.	0
n. The number of construction sites inspected that use riprap.	0
o. The number of construction sites inspected that use sediment filters and chambers.	0
p. The number of construction sites inspected that use sediment basins and rock dams.	0
q. The number of construction sites inspected that use silt fences.	~3
r. The number of construction sites inspected that use sodding.	0
s. The number of construction sites inspected that use soil roughening.	0
t. The number of construction sites inspected with soil retaining structures.	2
u. The number of construction sites inspected that use storm drain inlet protection.	0
v. The number of construction sites inspected that use temporary diversion dikes.	0
w. The number of construction sites inspected that have temporary slope drains.	0
x. The number of construction sites inspected with vegetated buffers.	0
y. The number of construction sites inspected with designated vehicle maintenance and washing areas.	0

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For the reporting year, check the appropriate box (i.e., yes, no, or not applicable), or where requested indicate the number, as it applies to your Stormwater Permit, approved Stormwater Management Plan, or any ordinance, agreement, or other regulatory mechanism.

7.5 Post-Construction Storm Water Management in New Development and Redevelopment **Yes No N/A**

7.5.1 Does the Stormwater Management Plan provide a table that summarizes what best management practices will be used, the frequency of the BMP, the measurable goals for each BMP, the implementation schedule, and the responsible person or position for implementation?

7.5.2 Does the Stormwater Management Program describe how the permittee will develop an ordinance or other regulatory mechanism to implement and enforce a program to address post-construction runoff from new development and redevelopment projects?

The permittee’s ordinances, and subsequent modifications, will be reviewed and approved by DWQ prior to implementation. The approval process will establish subsequent timeframes when DWQ will review performance under the ordinance(s). The reviews will occur, at a minimum, every five years. Regulated public entities without ordinance making powers must demonstrate similar actions taken in their post construction stormwater management program to meet the minimum measure requirements.

7.5.3 Does the Stormwater Management Program describe how the permittee will ensure the long-term operation and maintenance (O&M) of BMPs?

Options to help ensure that future O&M responsibilities are clearly identified include an agreement between the permittee and another party, such as the post-development landowners or regional authorities.

7.5.4 Does the Stormwater Management Program document the permittee’s decision process for the development of a post-construction storm water management program?

The permittee’s rationale statement must address the permittee’s overall post-construction storm water management program and the individual BMPs, measurable goals, and responsible persons for the permittee’s program. The rational statement must include the following information, at a minimum:

- The permittee’s program to address storm water runoff from new development and redevelopment projects. Include in this description any specific priority areas for this program.
- How the permittee’s program will be specifically tailored for the permittee’s local community, minimize water quality impacts, and attempt to maintain pre-development runoff conditions.

7.5.5 Does the Stormwater Management Program explain how the permittee will evaluate the success of this minimum measure, including the measurable goals for each of the BMPs?

7.5.6 Does the Stormwater Management Program explain how the permittee will control the sources of fecal coliform to the maximum extent practicable?

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	Yes	No	N/A
7.5.7 Do new development and redevelopment codes allow for the following:			
a. Bioretention basins?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Alternative pavers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Buffer zones?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Dry ponds?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Wet ponds?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Alternatives to curb and gutter?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Grass swales?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Grassed filter strips?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Green parking lots?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. In-line storage systems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. Infiltration basins?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l. Infiltration trenches?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m. Manufactured products installed in storm water inlets?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n. Developments and redevelopments that use narrow streets?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o. On-lot treatment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
p. Open space design?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
q. Sand and organic filters?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
r. Porous pavement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
s. Stormwater wetlands?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
t. Urban forestry?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.5.8 Does the Stormwater Management Program, in coordination with the County Health Department, ensure proper operation and maintenance of on-site wastewater treatment systems for domestic wastewater?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.5.9 Does the Stormwater Management Program provide training for staff and developers/builders?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.5.10 The number of land development applicants notified about project designs that minimize water quality impacts.			3
7.5.11 The number of educational programs for developers and the public about project designs that minimize water quality impacts. <i>(*The Clear Water Contractor program is currently unfunded in our WNC region)</i>			*0

STORMWATER MANAGEMENT PROGRAM ASSESSMENT

Reporting Period	2015	Permit No.:NCS000430
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For the reporting year, check the appropriate box (i.e., yes, no, or not applicable), or where requested indicate the number, as it applies to your Stormwater Permit, approved Stormwater Management Plan, or any ordinance, agreement, or other regulatory mechanism.

	Yes	No	N/A
7.5.12 BMP Inspection and maintenance			
a. Are annual inspection reports required of permitted structural BMPs performed by a qualified professional?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The number of BMP inspections and/or maintenance activities.			5
c. The number of problems that were identified and remedied.			2
7.5.13 New Development and Redevelopment BMP Summary			
a. The number of development/redevelopment projects regulated for post-construction stormwater control.			0
b. The number of new development sites that use alternative pavers.			0
c. The number of new commercial and residential bioretention cells installed (technically "rain gardens" w/no engineered media).			0
d. The number of new development sites that use buffers.			0
e. The number of catch basins retrofitted with filtering devices.			0
f. The number of new dry ponds installed.			0
g. The number of new developments without curbs and gutters.			0
h. The number of new grassed swales installed.			0
i. The number of new grassed filter strips installed.			0
j. The number of new green parking lots installed.			0
k. The number of impervious lots converted to green lots.			0
l. The number of basins installed or retrofitted with flow regulators.			0
m. The number of in-line storage systems installed.			0
n. The number of new infiltration basins installed.			0
o. The number of new infiltration trenches installed.			0
p. The number of new developments that use narrow streets.			0
q. The number of lots that use on-lot treatment.			0
r. The number of manufactured products installed in storm water inlets.			0
s. The number of new developments that use open space design principles.			0
t. The number of new development sites that use porous pavement.			0
u. The number of new sand and organic filters installed.			0
v. The number of storm water wetlands created.			0
w. The number of wet ponds installed.			0
x. The number of acres of new development or redevelopment with structural stormwater controls.			0

STORMWATER MANAGEMENT PROGRAM ASSESSMENT

Reporting Period	2015	Permit No.:NCS000430
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7.5.14 Evaluation of Post-construction Stormwater Management Program Measures

- | | Yes | No | N/A |
|--|-------------------------------------|--------------------------|--------------------------|
| <p>a. Model Practices: For those areas within the jurisdictional area of the permittee that are not subject to the post-construction stormwater management provisions of another existing state stormwater management program, does the permittee's Post-construction Stormwater Management Program equal or exceed the stormwater management and water quality protection provided by the following model practices:</p> | | | |
| <p>1. Does the permittee issue local stormwater management permits to new development or redevelopment projects as either a low density project or a high density project?</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>2. Do projects permitted as a low density projects meet the following criteria:</p> <ul style="list-style-type: none"> ▪ No more than two dwelling units per acre or 24% built-upon area; and, ▪ Use of vegetated conveyances to the maximum extent practicable? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>3. Do projects permitted as high density projects meet the following requirements:</p> <ul style="list-style-type: none"> ▪ The stormwater control measures control and treat the difference between the pre-development and post-development conditions for the 1-year 24-hour storm. Runoff volume draw-down time must be a minimum of 24 hours, but not more than 120 hours; ▪ All structural stormwater treatment systems are designed to achieve 85% average annual removal of total suspended solids; and ▪ Stormwater management measures comply with the General Engineering Design Criteria For All Projects requirements listed in 15A NCAC 2H .1008(c); | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>4. Are deed restrictions and/or protective covenants required by the locally issued permit and incorporated by the development to ensure that subsequent development activities maintain the development (or redevelopment) consistent with the approved plans?</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>5. Are all built-upon areas at least 30 feet landward of perennial and intermittent surface waters?</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>b. Watershed Protection Plans: Has the Permittee developed, adopted, and implemented a comprehensive watershed protection plan to meet part, or all, of the requirements for post-construction stormwater management?</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

STORMWATER MANAGEMENT PROGRAM ASSESSMENT

Reporting Period	2015	Permit No.:NCS000430
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Areas within the jurisdictional area of the permittee that are already subject to the existing state stormwater management programs are deemed compliant with the post-construction stormwater management model practices identified in (a). The programs are: the Water Supply Watershed protection programs for WS-I – WS-IV waters, the HQW and ORW waters management strategies, the Neuse River Basin Nutrient Sensitive Waters (NSW) Management Strategy, the Tar-Pamlico River Basin Nutrient NSW Strategy, and the Randleman Lake Water Supply Watershed program.

A regulated entity may develop its own comprehensive watershed plan, use the model ordinance developed by the Commission, design its own post-construction practices based on the Division’s guidance and engineering standards for best management practices, or incorporate the post-construction model practices to satisfy, in whole or in part, the requirements for post-construction stormwater management.

7.5.14 Additional Requirements for Trout Waters: Has the permittee developed, adopted, and implemented an ordinance (or similar regulatory mechanism) to ensure that the best management practices selected do not result in a sustained increase in the receiving water temperature?

7.5.15 Additional Requirements for Nutrient Sensitive Waters

a. Has the permittee developed, adopted, and implemented an ordinance (or similar regulatory mechanism) to ensure that the best management practices for reducing nutrient loading is selected?

b. Has the permittee developed and included a nutrient application (fertilizer and organic nutrients) management program in the Post-construction Stormwater Management Program?

In areas where the Environmental Management Commission has approved a Nutrient Sensitive Water Urban Stormwater Management Program, the provisions of that program fulfill the nutrient loading reduction requirement.

STORMWATER MANAGEMENT PROGRAM ASSESSMENT

Reporting Period	2015	Permit No.:NCS000430
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For the reporting year, check the appropriate box (i.e., yes, no, or not applicable), or where requested indicate the number, as it applies to your Stormwater Permit, approved Stormwater Management Plan, or any ordinance, agreement, or other regulatory mechanism.

7.6 Pollution Prevention/Good Housekeeping for Municipal Operations **Yes** **No** **N/A**

7.6.1 Does the Stormwater Management Program provide a table that summarizes what best management practices will be used, the frequency of the BMP, the measurable goals for each BMP, the implementation schedule, and the responsible person or position for implementation?

7.6.2 Does the Stormwater Management Program list the permittee's municipal operations that are impacted by this operation and maintenance program?

The permittee must also include a list of industrial facilities the permittee owns or operates that are subject to NPDES Stormwater General Permits or individual NPDES permits for discharges of storm water associated with industrial activity that ultimately discharge to the permittee's MS4, including the permit number and certificate of coverage number for each facility.

7.6.3 Municipal Operations include:

- | | | |
|--------------------------------|-------------------------------------|-------------------------------------|
| Transfer Station | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Fleet Maintenance | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Airport | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Animal Shelters | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Waste Water Treatment Plan | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Water Plants | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Construction Debris Site | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Transit Authority | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Public Works Operations | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Prisons | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Emergency Service Facilities | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Fire Stations | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Landfills | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Schools | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Parks | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Waste Recycling Centers | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Vehicle Maintenance Operations | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Vehicle Wash Operations | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Pump Stations or Lift Stations | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Other: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

STORMWATER MANAGEMENT PROGRAM ASSESSMENT

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For the reporting year, check the appropriate box (i.e., yes, no, or not applicable), or where requested indicate the number, as it applies to your Stormwater Permit, approved Stormwater Management Plan, or any ordinance, agreement, or other regulatory mechanism.

- 7.6.4
In addition to conducting staff training on stormwater pollution prevention and good housekeeping procedures, does the Stormwater Management Program describe any government employee training program the permittee will use to prevent and reduce storm water pollution from activities such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and storm water system maintenance?
- 7.6.5
Does the Stormwater Management Program describe any existing, available materials the permittee plans to use?
- 7.6.6
Does the Stormwater Management Program describe how this training program will be coordinated with the outreach programs developed for the public information minimum measure and the illicit discharge minimum measure?
- 7.6.7
Does the Stormwater Management Program describe maintenance activities, maintenance schedules, and long-term inspection procedures for controls to reduce floatables and other pollutants to the permittee's MS4?
- 7.6.8
Does the Stormwater Management Program describe the permittee's controls for reducing or eliminating the discharge of pollutants from municipal parking lots, maintenance and storage yards, waste transfer stations, fleet or maintenance shops with outdoor storage areas, and salt/sand storage locations and snow disposal areas permittee operate?
- 7.6.9
Does the Stormwater Management Program describe the permittee's procedures for the proper disposal of waste removed from the permittee's MS4 and the permittee's municipal operations, including dredge spoil, accumulated sediments, floatables, and other debris?
- 7.6.10
Does the Stormwater Management Program describe the permittee's procedures to ensure that new flood management projects are assessed for impacts on water quality and existing projects are assessed for incorporation of additional water quality protection devices or practices?

STORMWATER MANAGEMENT PROGRAM ASSESSMENT

Reporting Period	2015	Permit No.:NCS000430
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For the reporting year, check the appropriate box (i.e., yes, no, or not applicable), or where requested indicate the number, as it applies to your Stormwater Permit, approved Stormwater Management Plan, or any ordinance, agreement, or other regulatory mechanism.

7.6.11 Does the Stormwater Management Program describe the permittee's decision process for reviewing existing ordinances for possible modification to address stormwater issues?

7.6.12 Does the Stormwater Management Program document the permittee's decision process for the development of a pollution prevention/good housekeeping program for municipal operations?

The permittee's rationale statement must address the permittee's overall pollution prevention/good housekeeping program and the individual BMPs, measurable goals, and responsible persons for the permittee's program.

7.6.13 Does the Stormwater Management Program explain how permittee will evaluate the success of this minimum measure, including the measurable goals for each of the BMPs?

7.6.14 Industrial Activities Yes No N/A

a. Did the permittee conduct annual review of the industrial activities with a Phase I NPDES stormwater permit owned and operated by the permittee?

b. Did the permittee review the Stormwater Pollution Prevention Plan, the timeliness of any monitoring reports required by the Phase I permit, and the results of inspections and subsequent follow-up actions at the facilities.

7.6.15 Does the permittee have an O&M plans for facilities?

7.6.16 Did the permittee develop a right of way inspection/maintenance program?

7.6.17 Does the permittee have a Used Oil Recycling Program?

7.6.18 Does the permittee have a street sweeping program?

7.6.19 Does the permittee have a program to clean catch basins, storm lines, and ditches?

7.6.17 Does the permittee review fertilizer and pesticide use programs?

7.6.18 Does the permittee have spill prevention plans at city facilities?

STORMWATER MANAGEMENT PROGRAM ASSESSMENT

Reporting Period	2015	Permit No.:NCS000430
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For the reporting year, check the appropriate box (i.e., yes, no, or not applicable), or where requested indicate the number, as it applies to your Stormwater Permit, approved Stormwater Management Plan, or any ordinance, agreement, or other regulatory mechanism.

	Yes	No	N/A
7.6.19 City Facilities Inspections			
a. Does the permittee inspect vehicle washing fueling, storage and maintenance areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Does the permittee inspect material storage areas (i.e., storage areas for sand, salt, fertilizers, pesticides and other chemicals)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Does the permittee inspect stormwater outfalls?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Does the permittee inspect culverts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Does the permittee inspect swales/ditches?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Does the permittee inspect catch basins, inlets, and grates?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Does the permittee inspect MS4 pipes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Does the permittee inspect solid and hazardous waste management facilities and recycling centers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Does the permittee inspect animal shelters and pounds?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
j. Does the permittee inspect parking lots?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
k. Does the permittee inspect parks and open spaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
l. The number of inspections conducted.			3/yr
7.6.20 Alternative Products			
a. The number of educational materials distributed on alternative products?			N/A
b. The number of consumers surveyed who have increased their use of alternative products.			N/A
7.6.21 Alternative Discharge Options for Chlorinated Water			
a. The number of pool owners informed of the options for discharging chlorinated water.			0
b. The number of enforcement actions pertaining to pool water discharges.			0

STORMWATER MANAGEMENT PROGRAM ASSESSMENT

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For the reporting year, check the appropriate box (i.e., yes, no, or not applicable), or where requested indicate the number, as it applies to your Stormwater Permit, approved Stormwater Management Plan, or any ordinance, agreement, or other regulatory mechanism.

7.6.22 Automobile Maintenance

- | | |
|---|-----|
| a. The number of employees trained in preventing pollution from automobile maintenance activities. | N/A |
| b. The number of sites rewarded as being a “clean site” under a rewards program. | N/A |
| c. The number of spills reported. | 0 |
| d. The number of educational materials distributed at garages, auto shops, and other automobile-related businesses. | 0 |

7.6.23 Hazardous Materials Storage

- | | |
|---|-----|
| a. The total number of storage facilities equipped to store hazardous materials. | N/A |
| b. The number of regularly inspected storage units. | N/A |
| c. The number of employees trained in hazardous material storage and maintenance. | N/A |

7.6.24 Illegal Dumping

- | | |
|---|---|
| a. The number of “no dumping” signs posted. | 0 |
| b. The number of educational materials distributed. | 0 |
| c. The number of reports of illegal dumping received. | 1 |
| d. The number of dump sites and/or illegal sit-outs cleaned up. | 1 |
| e. The number of sites improved to eliminate as target dumping spots. | 0 |
| f. The number of enforcement actions pertaining to illegal dumping. | 0 |

7.6.25 Landscape and Lawn Care, and Pest Control

- | | |
|--|-----|
| a. The number of stores/gardens participating in education programs. | N/A |
| b. The number of residents trained in safe landscaping, lawn care, and pest management techniques. | N/A |
| c. The number of classes/seminars offered in landscaping and lawn care. | N/A |
| d. The number of educational materials distributed. | N/A |
| e. The number of municipal employees trained in integrated pest management. | 2 |

STORMWATER MANAGEMENT PROGRAM ASSESSMENT

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For the reporting year, check the appropriate box (i.e., yes, no, or not applicable), or where requested indicate the number, as it applies to your Stormwater Permit, approved Stormwater Management Plan, or any ordinance, agreement, or other regulatory mechanism.

7.6.26 Parking Lot and Street Cleaning

- a. The number of parking lots. N/A
- b. The number of scheduled parking lot and/or road cleanings. N/A

7.6.27 Pet Waste

- a. The number of dog parks. N/A
- b. The number of “pooper-scooper” stations installed N/A
- c. The number of educational materials distributed. N/A

7.6.28 Road Salt Application and Storage

- a. The number of storage facilities included in a regular inspection and maintenance program. 1
- b. The number of employees trained in road salt application. 5
- c. The quantity of salt applied to roadways (in tons). 0
- d. The quantity of alternative products used (in tons). 0.5

7.6.29 Septic Systems

- a. The number of septic systems. 5
- b. The number of systems that are inspected regularly. 5
- c. The number of reminder and educational fliers distributed. 0
- d. The number of people trained in inspection and installation of septic systems. 0
- e. The number of failed septic systems. 0

7.6.30 Spill Response and Prevention

- a. The number of leak detection devices installed at municipal facilities. 0
- b. The number of preventative maintenance procedures performed on tanks, valves, pumps, pipes, and other equipment. 0
- c. The number of personnel trained in spill response. 5
- d. The number of regularly inspected high-risk facilities. 0
- e. The number of educational materials distributed to municipal employees. 2

STORMWATER MANAGEMENT PROGRAM ASSESSMENT

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7.6.31 Storm Drain System Cleaning

- | | |
|---|-----|
| a. The number of outfalls cleaned regularly. | 125 |
| b. The number of storm drains cleaned regularly. | 66 |
| c. The amount of trash, sediment, and other pollutants removed during cleaning (in tons). | 0.8 |

7.6.32 Used Oil Recycling

- | | |
|---|-----|
| a. The number of gallons of used oil collected from municipal operations. | N/A |
| b. The number of recycling facilities that collect oil from municipal operations. | N/A |
| c. The number of educational materials distributed to municipal employees. | N/A |

7.6.33 Vehicle Washing

- | | |
|--|-----|
| a. The number of educational materials distributed to municipal employees. | N/A |
| b. The number of designated municipal vehicle washing areas. | N/A |

STORMWATER MANAGEMENT PROGRAM ASSESSMENT

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For the reporting year, check the appropriate box (i.e., yes, no, or not applicable), or where requested indicate the number, as it applies to your Stormwater Permit, approved Stormwater Management Plan, or any ordinance, agreement, or other regulatory mechanism.

8.0 Program Accomplishments

8.1	The number of stormwater management position created/staffed.	0
8.2	Total annual budget (excluding Capital Improvement Projects) for the NPDES stormwater management program for the reporting year.	\$0
8.3	The number of Capital Improvement Projects planned.	0
8.4	The number of Capital Improvement Projects active.	0
8.5	The number of Capital Improvement Projects completed.	0
8.6	Total annual budget (excluding Capital Improvement Projects) for the NPDES stormwater management program for the reporting year.	\$0

9.0 Ordinance, Legal or Regulatory Authority

Reviewed Drafted Adopted

		Reviewed	Drafted	Adopted
9.1	Illicit Discharge Detection & Elimination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.2	Erosion & Sediment Control	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.3	Post-Development Stormwater Management	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.4	Stormwater Ordinance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.5	Unified Development Ordinance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.6	Flood Damage Protection Ordinance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.7	Other: Hillside Development Ordinance (Steep Slope)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.8	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.9	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STORMWATER MANAGEMENT PROGRAM ASSESSMENT

Root Causes

Internal and external assessments identify Phase II program deficiencies and associated opportunities for improvement. Systemic causes of problems within the Phase II programs may be identified through root cause analysis. Review those questions that you have indicated are not applicable to determine if they if they deserve further consideration. For those requirements that are being met, give your staff a pat on the back. For those that are not being met, determine the root causes of Phase II program deficiencies. Root causes include:

- Unclear or conflicting federal, state, county or local Requirements
- Insufficient staff
- Insufficient funding
- Insufficient resources (including equipment, tools, funding and staff)
- Lack of or inadequate plans, procedures or guidelines
- Plans, procedures, or guidelines are not current
- Failure to implement plans, procedures or guidelines
- Insufficient or inadequate training
- Insufficient or inadequate record keeping and reporting
- Inadequate authority
- Failure to enforce authority
- Inadequate response or cooperation from federal, state, or local agencies

Plan of Action

The permittee should develop corrective or preventive actions that address the root causes of problems and seek to prevent the recurrence of Phase II Program deficiencies. Root causes may often indicate shortcomings in the underlying management system; management system-related causes of non-compliance indicate opportunities for improvement of the Phase II Program.

In addition to responsibilities for periodic review of the Phase II Program, top management personnel are also responsible for approving corrective/ preventive actions developed to solve identified problems or deficiencies. Management review and approval of recommended solutions constitutes “buy-in” and significantly enhances the effectiveness of solutions that are implemented.

After preventive and corrective actions have been developed and approved, they must be implemented to support continuous improvement. Solutions designed to solve the causes rather than the symptoms of compliance or management system deficiencies contribute to long-term enhancement of the Phase II Program.



Town of Montreat

P.O. Box 423, Montreat, North Carolina 28757

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www.townofmontreat.org

MEMORANDUM

TO: Board of Commissioners

FROM: Stefan Stackhouse, on behalf of Green Fleet Team

RE: Green Fleet Report

DATE: January 25, 2016

We are required to provide the Board of Commissioners with an annual report on the efficiency and carbon emissions of our vehicles. The data for calendar year 2015 has been compiled and is attached.

I have found it necessary to just combine data for all vehicles within each department. Because we use two different gas card systems, because cards are not always used consistently for just one vehicle, and because odometer readings are sometimes not input accurately, the calculations made on this spreadsheet would be also be inaccurate for individual vehicles. I used the EPA online calculator for the carbon dioxide emissions, and this calculator is based upon my miles per gallon calculations. This provides only a very rough estimate at best.

Our police and public works vehicles tend to most be driven around Montreat at low speeds, with a lot of start and stop driving and a lot of idling while parked. The figures for miles per gallon and CO2 emissions are bound to be lower for such vehicles than is the case with the inspections vehicle, which is used by Town staff for longer highway trips. There has been a slight improvement in fuel efficiency and CO2 emissions compared to the previous year. The replacement of older, less efficient vehicles with newer and more efficient ones will undoubtedly help with this in the future.

Town of Montreat										
Green Fleet Annual Report										
CY 2013										
Vehicle			CY 2013							
Class	Dept	Make/Yr	Miles driven	Ave Miles/mo	Ave Fuel Gal/mo	Ave Fuel \$/mo	Ave MPG	CO2 metric tons per mile	Public Works MPG	CO2 metric tons per mile
SUV	Inspections	Ford Escape 10	4618	385	17.6	\$ 61.22	21.89	0.0004		
SUV	Police	Jeep 01	2926	244	30.2	\$ 62.54	8.07	0.0011		
SUV	Police	Ford Explorer 07	12016	1001	56.2	\$ 183.86	17.81	0.0005		
Sedan	Police	Ford Crown Vic 08	19678	1640	156.6	\$ 522.15	10.47	0.0009		
Sedan	Police	Chevy Impala 09	10014	835	56.3	\$ 190.82	14.82	0.0006		
SUV	Police	Ford Explorer 12	3407	284	50.4	\$ 150.05	5.63	0.0016		
	Police	Combined	48041	4003	350	\$ 1,109.42	11.45			
SUV	Pub Works	Chev Blazer 84	0	0	0.0	\$ -	#DIV/0!	#DIV/0!	11	#DIV/0!
Truck	Pub Works	Ford F750 Dump 85	5252	438	75.9	\$ 20.06	5.77	0.0015	5.5	0.0000
Truck	Pub Works	Ford F250 Pickup 94	9632	803	210.7	\$ 249.32	3.81	0.0023	9.5	0.0000
Truck	Pub Works	Ford F750 Dump 95	636	53	7.0	\$ 72.28	7.56	0.0012	5.5	0.0919
Truck	Pub Works	Ford F250 Pickup 97	7416	618	100.1	\$ 336.53	6.18	0.0014	9.5	0.0305
Truck	Pub Works	Ford F250 Pickup 04	4330	361	226.5	\$ 830.90	1.59	0.0056	11	0.0333
Truck	Pub Works	Ford F250 Pickup 05	15959	1330	636.3	\$ 2,283.55	2.09	0.0043	13	0.0322
Truck	Pub Works	Ford Fwd Cab 05	5640	470	239.9	\$ 931.12	1.96	0.0046	10	0.0348
Truck	Pub Works	Ford F250 Pickup 07	9316	776	568.5	\$ 2,051.98	1.37	0.0065	8	0.0322
	Pub Works	Combined	42661	3555	1771	\$ 6,434.08	2.01	0.0044	9.2	0.0326
				7943	2139			0.0024		

Town of Montreat
 Green Fleet Annual Report
 CY 2015

Department	Miles	Gallons	MPG	Cost	CO2 (metric tons/mile)	
					CY2015	CY2014
Police	45463	3568.443	12.74029	\$ 8,482.93	0.0007001	0.000695
Inspections	4818	93.463	51.54981	\$ 225.90	0.000173	0.000378
Public Works	49028	5958.996	8.22756	\$ 7,351.12	0.0010842	0.001084
Totals	98689	5719.561	17.25465	\$ 14,597.70	0.000517	0.000862



**MEMORANDUM OF UNDERSTANDING
BY AND AMONG THE:
TOWN OF MONTREAT; MONTREAT COLLEGE; MOUNTAIN RETREAT
ASSOCIATION; COTTAGERS WILDERNESS AND OPEN SPACE COMMITTEE;
WILDLIFE HABITAT PROGRAM; MONTREAT TRAIL CLUB; MOUNTAIN
RETREAT ASSOCIATION WILDERNESS COMMITTEE; AND MONTREAT
PRESBYTERIAN CHURCH (PCUSA) EARTH MINISTRY TEAM:
FOR
ADVANCING LANDCARE AND
CONSERVATION PRINCIPLES WITHIN MONTREAT**

THIS MEMORANDUM OF UNDERSTANDING has been agreed to on April 12, 2012, by and among the Town of Montreat, Montreat College, the Mountain Retreat Association (MRA) DBA Montreat Conference Center, MRA Wilderness Committee, the Montreat Cottager's Wilderness and Open Space Committee, Montreat Trail Club, Wildlife Habitat Program Representative, and Montreat Presbyterian Church (PCUSA) Earth Ministry Team, collectively referred to as "the entities."

A. PURPOSE

The purpose of this Memorandum of Understanding (MOU) is to provide a framework for the above organizations and entities to coordinate and serve the Landcare movement in Montreat. The organizations recognize that collectively their actions and leadership serve as a strong example for advancing landcare and conservation principles throughout the Town. Through collaboration the entities agree to advance the Landcare approach by mobilizing their members to carry out community-based conservation through group action as well as work together with their members to mobilize private and public resources to support local Landcare teams and team actions. This cooperation serves the mutual interest of the organizations and the public at large.

B. STATEMENT OF MUTUAL BENEFIT AND INTERESTS

Organizations in Montreat have a long and successful history of working together on local environmental community efforts that have contributed greatly to our valley's unique quality of life. The conservation of approximately 2,500 acres of wilderness, the establishment of the first Community Backyard Wildlife Habitat Area in North Carolina, the implementation in the 1980's of Extraterritorial Zoning Jurisdiction (ETJ) as a means to protect the ridgelines, and the projects



that will help reintroduce the American Chestnut Tree and the native Brook Trout are all examples of how Montreat has in recent years become a regional leader in caring for the environment, encouraging the wise use of natural resources and improving the quality of life.

The organizations recognize that they have varying strengths and capabilities to foster on-ground and in-community actions aimed at improving natural resource and community conditions. Collectively, their organizations implement actions through a broad and diverse network of local people who live and work in communities throughout the United States.

The organizations hereto have embraced Landcare guiding principles as a way for individuals to organize their efforts, find local solutions, and voluntarily take group actions aimed toward achieving the triple bottom line of positive environmental, social, and economic outcomes.

C. NOW THEREFORE, THE PARTIES TO THIS MEMORANDUM OF UNDERSTANDING, in consideration of the mutual covenants set forth herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, hereto agree as follows:

The entities will work together to accomplish the following:

- Create a Montreat Landcare Committee that will serve as an umbrella organization to coordinate and serve landcare teams in Montreat
- Identify and highlight Landcare examples
- Keep Members apprised of the Landcare efforts in Montreat
- Maintain contact and coordinate with The Landcare Pioneers, the LandCare Center at Virginia Tech, Grayson LandCare in Virginia, and others in the growing national landcare movement
- Find common areas of where Landcare examples are taking place and share information with them
- Host Landcare events and training
- Work to expand partnerships with other organizations interested in this endeavor
- Conduct other joint activities to advance the Landcare principles.

D. IT IS MUTUALLY AGREED AND UNDERSTOOD BY ALL PARTIES HERETO

This MOU constitutes the entire and full understanding of the parties hereto, and may be modified through a written amendment agreed to by the parties.



MONTREAT.
conference
center


MONTREAT
COLLEGE



Montreat
Cottagers

1. **MODIFICATION.** Modifications within the scope of the MOU shall be made by mutual consent of the entities, by the issuance of a written modification, signed and dated by all parties, prior to any changes being performed.
2. **PARTICIPATION IN SIMILAR ACTIVITIES.** This MOU in no way restricts the parties from participating in similar activities with other public or private agencies, organizations, and individuals.
3. **COMMENCEMENT/EXPIRATION DATE.** The MOU is executed as of the date of the last signature and is effective through _____, 20____, at which time it will renew annually unless modified or terminated as required by this MOU.
4. **TERMINATION.** Any of the entities, in writing, may terminate the MOU at any time before the date of expiration.
5. **NON-FUND OBLIGATING DOCUMENT.** This MOU instrument is neither a fiscal nor a funds obligation document. Any endeavor or transfer of anything of value involving reimbursement or contribution of funds between the entities to this instrument will be handled in accordance with applicable laws, regulations, and procedures including those for Government procurement and printing. Such endeavors will be outlined in separate agreements that shall be made in writing by representatives of the parties and shall be independently authorized by appropriate statutory authority. This instrument does not provide such authority. Specifically, this instrument does not establish authority for noncompetitive award to the cooperator of any contract or other agreement. Any contract or agreement for training or other services must fully comply with all applicable requirements for competition.

THE ENTITIES HERE TO have executed this MOU.

Town: Letta Jean Taylor, Mayor of the Town of Montreat

_____ Date: _____

MRA: Pete Peery, President of the Mountain Retreat Association

_____ Date: _____



MONTREAT.
conference
center


MONTREAT
COLLEGE



Montreat
Cottagers

College: Dan Struble, President of Montreat College

_____ Date: _____

Cottager's Wilderness and Open Space Program Representative:

_____ Date: _____

Mountain Retreat Association Wilderness Committee:

_____ Date: _____

Montreat Trail Club:

_____ Date: _____

Montreat Wildlife Habitat Program Representative:

_____ Date: _____

Montreat Presbyterian Church (PCUSA) Earth Ministry Team Representative:

_____ Date: _____

TOWN OF MONTREAT OPEN SPACE CONSERVATION PLAN

SECTION ONE

INTRODUCTION

The Town of Montreat's distinctive sense of place did not happen by accident. Rather in 1897, careful planning by John C. Collins, a congregational minister from New Haven, Connecticut, led to the development of a community "established primarily as a health and rest resort to be composed largely of Christian people and secondly, for religious and educational purposes." Since incorporation and its purchase by the Presbyterian General Assembly in 1907, Montreat has experienced considerable changes in land use patterns. Once a sparsely populated rural farm community, today Montreat is a rich mosaic of landscapes - mountain woodlands, residential neighborhoods, and institutional properties.

Purpose

The purpose of the Open Space Conservation Plan is to enhance the Town's ability to protect lands with high natural resource value. More specifically, the Plan aims to:

- provide the strategies, plans, and guidance that will realize the Town's long-term vision for conserving important open spaces and natural resources;
- establish a ranking system to set priorities for use when evaluating properties in the Town for conservation;
- inform the public on open space and land conservation issues, policy, process and plans;
- enhance public awareness about the benefits derived from - and threats posed to - Montreat's diverse natural resources; and
- establish and guide the use of the Town's Conservation Fund.

The challenge facing the Town today is to balance and maintain current, as well as future, land uses without severing historic links to the past or jeopardizing the quality, integrity, and character of the town.

Vision Statement

It is the community's vision that:

The natural resources and open spaces that make Montreat a desirable place to live shall be conserved for future generations to enjoy and appreciate. This conservation shall occur in the context of a community that is also growing and changing. The character of Montreat will continue to be defined by the Town's small-town, spiritual atmosphere; its natural, recreational, and educational assets; and its long-standing traditions.

Those areas with high natural resource value and that are important to Montreat will be subject to careful stewardship. These areas include places deemed of local importance as well as those of

regional or statewide significance. Particular importance will be placed on lands whose development would have an undue, adverse effect on water quality, wildlife habitat, and scenic areas.

The Town will protect and conserve its forestland, core habitat areas important to flora and fauna, and corridors that link these core areas. Because personal connections with nature are important to maintain Montreat's heritage and sense of community, low-impact recreational opportunities that do not alter natural areas will be encouraged. The Town will be a place of natural beauty and scenic views.

Definition of Open Space

For the purposes of this Plan, open space is defined as an area of Montreat's landscape that is essentially undeveloped, such as ridges, streams, and woodlands. Open space lands typically have no buildings or other complex human-made structures in current service. These lands may be in their natural state, serving important environmental and/or aesthetic functions, or they may be used for agriculture, forestry, and/or low-impact recreation. They help maintain the condition and function of Montreat's natural resources, essential to the Town's outstanding quality of life.

Typology

Open space can be publicly or privately owned and may or may not be legally protected. It includes forest land, scenic lands, nature parks, and preserves, as well as water bodies such as lakes and streams. Land defined as open space depends in part on its surroundings. In Montreat, someone's backyard or a narrow corridor surrounded by developed areas is not considered open space, even though the same property might be considered as such in a larger town or city. However, size is not a limiting factor of open space. Whatever the size, ownership status, or landscape context, open space always serves to protect sensitive ecosystems, scenic landscapes, water resources, and other important features of the natural and human environments. Finally, protection of open space may not always include public access. Indeed, public access might be incompatible with other open space uses such as wildlife habitat, fragile plant and animal communities, flood control, or water supply. In addition, public access might be incompatible with an individual property owner's right to privacy.

Focus on Lands with Conservation Value

The definition of open space provided above suggests three key land types, which are detailed as follows:

Natural Areas - Unique or irreplaceable features of the natural landscape, including (but not limited to) areas supportive of wildlife habitat, unusual plant species, and geologic features.

Montreat is rich in natural resources that benefit the community, the state and beyond. Core habitat areas provide living areas for diverse populations of native aquatic and terrestrial species. Riparian areas provide multiple functions, including wildlife habitat, flood protection, and natural filtration of harmful contaminants and excess nutrients. Cliff areas provide scenic vistas

and a snapshot of the geologic history of the region as well as unique wildlife habitat. Exemplary sites such as the Walk Jones Wildlife Sanctuary and the Mountain Retreat Association Conservation Easement/Wilderness provide critical protected habitat for rare species and natural communities and should be buffered against encroachment.

Low Impact Recreation Areas - Areas which promote the physical, social, and spiritual well-being of the Region's people by helping to meet their needs for recreation, community, and/or connection to the natural landscape.

Low-impact Recreation Areas offer places for Montreat residents to gather, commune with nature, and enjoy physical activity, such as walking, hiking, or running, without significantly altering or degrading the natural environment. Important examples in Montreat include the Gate Trail, Harry Bryan and Julia Woodward Trail, Old Mitchell Toll Road, the Trestle Road and the many other trails found in this valley. In the context of this Plan, the values provided by Low Impact Recreation Areas are largely a secondary benefit provided by Natural Areas.

Viewscape Areas - Areas that significantly contribute to the aesthetics, scenic integrity or overall character of the landscape.

The visual surroundings of any community are generally a key part of its sense of identity and heritage. Landscape viewing can be evaluated at different distance zones (e.g. foreground, middleground, background) or in terms of focal points (i.e. elements of view that tend to draw or capture the eye). Set within a broad valley on the edge of Lake Susan, with rolling woodlands, the Town has a rich diversity of viewscape areas. These give the town its character, provide a sense of place and peace, and help connect residents to their environment. Examples include the viewscales across the undeveloped portions of Lookout and Greybeard Mountains.

Benefits of Open Space

The benefits of open space and natural-resource conservation are numerous and varied, encompassing both tangible and intangible values. For example:

- **Net gain for Town budget** – Several studies have concluded that maintenance of open space saves the Town money by reducing the growth in demand for local services, such as water and sewage treatment, fire, police, and roads. Conservation easements can cause a reduction in tax revenues. However, some studies indicate that if the open space land were developed into residential properties, the tax revenue generated for the Town typically would be less than the cost of the additional services required by the new development - resulting in a net loss for the Town.
- **Enhanced property values** – Property values within a community tend to remain steady or increase where communities place a high value on preserving their environmental and scenic resources.
- **Protection of water quality** – Maintenance of open space, such as forests and fields, protects surface and ground water resources by acting as a natural filter for removing

chemicals, debris, and other pollutants before they enter the Town's water system, reducing the need for expensive filtration systems. Montreat relies on seven wells for its drinking water. Water resources located in Montreat, including areas along Flat Creek, Big Piney and Kitchen Branch all affect our watershed and thus the quality of our water for drinking and recreation.

- **Habitat Conservation** – Open spaces often provide critical habitat for a wealth of animals and plants, including rare, endangered and threatened species. These habitats can include intact ecosystems or corridors that permit movement and dispersal. Conservation of natural open spaces maintains habitat diversity, which in turn is essential for biological diversity. These areas thus preserve a legacy that is passed from one generation to the next.
- **Economic Opportunities** – Open space, woodland landscapes, and scenic vistas are important to the Town's quality of life and sense of community, making them an important factor in attracting visitors who come to Montreat to experience spiritual retreat and renewal, enjoy the historic setting and picturesque mountain vistas. The economic activity generated by visitors, benefits the Town and its resident institutions creating a positive return on its investment in open-space conservation.
- **Physical benefit from low-impact recreational opportunities** – People use open space for a variety of physical activities that do not require alteration or degradation of the landscape, such as walking, hiking, biking or rock hopping.
- **Psychological benefits of tranquility and stress reduction** -- Nature is an effective stress reducer because it provides a kind of "cognitive quiet." Studies show that direct or vicarious experience with natural areas, even the passive viewing of natural environments, brings both physiological and psychological benefits.
- **Community cohesion** – The natural, spiritual and historic landmarks of the Town are a common heritage. They serve as a common ground, acting as a social center, and encouraging community cohesion.
- **Education** – Forests, wetlands and other natural areas offer unique opportunities for educational events. These experiences may involve direct interaction with the natural environment or simply serve as the setting for these educational programs. Providing this type of access helps build the understanding and respect that inspires future generations to conserve these resources.

Need for Additional Open Space

With its proximity to Black Mountain's and Asheville's unique combination of natural beauty, attractive neighborhoods, and commercial amenities, Montreat is a dynamic and highly livable community. The town's close proximity to commercial infrastructure permits convenient access to many essential businesses and services. Thus, Montreat permits its residents to live and work in an attractive and fulfilling natural environment while simultaneously remaining close to places

of work and business. Yet, Montreat's very desirability is an agent of change that could diminish the characteristics that define the town and make it appealing as a community. Expanded residential development and tourism has prompted a related expansion in the need for municipal services and further division of parcels. This development and redevelopment will likely continue to occur well into the future.

In conjunction with the Town's current Comprehensive Planning process, the community response has shown that there is strong sentiment in Montreat that the town's unique characteristics should be preserved to the fullest extent possible. Action is needed now to ensure that Montreat's most valuable open spaces remain a vibrant and integral part of the town's economic, cultural, and spiritual identity. This plan helps identify specific priorities and the conservation methods that can be used to attain them.

To accomplish this goal, some land or lots that offer high-quality natural resources must be permanently protected. Protection can be achieved in a variety of ways: acquisition of easements, which allow property to remain in private ownership; therefore, they allow families to transfer conserved property from generation to generation while limiting development; alternatively, conservation can be achieved by "fee simple" gift or purchase, which transfers ownership of the land to a municipality or land trust.

Organization of the Plan

As part of town-wide planning efforts, the Montreat Board of Commissioners guided the development of this comprehensive and community-based Open Space Conservation Plan focusing on protection of open space with significant natural resource values.

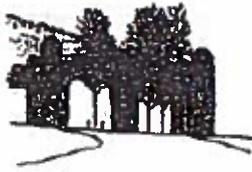
Section One has defined open space and its benefits and the need for additional open space. Sections Two through Four address the overall process for the acquisition of open space including land inventories and establishing a tool for setting priorities. Sections Five and Six focus on the execution of the plan with its attendant strategies and actions. The Appendix outlines possible funding sources for conservation measures. This plan will evolve and must be regularly updated. As the scope of this plan is limited (i.e., it focuses on protection of open spaces with significant natural resource values as opposed to, say, open space valued solely for recreational use), future plans may need to look more broadly at open space.

SECTION TWO

EXISTING OPEN SPACE LANDS

Open Space vs. Protected Lands

A critical, often overlooked distinction is that lands commonly viewed as open space may or may not be legally protected against permanent alteration. As already described in this plan, open spaces are quite varied and serve many different functions.



Town of Montreat Pedestrian, Bicycle and Greenways Master Plan

CHAPTER 4: VISION, GOALS AND STRATEGIES

Montreat's Vision

“To seek ways to maintain and improve the quality of life, preserve the natural beauty and promote responsible growth while maintaining our community image, heritage and traditions.”

The following Goals and Strategies were established as a guideline for the development of the Montreat Pedestrian, Bicycle and Greenways Master Plan. The purpose of these goals is to ensure that the development of the Plan complies with the needs and input of the residents in Montreat. These goals exemplify the foremost pedestrian principles for local stakeholders, elected officials and residents, based on input provided by the Town of Montreat focus group committee members and town staff.

Project prioritization criteria are tied to these goals in order to ensure that the most economic and efficient pedestrian, bicycle and greenway improvement projects and programs are ranked according to the needs of the community. Any improvements completed within the town that address these goals will help Montreat become a better community for pedestrians, bicyclists and residents.

Goals

The Plan consists of four primary goals, provided below, that will shape the bicycle, pedestrian and greenway (trail) system. These goals are not organized by priority since they are of equal importance.

Goal #1: Improve Connectivity and Accessibility

Develop a comprehensive system of bicycle, pedestrian, and greenway (trail) facilities that increases and improves connectivity for accessibility and mobility while accommodating all types of users. Provide a continuous network for transportation and/or recreation that allows users to reach key destinations such as residential areas, Montreat Conference Center facilities, Montreat College facilities, parks, book store, general store, gift shop, and parking.

Goal #2: Increase Safety

Provide a bicycle, pedestrian, and greenway/trail system and surrounding environment that is safe and secure for bicyclists and pedestrians to enjoy.

Goal #3: Increase Bicycling and Walking Outdoors

Encourage a bicycling and walking culture that motivates more people to utilize the system for its health, transportation, recreation, environmental, economic, and social benefits while reducing dependence on the automobile.

Goal #4: Encourage Environmental Stewardship

Create a network of open space and stream corridors including floodplain and riparian areas that is protected and restored to enhance the integrity of the natural environment and provide access for multi-use paths. Reduce man-made impacts of stream corridors to improve water quality and support wildlife and plant habitat through floodplain and storm water management.

Strategies

Strategies are used to accomplish the goals described above. They include how the system will be developed, managed, and implemented.

Strategy #1: Increase and enhance the safety of pedestrians and bicyclists in the town of Montreat.

Actions:

- Change the perception that roads are for cars only, particularly in low volume, low speed areas
- Implement measures to enhance pedestrian visibility during the day and night
- Ensure that pedestrian facilities are accessible to all persons, regardless of their ability.
- Create facilities that provide separation from the travel lanes
- Promote the enforcement of current pedestrian laws
- Provide well marked crosswalks
- Promote appropriate vehicular speed through the design of pedestrian facilities

Strategy #2: Enhance public awareness and education of pedestrians in the town of Montreat.

Actions:

- Promote the town of Montreat to be a walkable community
- Promote walking through various events held within the town
- Create a pedestrian friendly environment that encourages people to think about “walking first”

Strategy #3: Adopt policies that promote connectivity, coordination and continuity of pedestrian facilities throughout the town of Montreat.

Actions:

- Identify a network of sidewalks and shared use paths that serve all user groups, including commuting, recreation and utilitarian trips
- Review sidewalks, roadways, bicycle lanes and trails as an integral transportation network interconnecting these multi-modal uses to allow for connectivity and function.

- Utilize innovative designs, where appropriate, to promote pedestrian activity and safety
- Continue to pursue the expansion of the pedestrian trail system
- Promote the provision of handicapped accessible pedestrian facilities throughout the town
- Coordinate with adjoining communities to ensure that consistent pedestrian facilities are constructed

Strategy #4: Enhance personal and environmental health in the town of Montreat

Actions:

- Promote walking to children in the town
- Encourage residents of the town to increase physical activity and reduce automobile use
- Coordinate with the Conference Center and College to promote walking

Strategy #5: Develop a maintenance and implementation plan that allows for a safe and well maintained system.

Actions:

- Ensure that pedestrian facilities are routinely maintained for the safe operation of pedestrians
- Locate safety signage where appropriate
- Develop a signage program that includes directional signage to services and parking facilities
- Develop an evaluation matrix that evaluates existing facilities to ensure that facilities adequate for pedestrian use are being provided by Montreat and to identify appropriate routes for pedestrian travel.
- Develop a combination of soft and paved pedestrian facilities where possible and appropriate
- Update the pedestrian, bicycle and trail system inventories on an annual basis

Strategy #6: Improve connectivity of the pedestrian system within the town and to the regional pedestrian system.

Objectives:

- Complete missing pedestrian connections and links
- Address pedestrian and bicycle path connections by Black Mountain to assure that they connect to the pedestrian and bicycle system in Montreat
- Support connection to the regional trail system
- Partner with other local governments in the coordination of master planning and facility development where significant mutual benefit exists.



Town of Montreat Pedestrian, Bicycle and Greenways Master Plan

CHAPTER 5: SYSTEM DEVELOPMENT

This chapter includes recommendations for the development of bicycle and pedestrian facilities and the protection of the greenways. The future growth of Montreat's transportation system, as determined by the Comprehensive Plan, will require the multi-modal design of new streets and expansion of the existing bicycle, pedestrian, and greenway system. Planning for a multi-modal system can help alleviate congestion and reduce dependence on the automobile. Providing a well connected, safe, and accessible system to reach key destinations can encourage bicycling and walking in the community. This chapter is organized by facility type, followed by a section on policy recommendations.

The horizon of this Plan is the next ten years. The study area evaluated includes the Town limits of Montreat, the extraterritorial zoning jurisdiction and consideration of connections to a regional planning area. The projects proposed for implementation in the next ten years, however, are made up of a smaller study area, as described in Chapter 7: Implementation. Identifying facilities in the larger study area will help facilitate the long term success of the system.

Recommendations came from the citizen involvement and focus group process. Other factors that played a role in the proposed physical location of facilities included a lack of connectivity, traffic volumes, right-of-way availability, and the location of key destinations.

Planning Scope

The proposed system development recommendations (physical location of facilities) identified in this Plan includes bicycle lanes, sidewalks, multi-use paths/trails and improved crosswalks. The conditions of these facilities, such as the need to restripe a street or replace a sidewalk, were not considered as a part of this Plan. They will be evaluated during the implementation of this Plan. Other components that will require more in-depth evaluation and analysis include the following:

- Intersections (i.e. bicycle and pedestrian signalization, termination of bicycle lanes, ADA accessibility, crosswalks, curb ramps)
- Bicycle Parking (i.e. locations and need)
- Signage (i.e. locations and need)
- Greenways (i.e. trail heads, stream crossings), and
- Sidewalks (i.e. need on more than one side of a street)

The recommendations proposed in this Plan are only at a conceptual level and will require additional planning analysis and evaluation before they reach design and construction. This process is described in more detail in Chapter 7.

Design

The design of facilities will conform to local, state and national standards and guidelines. National standards have been established by the Americans with Disabilities Act (ADA), the American Association of State Highway and Transportation Officials (AASHTO), and the Manual on Uniform Traffic Control Devices (MUTCD). AASHTO has documents that provide guidance for both bicycle and pedestrian facilities. These documents provide significant flexibility in accomplishing the goals identified in this Plan and meeting the objective of using context sensitive solutions in design. Local standards include the Street Standards Ordinance.

Design for new facilities should incorporate public involvement early on and continuously throughout the planning and development process, which ensures that projects respond to the community's needs, values, and vision for the future. It will also offer flexibility in designing facilities that are safe and effective for users while considering community and environmental goals.

Bicycle Facility Recommendations

Facilities for bicyclists can include bicycle lanes and bicycle routes. As mentioned previously, a bicyclist has the same rights as a motorist to use a street as determined by state law. However, many bicyclists who are uncomfortable using the street and require special accommodations such as dedicated bicycle lanes.

Bicycle Lanes

A bike lane is a designated bicycle facility on part of the street this is striped, signed, and has pavement markings for the exclusive or preferential use of bicyclists. Bicyclists need a place to travel that is safe and convenient. Although bicyclists have the right to use an entire travel lane, designating a bicycle lane creates awareness for the motorist and reduces stress levels for the bicyclist. A study conducted in 2006 by the Center for Transportation Research, University of Texas for the Texas Department of Transportation determined that on-street bicycle facilities (bike lanes) prevent over-correction by drivers, creating a safer environment for bicyclists and motorists. In 1996, League of American Bicyclist members were surveyed about the crashes in which they were involved over the course of the previous year. From the information provided, a relative danger index was calculated which showed that streets with bike lanes were the safest places to ride, having a significantly lower crash rate than either major or minor streets without any bicycle facilities.

Current Bicycle Lanes

None

Proposed Bicycle Lanes

Assembly Drive - From the Gate to Lookout Road
Lookout Road - From Assembly Drive to Appalachian Way



Bicycle Routes

A bicycle route is a street that is shared by both bicycles and motor vehicles. It is marked with appropriate signage and may have shared lane markings also called sharrows. A bicycle route can include a street with wide outside lanes or a paved shoulder. It should provide connections to bicycle lanes and multi-use paths. Preferences for designating bicycle routes include low speed limits and low traffic volumes. These ideal conditions, however, are not always possible where a route is needed to provide a bicyclist with a connected system and may require the addition of some high speed limits and high traffic volume streets.

Current Bicycle Routes

Montreat Road - While not in the town limits, Montreat Road connects the Town of Montreat to the Town of Black Mountain. The North Carolina Department of Transportation designated Montreat Road as a Bicycle Route. The Town of Black Mountain had designated Flat Creek Road as a bicycle route.

Proposed Bicycle Routes

None

Pedestrian Facility Recommendations

Pedestrian facilities include sidewalks and greenways or trails. A number of corridors will require additional evaluation and analysis before determining if a proposed facility can be accomplished. Constraints may include limited right-of-way, mature trees, existing utilities, conservation easement restrictions, and other factors, that would be too costly to relocate.

Sidewalks

A sidewalk is a paved walkway for pedestrians, typically located alongside a street. It is preferred that a landscaped buffer be placed between the sidewalk and street rather than only a curb, although both options currently exist. The buffer creates a separation between pedestrians and motor vehicles that creates a safe place to walk. The landscaping, however, should not obstruct views for safety and security reasons. Some streets or sections of streets only have a sidewalk on one side, which is often acceptable in Montreat. The necessity of locating sidewalks on either one or both sides of the street should be evaluated during the implementation process.

Current Sidewalks

The map on the next page indicates areas in Montreat that currently have sidewalks. These areas are located in the core of Montreat and include places such as around Lake Susan, Lookout Road, and Appalachian Way.

Proposed Sidewalks

The map on the next page also indicates areas in Montreat that citizens and focus group committee members felt needed sidewalk connections. Again, these areas are located in the core of Montreat and connect key destinations.

Montreat Trail & Walkability Study
 "Montreat Core Study"
 December 2010

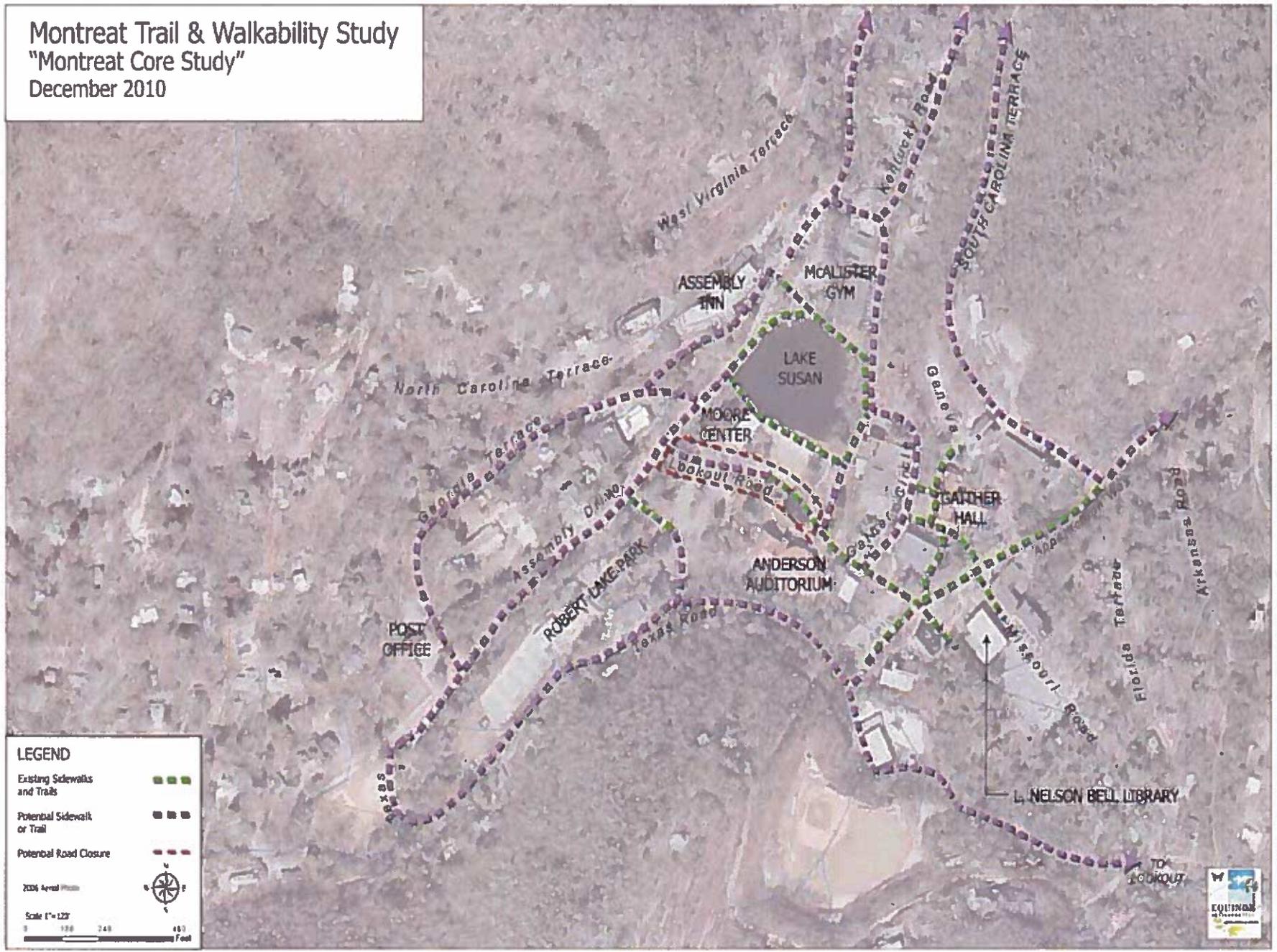
LEGEND

- Existing Sidewalks and Trails 
- Potential Sidewalk or Trail 
- Potential Road Closure 

2006 Aerial Photo

Scale 1"=120'

0 120 240 480 Feet

Greenway and Trail Recommendations

Greenways include open space or stream corridors and multi-use paths. Greenways have numerous benefits and accomplish multiple goals. A greenway may or may not have a multi-use trail or path.

Current Greenways

None

Current Trails or Paths

There are many formal and informal trails and paths throughout Montreat. A sampling of these trails is found on the map on the next page. There are also many trails located on Montreat Conference Center property located outside the town limits. This Plan did not attempt to duplicate through mapping the Montreat Trail Map produced by the Conference Center and available at the Montreat General Store.

Proposed Greenway

Assembly Drive

Proposed Trails or Paths

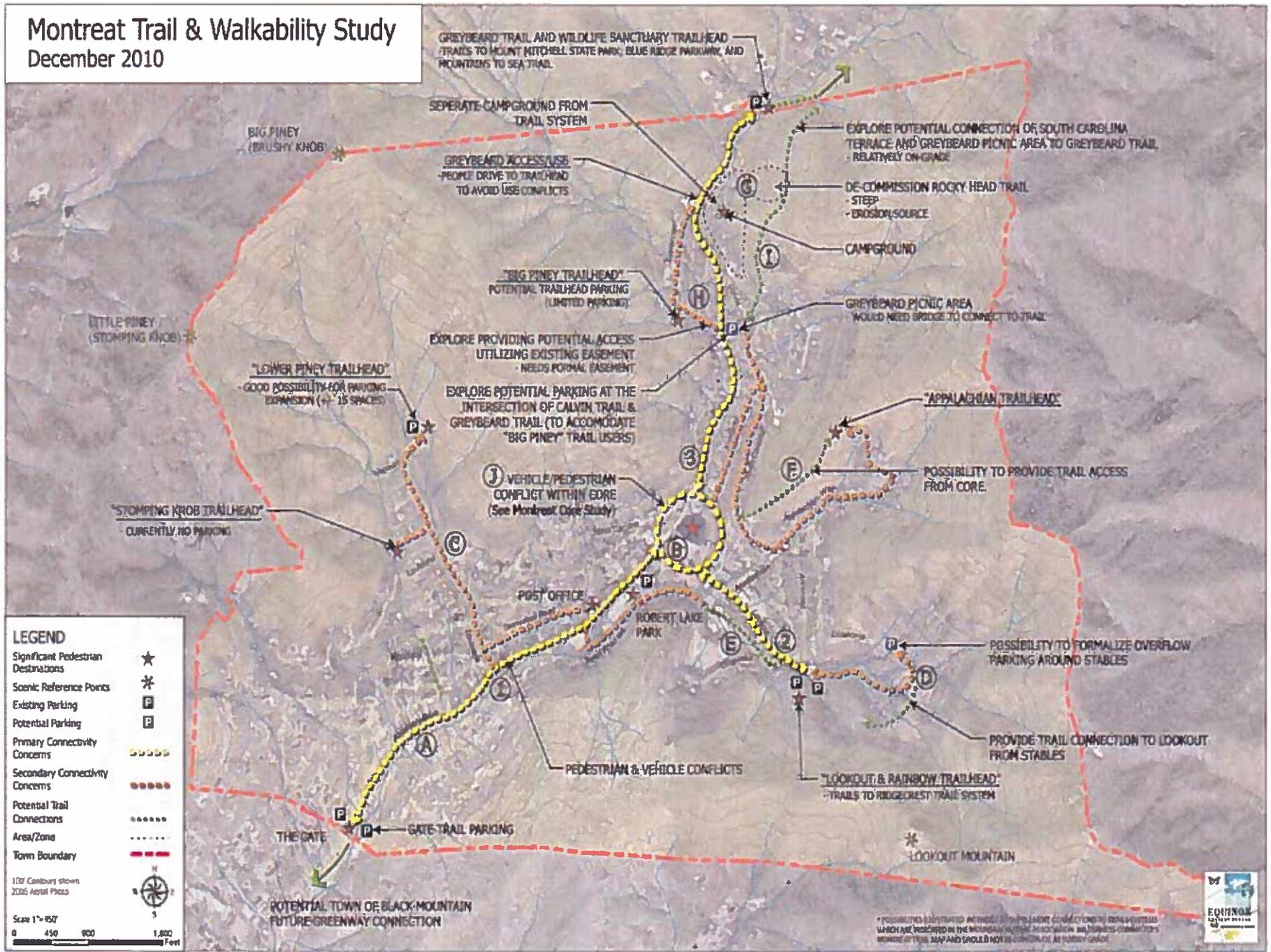
Several corridors are outlined on the map on the next page detailing proposed trail or path connections. These connections were recommended in order to provide safer more convenient access to the trailheads. Some of these include Greybeard Trail, Lookout Road and Trail, Appalachian Way and Harmony Lane.

POLICY RECOMMENDATIONS

- All facilities should be designed in compliance with local, state and national standards and guidelines.
- Public input during the planning and design process should be employed as a part of the implementation of the proposed system.
- Any large new development in Montreat should be required to complete a pedestrian circulation plan.
- On-street and off-street bicycle and pedestrian facilities should connect to one another.
- Safety and design guidelines should be utilized for greenways and trails, which recommend strategies for the built environment.
- Best management practices should be utilized in the protection of floodplains, riparian areas, and other open space vegetation (e.g., trees, shrubs, and herbaceous vegetation) as well as the enhancement or restoration of impacted areas.
- The proposed system should reflect and be reflected in related planning documents and encourage the connection of facilities into the regional system.

Montreat Trail & Walkability Study

December 2010





**Town of Montreat
Pedestrian, Bicycle and Greenways Master Plan**

CHAPTER 7: IMPLEMENTATION

The long term success of the system requires the Town’s commitment to creating a bikeable and walkable community and the preservation of open space. This can only be accomplished through an understanding of what is required to implement and achieve all of the goals, strategies, and action items outlined in this Plan. This chapter sets the course for how to turn recommendations drawn from Chapter Five: System Development and Chapter Six: System Management into reality to generate change over the next 10 years. It outlines priorities and costs; implementation methods; administration of the system; and evaluation procedures for the system as the Plan progresses.

PRIORITIES

A proposed one (1) mile of bicycle lanes, three (3) miles of greenways, trails or other formal improvements and one-half (1/2) mile of sidewalks were identified in Chapter 5: System Development. This section provides recommendations on priorities and phasing as well as the criteria and methodology used in reaching those recommendations. The proposed priorities will be reviewed and may be modified over time as a result of changes in land use, development, and transportation patterns as well as other opportunities or constraints

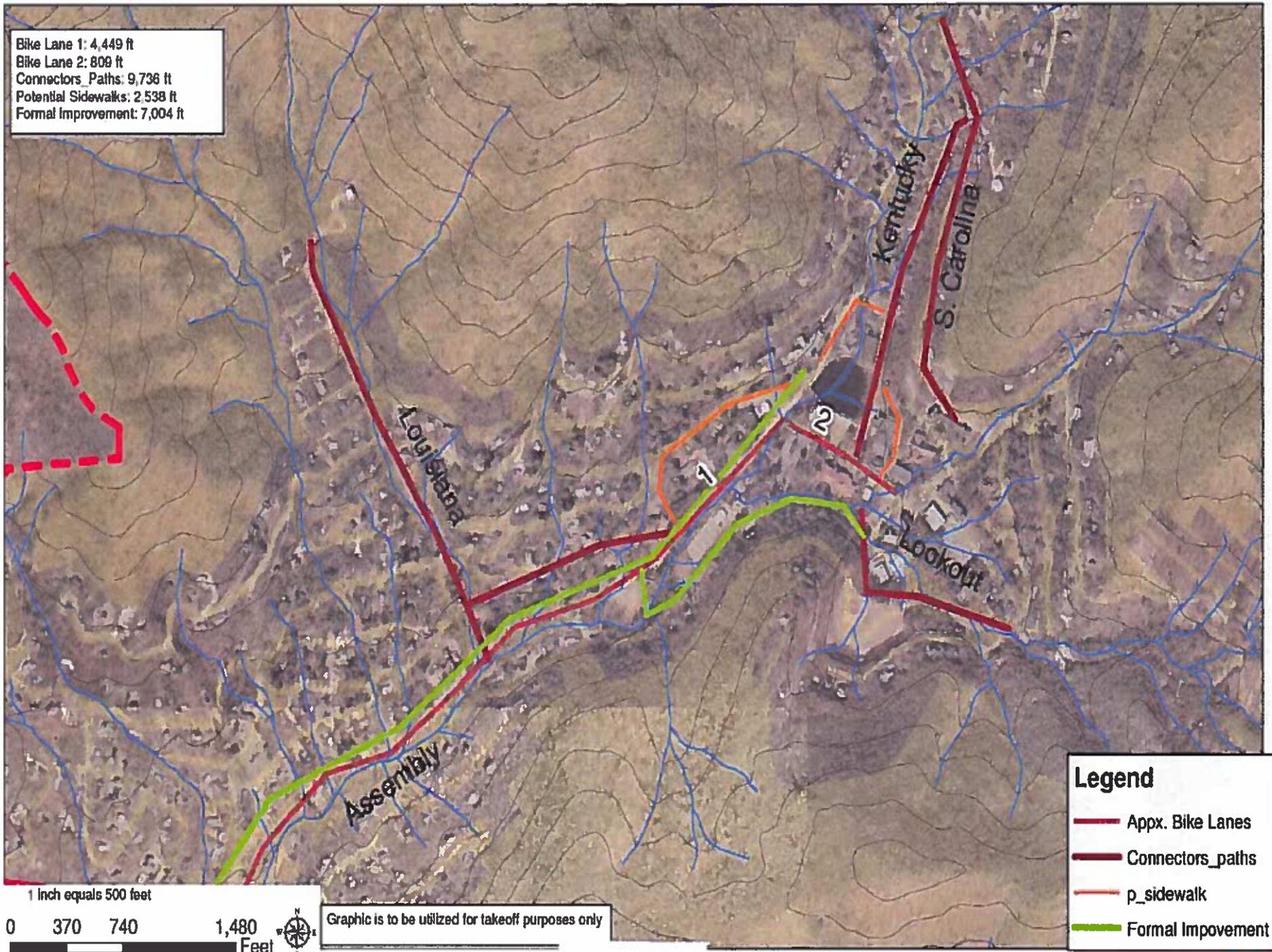
Facility Miles			
Proposed			
Facility	Short Term (10 years)	Long Term	Total
Bicycle Lanes	0.850	0.150	1.00
Greenways/Trails	1.350	1.650	3.00
Sidewalks	0.125	0.375	0.50

Criteria and Methodology

Factors considered in prioritizing each facility type were compiled based on the goals established in this Plan; input from the general public; and input from the focus groups. Some factors included connectivity to key destinations, safety, and public requests. All facility types (bike lanes, trails, and sidewalks) were analyzed. Other factors used included connectivity gaps and important corridor connections. Factors to determine land acquisition priorities include likelihood of development, zoning, and the presence of a proposed multi-use path; however, the analysis and results will not be performed as part of this Plan but during implementation.

Once each proposed facility type was prioritized, they were placed into one of the following categories: Short-term (0-10 years) and Long-term (11+ years). Proposed facilities were further prioritized by likelihood of the facility being built in conjunction with a street project; and finally by the location of the proposed facility. Although all of the proposed facilities are needed, the factors identified above influence the need of one project over the other.

Bike Lane 1: 4,449 ft
 Bike Lane 2: 809 ft
 Connectors_Paths: 9,736 ft
 Potential Sidewalks: 2,538 ft
 Formal Improvement: 7,004 ft



- Legend**
- Appx. Bike Lanes
 - Connectors_paths
 - p_sidewalk
 - Formal Improvement

1 inch equals 500 feet

0 370 740 1,480 Feet

Graphic is to be utilized for takeoff purposes only

PRIORITIZED PROJECT LIST

Bicycle Lanes

1. Assembly Drive – From the Montreat Gate to Lookout Road
2. Lookout Road – From Assembly Drive to Appalachian Way

Greenways/Trails

1. Assembly Drive – From the Montreat Gate to Lookout Road
2. Connection to the Lookout Trail Corridor
3. Connection to the Greybeard Trail Corridor
4. Connection to the Harmony Lane Trail Corridor

Sidewalks

1. Assembly Drive – From Lookout Road to Crosswalk at Lake
2. Connection to Post Office
3. Complete Connections around Lake Susan

COSTS

Costs were estimated for design and construction; maintenance; and programming of the bicycle, pedestrian and greenway system. These estimates should only be used as a preliminary guide and further study should be given to arrive at more concrete cost projections. Costs associated with each facility are provided based on short-term and long-term priorities. Short-term priorities include inflation while long-term only include 2010 estimates. They do not, for the most part, consider any land acquisition that may be required or unforeseen design and construction issues. Estimated costs for bicycle lanes and sidewalks are only included if they are not already included with street construction to widen or construct a new street.

Facility	Short-term			Long-term	
	Proposed Miles	Design and Construction	Maintenance	Proposed Miles	2010 Cost Estimate
Bicycle Lanes	0.850	\$ 135,000.00	\$ 1,100.00	0.150	\$ 21,000.00
Greenways/Trails	1.350	\$ 297,000.00	\$ 6,500.00	1.650	\$ 363,000.00
Sidewalks	0.125	\$ 15,000.00	\$ 500.00	0.375	\$ 42,100.00

The design and construction estimates do not include contingency. The 2010 cost estimates do not include inflation. Additional analysis will be needed to guarantee that all factors and issues were considered before funding for facilities, programs or other resources is allocated.

IMPLEMENTATION METHODS

The recommendations described in this Plan for development and management of the system will require various methods to progress from a concept into programs and constructed facilities.

This section provides a description of phases a project might go through as a project progresses and funds are appropriated. They include the following phases:

1. Policy, Regulations, and Standards;
2. Plans and Studies;
3. Partnerships;
4. Funding; and
5. Facility Development and Management.

Policies, Regulations, and Standards – In order for the system to grow and be successful, adopting clear policies, regulations, and standards that support the addition of bicycling and walking infrastructure is vital to supplementing limited funding sources. As development occurs, zoning, land use, and subdivision regulations can have a positive and long lasting impact. Adopting and amending existing policies, subdivision regulations, and engineering standards will be necessary to implement this Plan.

Plans and Studies – The Comprehensive Plan identified smaller areas where change and development will take place. These areas should be reviewed for needs and opportunities in regards to bicycling, walking, and greenways. Corridor planning areas further incorporate opportunities for resource protection or recreational activities. The Open Space Conservation Plan provides guidance on the community's parks and open space that this system will help connect to neighborhoods. The Bicycle, Pedestrian, and Greenways Master Plan will need to take direction on where to put proposed facilities based on where future parks and open space are expected to be developed. Furthermore, greenway corridor analysis and evaluation should be prepared in order to plan for identified trail corridors within the greenway system to generate a deeper level of analysis than the conceptual level of planning that is provided in this Plan. These studies could include a detailed existing conditions inventory and analysis; citizen engagement; possible routes for the trail; environmental factors; and preliminary cost estimates. The existing conditions inventory could include the following: site conditions and constraints; existing natural, cultural, or historical resources; and an inventory of existing wildlife and plants. Additional analysis would help determine the level and need for managing the corridor. If a trail is in the corridor, trail alignment options could be identified along with preliminary cost estimates. Citizens should be engaged in this process and it should involve surrounding neighborhoods, including property owners of residences, businesses, etc.

Partnerships - Collaboration will need to occur on a number of levels in order to accomplish what is recommended in this Plan. This includes the Montreat Conference Center, Montreat College, other government agencies, as well as others in the community who are committed to the bicycle, pedestrian, and greenway system.

Funding – The availability of a secure and annual source of funding will play an integral role in the establishment, growth, and maintenance of the system. Implementation will require capital and operational funds for land acquisition, the development of facilities, and management of the system. Maximizing available funds will be essential and will require adopting strong policies and ordinances, leveraging local funds with state and federal sources, and capitalizing on

opportunities to develop facilities, as well as establish greenways as part of utility or street improvement and maintenance projects. Potential funding sources can be found in Appendix E of the Comprehensive Plan.

Facility Development and Management - Facility development may include stream restoration, establishment of riparian areas, flood mitigation for greenways, as well as design and construction of bicycle and pedestrian facilities. Design and construction could include land acquisition; a corridor/site inventory and analysis; site planning; citizen engagement (described below); cost estimates; and construction. Land identification and acquisition of greenway corridors will require the identification of ownership interest and the potential need to pursue fee simple purchase or easements along the corridor if the Town does not already have access along the preferred route. Design should include detailed construction documents and cost estimates. Responsible departments and associated funding sources for maintenance of a facility should be determined when funds for the development of the facility are allocated.

Citizen Engagement - An important part of implementation is the need to continue to engage citizens as the system grows and ensure that needs are met. This should include bringing all stakeholders such as property owners, neighborhoods, and the private entities together to identify existing dynamics and circumstances that will play a role in the success of the project. During the design phase of a project, notification and public comments should be solicited at the conceptual (30% design) stage and may include input on alternative design methods or route alignments. If additional analysis and evaluation are needed along greenway corridors, public input will also be solicited. Engaging the community through programs for education, encouragement and enforcement, as well as recruiting volunteers to help with land stewardship (e.g., Adopt a Greenway) will also be fundamental.

ADMINISTRATION

Collaborative initiatives by various public and private partners will be required to create a supportive environment for bicycling and walking in Montreat. As mentioned in this Plan, a number of components are involved in developing and managing the system and require a network of participants including town, state, and federal agencies; perhaps other municipalities; private entities; and citizens. Each of these groups can play a role in creating change and enhancing the system. Below are the roles and responsibilities for the Board of Commissioners, the Montreat Planning and Zoning Commission, Town Staff, and Montreat Landcare.

The Montreat Board of Commissioners will take the lead in the following areas:

- Adopt and amend the Plan by ordinance after receiving recommendations from Montreat Landcare and the Planning and Zoning Commission;
- Support and act as champions for the Plan;
- Adopt new or amended ordinances and regulations to implement the Plan;
- Approve inter-local agreements that implement the Plan;
- Consider and approve the funding commitments that will be required to implement the Plan;
- Provide final approval of projects and activities with associated costs during the budget process;
- Adopt and amend policies that support and help implement the Plan; and

- Provide policy direction to Montreat Landcare, the Planning and Zoning Commission, and Town staff.

The Montreat Planning and Zoning Commission will take the lead in the following areas:

- Recommend changes in the zoning ordinance to the Town Council that reflects the Plan's goals, strategies, and action items;
- Adopt, amend or modify the Plan for subsequent approval and adoption by the Town Council; and
- Review applications for consistency with this Plan and the Comprehensive Plan that reflect the Plan's goals and strategies.

Montreat Landcare will take the lead in the following areas:

- Periodically obtain public input to keep the Plan up to date using a variety of community outreach, citizen and stakeholder involvement methods;
- Guide in the implementation and integration of the Plan's goals, strategies and action items;
- Monitor and evaluate the performance, implementation and effectiveness of this plan;
- Advise the Planning and Zoning Commission and Town Council regarding the status of needs of the system annually during the consideration of the Capital Improvement Program and annual operating budget;
- Establish overall action priorities and timeframes by which each action item identified in this Plan will be initiated and completed;
- Provide guidance on various components of the system relevant to areas of expertise;
- Provide advocacy, awareness, and promotion of the Plan; and
- Develop partnerships with a network of private, public, and non-profit partners to encourage financial support, development, and maintenance of the system.

Town staff will take the lead in the following areas:

- Manage day-to-day implementation of the Plan;
- Support and carry out capital improvement project efforts and programming;
- Manage the drafting of new or amended regulations and ordinances that further the goals of the Plan;
- Conduct studies and develop additional plans;
- Review development applications for consistency with this Plan and the Comprehensive Plan;
- Negotiate the details of inter-local agreements;
- Administer collaborative programs and ensure open channels of communication with various private, public, and non-profit implementation partners; and
- Maintain an inventory of potential Plan amendments as suggested by Town staff and others for consideration during annual and periodic Plan review and updates to Montreat Landcare, the Montreat Planning and Zoning Commission, and Town Council.

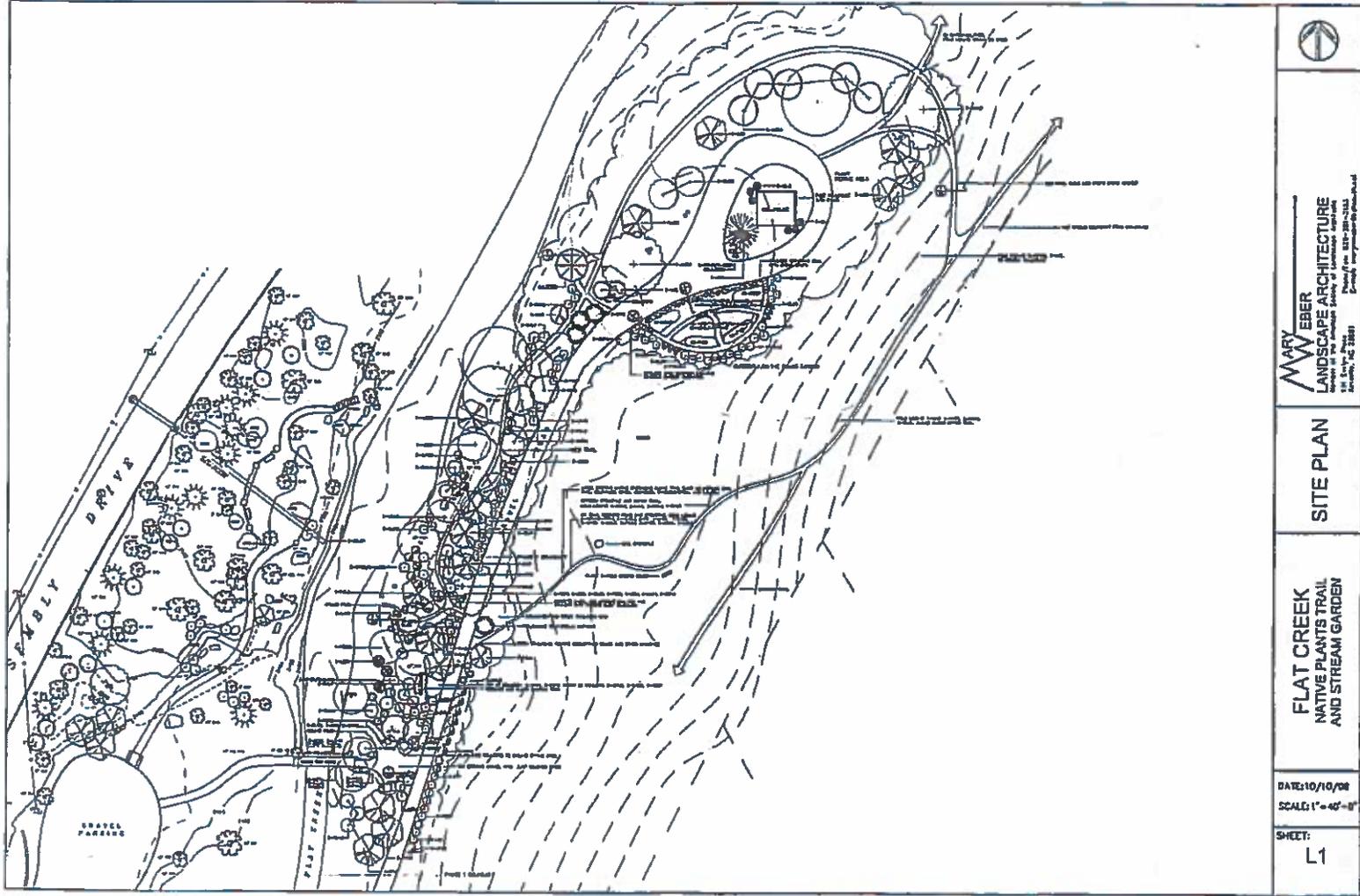
EVALUATION

An evaluation of the system's success and effectiveness should be conducted on a periodic basis. Establishing performance measures that reflect the goals established in this Plan is the first step in achieving them. Baseline data and target goals will also need to be established. The performance measures should address the following areas:

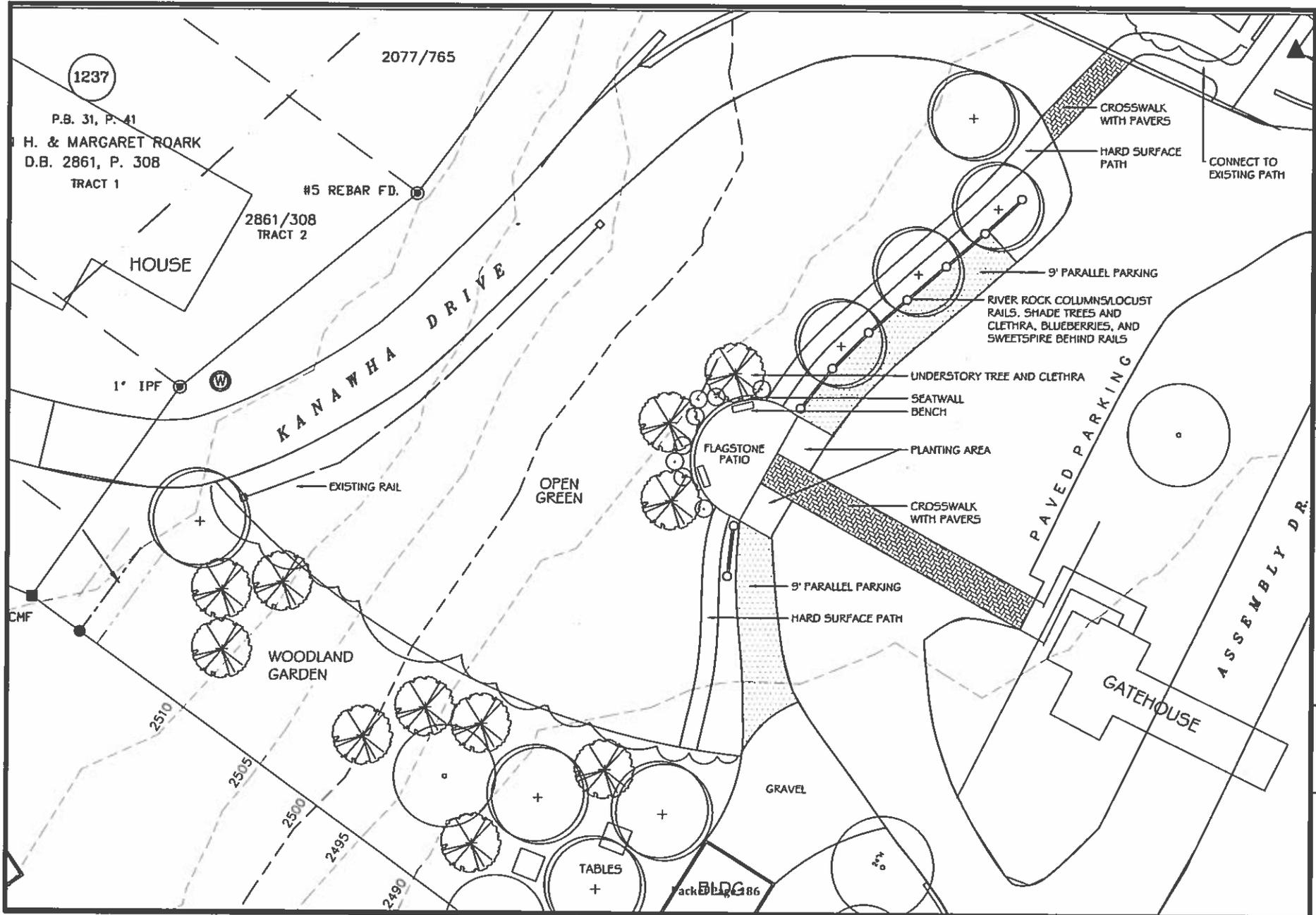
- System Development – number of facilities/projects completed that have incorporated bicycle and pedestrian accommodations; number of linear miles of facilities; number of facilities that have bicycle parking or are accessible; number of projects that have been reviewed for bicycle and pedestrian circulation;
- Safety – number of crashes involving bicyclists and pedestrians;
- Usage – number of people bicycling and walking;
- Education, Encouragement, and Enforcement – number of people being educated including staff and citizens, number of bicyclists or pedestrians being ticketed;
- Environment – water quality levels, number of acres preserved;
- Maintenance – quality of facilities; and
- Cost – amount of funding allocated to the bicycle, pedestrian, and greenway system.

Additional resources may be required to generate some of these performance measures including funding and/or equipment. Utilizing volunteers, local organizations and developing relationships with professors and students at Montreat College to develop projects as a part of their classes may be essential.

Once this Plan is adopted, annual progress reports will be needed as the Plan is implemented. A comprehensive update to the Plan will occur in five years. Interim amendments to the Plan will occur with changes, updates, or adoption of the following documents: the Town's Comprehensive Plan; corridor plans; and regional plans. Other considerations may include changes in circumstances such as population growth, land use, or unforeseen opportunities.



	<p>MARY WEBER LANDSCAPE ARCHITECTURE Member of the American Society of Landscape Architects License No. 137-281-2433 10000 E. 1st Ave., Suite 100 Denver, CO 80231 Phone: 303.755.2222 Fax: 303.755.2223</p>
<p>SITE PLAN</p>	<p>FLAT CREEK NATIVE PLANTS TRAIL AND STREAM GARDEN</p>
<p>DATE: 10/10/08 SCALE: 1" = 40'-0"</p>	<p>SHEET: L1</p>



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MONTREAT GATEWAY
 MONTREAT, NC

CONCEPT PLAN

REVISIONS:
 2/29/12

DATE: 9/28/11
 SCALE: 1" = 20'-0"

SHEET:

Voluntary Annexation.

In 1967 when the Town of Montreat was incorporated, an area of platted lots above the Greybeard Trailhead and an area at the end of Mississippi Road were not included within the municipal boundaries. The reason for this is not clear.

Your property along with some twenty others and several properties along the ridge tops surrounding the valley, while not in the corporate boundaries are included within the Town of Montreat's Extraterritorial Jurisdiction (ETJ). In keeping with North Carolina General Statutes, these properties within the ETJ must meet the same land development and land use regulations and ordinances as properties in the Town of Montreat, but the owners pay only Buncombe County and not Town of Montreat taxes.

Over the past several years, the NC General Assembly has revisited the statutes governing ETJ and has removed the ETJ of several cities, including Asheville and Weaverville. There are proposals in the state legislature to do away with ETJ for all municipalities. If this occurs those currently in the Montreat ETJ would fall under county zoning and land use regulations including the steep slopes ordinance and storm water regulations. Additional services, including police protection, environmental health services, and planning and development requirements will also be affected.

In 2013, the Town of Montreat was formally requested by Mr. Wade Burns to consider the voluntary annexation of 21 lots above the Greybeard Trailhead. Under North Carolina General Statutes, a voluntary annexation formally begins when all property owners of the proposed annexation area present a petition seeking annexation to the Town Council. The Town requested that Mr. Burns work with property owners within the ETJ area to determine the feasibility of this proposal along with ensuring that necessary statutory requirements are met.

One of the difficulties associated with lots both in the ETJ and in the Town, is that they were platted in 1897, resurveyed in 1935, before county zoning and subdivision ordinances were in place to protect lot purchasers. Consequently, these lots are quite small, many only a quarter to a third of an acre. In effect, given current environmental health service requirements, if two different property owners wanted to build on adjoining lots, and owner A has already built a home with a septic tank and well, owner B may not be able to install a well and septic tank on the adjacent lot, making owner B's lot unbuildable.

In 2009, the Montreat a Town Council addressed this issue and adopted the Extensions of Public Utilities and Streets Ordinance which prohibited the building of private wells and septic systems throughout the Town Limits and ETJ and provided for a more orderly expansion of public utilities and streets in advance of the Town's Capital Improvement Plan. In 2009, Street Standards and Stormwater Management Ordinances were also adopted.

Mr. Wade Burns then returned to the Town Council in November of 2013 and during a special meeting proposed that the taxpayers of Montreat spend \$286,250 (approximately \$14,000 per lot) to extend sewer lines, water lines and improve roads for the 21 lots in the Greybeard Annexation area. The current assessed value of undeveloped lots is \$ 30-\$40,000. Mr. Burns

has indicated that the value of these undeveloped lots would increase to approximately \$95,000 per lot with these improvements. If so, this would amount to a \$14,000 investment per lot for an increase in value of \$55,000 or more, what most would consider a good return on one's investment. The Town of Montreat at its November 14, 2014, voted to reduce this \$14,000 investment per lot owner by agreeing to provide for the main 8 inch sewer line that is needed. A six inch water line was installed in this area in 2010. According to Mr. Burns' figures, the cost would be reduced if the Town provides both the water and sewer trunk lines. As lot owners, you would only be responsible for extending water and sewer lines from the trunk lines to your lots.

The Town of Montreat would like to encourage each of the property owners within the proposed Greybeard Annexation Area to sign the Voluntary Annexation Petition. ETJ residents already enjoy and take advantage of many of the benefits and services offered by the Town, such as driving on Town streets to access the ETJ. If part of the Town, you would receive the excellent level of additional services enjoyed by those that live within the Town limits, including police protection, sanitation services, and road maintenance for your street.

If you have questions please contact Ron Nalley, our Town Administrator, at the Town Services Office at (828)669-8002 or by email at rnalley@townofmontreat.org.

Letta Jean Taylor, Mayor

Town of Montreat ETJ Potential Voluntary Annexation Area



WHAT NORTH CAROLINA'S ANNEXATION LAW REFORMS MEAN TO YOU!
FEBRUARY 21, 2012
NORTH CAROLINA INSTITUTE FOR CONSTITUTIONAL LAW

North Carolina's annexation laws prior to 2011 were viewed as among the most progressive in the nation; they were held up as a model by Harvard Law School and the U.S. Advisory Commission on Intergovernmental Relations. Michael Crowell, *Annexation*, GOV'T AND PUB. SECTOR SEC. (North Carolina Bar Association) Jan. 1, 2005. Annexations occur in two ways: involuntary or voluntary. The local municipal governing board initiates involuntary, or "forced," annexations with minimal, if any, assistance of affected property owners. By contrast, voluntary annexation is initiated by property owners who express their desire to join the municipality by petition.

Generous involuntary annexation laws enacted in 1959 allowed North Carolina municipalities to expand their jurisdiction and tax base in a way municipalities in the northeast and midwest could not. Sara Burrows, *Forced Annexation Could Become History in North Carolina*, CAROLINA JOURNAL, May 2, 2011. As a result, urban areas in North Carolina today look different than urban areas in other high population centers. North Carolina's metropolitan areas are centered around one or two larger cities and a small handful of suburbs (i.e. Raleigh and Cary, and Charlotte and Concord, etc.) as opposed to metropolitan areas like Chicago or Atlanta, which are comprised of numerous large governing units. While beneficial to enterprising city planners, involuntary annexation is criticized because the process overrides the wishes of property owners, many of whom consciously choose to live beyond municipal boundaries, and because cities frequently annex more land than they can realistically provide municipal services to.

In response to these criticisms, House Bill 845, sponsored by Representatives LaRoque, Dollar and Owens, proposed procedural obstacles and disincentives to the rapid acquisition of undeveloped areas. Notably, by setting firm deadlines by which municipalities must provide services to annexed areas, and by imposing the costs of extending services on the municipalities themselves. House Bill 845 was signed into law on June 17, 2011, as the Annexation Reform Act of 2011, N.C. Sess. Laws 2011-

396. Below are a few commonly asked questions about the Annexation Reform Act and the straightforward answers property owners need to know.¹

I. How has the involuntary or forced annexation changed?

A. What is the Process for Involuntary Annexation?

Annexation under the Annexation Reform Act is a multi-step process, which provides affected property owners with notice and multiple opportunities to comment on, and contribute to, the annexation plan. Any municipality considering annexation of new territory must first pass a resolution of consideration identifying the area to be annexed. N.C.G.S. § 160A-58.55(a). The resolution must be filed with the municipal clerk and notice of the resolution must be published in a local newspaper of general circulation. G.S. 160A-58.55(b). Furthermore, a copy of the resolution must be mailed within thirty days of adoption to all real property owners within the area considered for annexation. *Id.* After the resolution of consideration is adopted, the municipality must wait at least one year before further action can be taken. G.S. 160A-58.55(c).

If the municipality intends to move forward with the annexation after one year, the municipality must pass a resolution of intent setting the boundaries of the proposed annexation, and dates for a public information meeting and public hearing to be held on the matter. *Id.* These events must be held at least 45 (not more than 55) and 130 (not more than 150) days respectively from passage of the resolution of intent. *Id.* Combined notice of the date, hour, and place of the meetings must be published in a local newspaper of general circulation and mailed to all affected property owners. G.S. 160A-58.55(d). If a mailing is returned as undeliverable, the municipality must try again, this time with certified mail, return receipt requested. G.S. 160A-58.55(d)(3). If property tax records are insufficient to notify property owners by mail, the municipality may notify affected property owners by posting notice “on all buildings, on such parcels, and in at least five other places within the area to be annexed as to those parcels where the property owner could not be so identified.” G.S. 160A-58.55(d)(4). Along with notice of the meetings, the municipality must mail to affected property owners an explanation of

¹ Related whitepapers available at ncicl.org include a whitepaper addressing alleged Voting Rights Act issues triggered by annexation reforms as well as a whitepaper discussing the right of municipalities to sue the State to challenge certain annexation reforms.

their rights under Chapter 160A, Section Article 4A, a summary of the annexation process, a summary of the statutory provisions for denying and appealing annexation, and “information on how to request to become a customer of [municipal] water and sewer service, all forms to request that service, and the consequences of opting in or opting out[.]”G.S. 160A-58.55(d)(1).

At least thirty days before the public information meeting, the governing board must approve the annexation report and post the report in the municipal clerk’s office. G.S. 160A-58.55(e). The contents of the report are detailed in full later. At the public information meeting, the report must be explained by a representative of the municipality. G.S. 160A-58.55(f). The representative must also explain available municipal services and how affected property owners may go about requesting services as well as the average costs of installation and connection. *Id.* All property owners and residents of the proposed annexation, and of the municipality as a whole, must be given the opportunity to ask questions *and receive answers* regarding the proposed annexation. G.S. 160A-58.55(f).

The report must again be explained by a representative at the public hearing. G.S. 160A-58.55(g). As before, all property owners and residents of the proposed annexation, and of the municipality as a whole, must be given the opportunity “to be heard.” *Id.*

The Annexation Reform Act specifically requires the governing board to “take into consideration facts presented at the public hearing.” G.S. 160A-58.55(h). The board may amend the report and service plans. *Id.* At least 10 days (but no more than 90) following the public hearing, the board may adopt an ordinance annexation for all, or part, of the area to be annexed as noticed in the public hearing. *Id.* Prior to the Annexation Reform Act, the board was responsible for setting the effective date of the annexation. The Act now clarifies the effective date of annexation as the June 30 following completion of the procedural requirements (meaning the June 30 after the petition and appeal periods have expired). G.S. 160A-58.55(h)(5). A copy of the final ordinance as well as a blank petition form (see petition process below) must be mailed to property owners within the final annexation area described. G.S. 160A-58.55(h)(7). The board of elections shall accept signature for 130 days from the date of adoption of the

ordinance. G.S. 160A-58.55(i)(8). Further information on the petition process and subsequent appeal process is outlined below

B. What parcels qualify for involuntary annexation? What is the Urbanization Test?

In order for a given parcel or series of parcels to qualify for annexation, they must meet a series of criteria demonstrating adequate border continuity and urbanization. Generally, the area must be adjacent or contiguous to the municipality's boundaries at the time of annexation. G.S. 160A-58.54(a)(1). "At least one-eighth of the aggregate external boundaries of the area shall coincide with the municipal boundary." G.S. 160A-58.54(a)(2). Additionally, the area must either lie between the municipal boundary and an area developed for urban purposes such that the municipality cannot serve the area developed for urban purposes without extending lines through the proposed annexation, or the area must be "adjacent, on at least sixty percent (60%) of its external boundary, to any combination of the municipal boundary and the boundary of an area or areas developed for urban purposes." G.S. 160A-58.54(a)(4)(b)(1), (2).

An area can qualify as sufficiently urbanized by meeting one of several standards. First, an area may qualify if the population is equal to at least two and three-tenths persons per acre of land. G.S. 160A-58.54(a)(4)(a)(1). Second, if the population is equal to at least one person per acre, and it is adequately subdivided such that sixty percent of the area is subdivided, and sixty-five percent of the subdivided lots are one acre or smaller. G.S. 160A-58.54(a)(4)(a)(2). Third, if the area is subdivided into tracts of three acres or less and at least sixty percent of the total lots are used for residential, commercial, industrial, institutional, or governmental purposes. G.S. 160A-58.54(a)(4)(a)(3). Fourth, that the entire area is already a part of any county water or sewer district and an adequate relationship exists between the district and the municipality. G.S. 160A-58.54(a)(4)(a)(4). And finally, that the area "is so developed that, at the time of the approval of the annexation report, all tracts in the area to be annexed are used for commercial, industrial, governmental, or institutional purposes." G.S. 160A-58.54(a)(4)(a)(5).

C. What is an annexation report? What goes in an annexation report?

The annexation report released prior to the public information session is prepared by the municipality and meant to clarify and publish the municipality's analysis and plans. Included are maps showing the proposed municipal boundary changes and the existing and proposed water and sewer mains, interceptors, and outfalls. G.S. 160A-58.53(1). In terms of explaining municipal reasoning for annexation, the municipality must explain why the parcels at issue are ripe for annexation – in part, how they are sufficiently urbanized. G.S. 160A-58.53(2). The municipality must explain its plans for extending services to the proposed annexation on substantially the same basis and in the same manner as they are currently provided within the rest of the municipality. G.S. 160A-58.53(3). The municipality must provide police protection, fire protection, solid waste collection, and street maintenance services on the effective date of annexation (or show contracts for the same as to fire protection and solid waste collection). G.S. 160A-58.53(3)(a). The municipality must provide water and sewer service to the annexed area within three and one-half years from the effective date of the ordinance. G.S. 160A-58.53(3)(b). Finally, the municipality must explain how the proposed annexation “will affect the municipality’s finances and services, including municipal revenue change estimates.” G.S. 160A-58.53(5).

D. Can property owners appeal?

After the annexation ordinance has been adopted, real property owners of the parcel to be annexed may request judicial review of the municipality's actions. G.S. 160A-58.60(a). Accounting for the new petition process, an affected real property owner now has sixty days from the close of the petition signature period in which to file an appeal with the North Carolina Superior Court, as opposed to the old rule of sixty days from the adoption of the annexation ordinance. *Id.* As before, the Superior Court may stay the annexation ordinance while the appeal is considered. G.S. 160A-58.60(e). Of greater significance, the standard of review has changed. Before the Annexation Reform Act, the North Carolina Superior Court reviewed the annexation proceedings for substantial compliance with the statutory scheme. Under the new amendments, a remedy may be ordered, “if procedural irregularities are found to have materially prejudiced the

substantive rights of any of the petitioners.” G.S. 160A-58.60(g)(1). The Superior Court may remand the ordinance for further proceedings if there is material prejudice. *Id.* Any errors in defining the boundaries of the annexation or in the provision of services may be remanded with direction from the Court. G.S. 160A-58.60(g)(2), (3). The Court may “declare the ordinance null and void, if the court finds that the ordinance cannot be corrected by remand[.]” G.S. 160A-58.60(g)(4). If a municipality refuses to fix procedural irregularities as ordered by the Superior Court, the annexation proceeding is also null and void. G.S. 160A-58.60(g). Court costs and reasonable attorneys fees will be taxed against a municipality found to be in violation. G.S. 160A-58.60(n).

E. What is the Role of the North Carolina Local Government Commission?

After the annexation process is complete, municipalities must submit progress reports to the Local Government Commission. Within 30 days of the effective date of annexation, the municipality must report as to whether police, fire, solid waste services, and street maintenance have been provided. G.S. 160A-58.55(o). If the Local Government Commission determines that the municipality has not met these service requirements, the municipality may not count residents of the annexed parcel in the municipal population for the purpose of receiving any State, federal, or county dollars. G.S. 160A-58.55(o)(1). The same punishment is applied if after three and one-half years the municipality cannot show the Local Government Commission that water and sewer services have been provided. *Id.* Furthermore, the municipality may not progress with any other pending annexation until water and sewer services are provided to the earlier annexed parcels. G.S. 160A-58.55(o)(2).

F. What services must local government provide to annexed areas?

Prior to the Annexation Reform Act, jurisdictions were required to make municipal service commitments; however, the new reforms shift more of the financial burden onto municipalities and tighten timeframes. After passage of the resolution of intent, property owners must be notified in writing of the opportunity to obtain water and sewer connection. G.S. 160A-58.56(b). If a majority of property owners in the affected parcel request these services, the municipality must provide services and cover

the cost of infrastructure and connection. G.S. 160A-58.56(b)(3). If less than a majority of property owners request water and sewer services, the municipality is not required to provide blanket services, and may charge a connection fee to requesting owners. G.S. 160A-58.56(b)(4). The connection costs are still limited to a fraction of the normal rate for five years. G.S. 160A-58.56(d). Property owners applying for services within the first year of annexation will be charged a discounted rate of 50% the average cost of the installation. *Id.* As the years progress, property owners will be charged a progressively higher percent of the average cost. Requests made in the fifth year of annexations will result in fees 90% the average cost. *Id.* Municipalities that fail to provide services within the required three and one-half years, because of no-fault permitting delays, may petition the Local Government Commission for an extension. G.S. 160A-58.56(f). Municipalities at fault for failure to provide services within the required timeframe may not charge property owners applying for services any more than periodic user fees. G.S. 160A-58.56(f). By imposing more of the cost of extending services on the municipalities themselves, the Annexation Reform Act will suppress the likelihood of annexation.

No later than fifteen months after the effective date of annexation, any affected property owner may apply for a writ of mandamus if the municipality is not providing services “on substantially the same basis and in the same manner as such services were provided within the rest of the municipality prior to the effective date.” S. 160A-58.55(n).

G. How can forced annexation be stopped?

Affected residents and property owners do not have a constitutional right to vote on annexation issues. *Hunter v. City of Pittsburgh*, 207 U.S. 161 (1907) (annexation issues are not subject to vote as they are entirely within the power of the state legislature to regulate); see also, *Barefoot v. City of Wilmington*, 306 F.3d 113, 121–122 (4th Cir.) (annexation concerns may be resolved without opportunity for vote even in face of fierce opposition from citizenry), cert. denied, No. 02–390, 2002 WL 31072354 (Nov. 12, 2002). Nonetheless, an intent of House Bill 845 was to grant a voice to affected property owners. G.S. 160A-58.50(6) (“That it is essential for citizens to have an effective voice in annexations initiated by municipalities.”). Prior to the effective date of

annexation, property owners in the affected parcel have an opportunity to object to annexation by petition, and with a sufficient majority, prevent annexation for three years.

After passage of the ordinance, it is the responsibility of the county tax assessor to prepare a list of property owners of the affected parcels. G.S. 160A-58.55(i)(1). The County Board of Elections must then prepare petitions for each affected property owner to sign in opposition to the annexation ordinance.² *Id.* Petitions are then mailed for signature. G.S. 160A-58.55(i)(3). If the municipality has a website, a blank copy of the petition must also be “conspicuously” posted online and made available for download. G.S. 160A-58.55(h)(8). Property owners who want to join the petition may return the signed documentation by mail to the county board of elections. G.S. 160A-58.55(i)(4). Further alleviating the administrative burden on property owners, the Board will also accept petitions that are collected by a third party so long as the petitions arrive at the county board of elections in a sealed container. *Id.* At the close of the 130-day signature period, the Board of Elections certifies the number of property owners in opposition to annexation. G.S. 160A-58.55(i)(10). If property owners of at least 60% of the affected parcels oppose annexation, the annexation ordinance is void and the municipality may not attempt to annex the given parcel again for three years. G.S. 160A-58.55(i)(11).

II. How has *voluntary* annexation changed?

A. Who can seek voluntary annexation?

As stated previously, voluntary annexation arises when neighboring property owners desire annexation as a means to obtaining municipal residence. Voluntary annexation operates through a petition process. Prior to 2011, the petition was a tool exclusive to property owners. Furthermore, the process still relied heavily on subsequent approval by the local governing board. After the Annexation Reform Act however, one new mechanism makes some voluntary annexations mandatory, while the other opens the petition process to non-property owners.

² The petition must be preprinted with the name and address of the property owner. G.S. 160A-58.55(h)(7).

Under both new mechanisms, fifty-one percent of household incomes in the proposed annexation must be 200% or less the poverty threshold. G.S. 160A-31(b1); G.S. 160A-31(j). In the first mechanism, the population of the proposed annexation must be less than or equal to ten percent of the population of the municipality as a whole. G.S. 160A-31(b1). Also, one eighth of the aggregate external boundaries must be continuous. *Id.* If these standards are met, and the municipality received petitions signed by seventy-five percent of the property owners in the area to be annexed, the municipality *must* approve the annexation. *Id.* While this is a mandatory annexation, the municipality is not required to accept more than one such annexation in a three-year period. *Id.* The municipality may also opt out of the annexation if the annual debt service payment required to cover the cost of extending services would be too high. G.S. 160A-31(d2).

Under the second mechanism, the proposed annexation need not meet any population requirements. G.S. 160A-31(j). The Annexation Reform Act requires the proposed annexation be contiguous to the municipality, but it does not say to what extent. *Id.* The second mechanism is far more liberal than the first in that it broadens the class of petitioners. *Id.* The Act requires the signatures of “at least one *adult resident* of at least two-thirds of the resident households.” *Id.* (emphasis added). Thus unlike all other petitions under the Act, this one may be signed by renting, non-property owners as well as real property owners. Yet, this mechanism is different than the first in that it does not mandate annexation. *Id.* The ultimate decision to annex the area is still left to the governing board.

B. What is the procedure for voluntary annexation?

There are still numerous procedural steps before the voluntary annexation may take place. For example, a public hearing must still be held. G.S. 160A-31(c). The Annexation Reform Act made key changes to public hearings held under this provision. Prior to the Annexation Reform Act, only property owners within the proposed annexation alleging an error in the petition and municipal residents questioning the necessity of the annexation had a right to be heard. Now, all residents of the proposed annexation and of the municipality are guaranteed an opportunity to be heard. G.S.

160A-31(d). Earlier described provisions for the extension of municipal services, also apply to both new annexation mechanisms. G.S. 160A-31(d3).

III. Do annexation reforms apply retroactively under N.C. Sess. Law 2011-173 and 2011-177?

In House Bill 56 and Senate Bill 27, the General Assembly retroactively applied the new petition process of G.S. 160A-58.55 to several municipal annexations already underway or completed. Pursuant to both bills, pending annexations in the cities of Kinston, Lexington, Rocky Mount, Wilmington, Asheville/Biltmore Lake, Marvin, and Southport were suspended effective June 1, 2011. Pursuant to Senate Bill 27, a pending annexation in Fayetteville was also suspended effective June 1, 2011. N.C. Sess. Laws 2011-173, 177. Under Section 2 of Senate Bill 27, an already enacted and effective annexation in Goldsboro was subject to what the bill referred to as “a petition by residents to disallow and repeal the annexation.” N.C. Sess. Laws 2011-177.

The procedures mimic those outlined in the Annexation Reform Act. Within thirty days of the effective date of the acts, county tax assessors of the named areas must prepare a list of real property parcels and owners located in the annexed areas. N.C. Sess. Laws 2011-177. Those lists must be forwarded to the county boards of election, which in turn will prepare and mail petitions to the named owners. Boards must accept signature until 130 days after mailing. *Id.* “If the board of elections delivers to the municipal governing board petitions signed by property owners of at least sixty percent (60%) of the parcels located within the area to be annexed . . . the annexation shall be terminated.” *Id.* As in the Annexation Reform Act, if the annexation is terminated, the municipality may not seek to annex the concerned area for at least the next three years. *Id.* Section 4 of House Bill 56 clarifies that if 60% of the parcels in the annexed area in Goldsboro object to the annexation, “the annexation shall be repealed effective immediately.” *Id.* This deannexation provision is exclusive to Goldsboro. Nothing in the Annexation Reform Act grants municipal residents a process for seeking deannexation.

IV. Are farms exempt from annexation under N.C. Sess. Laws 2011-363?

House Bill 168 clarifies the definition of bona fide farm purposes; striking language requiring a “domestic or foreign market” for “all other forms” of agriculture not previously listed. § 1 lists both state and federal tax and identification statuses that will qualify as sufficient evidence that property is being used for bona fide farm purposes.

The bill goes on to explicitly preclude from annexation any parcel used for “bona fide farm purposes” unless the municipality obtains consent of the owner or owners of the parcel. The bill also exempts property used for bona fide farm purposes from extraterritorial jurisdiction. Critics have expressed concern that by excluding property with a bona fide farm purposes from municipal annexation, the law will create unfavorable “doughnut holes” in municipal territory. However, there is nothing to prevent the municipality from later capturing these parcels for municipal annexation when the bona fide farming purpose ceases, or, when the parcel owner or owners choose to join the greater municipality.



Coates' Canons Blog: Annexation Reform: A Summary of the New Law

By Frayda Bluestein

Article: <http://canons.sog.unc.edu/?p=4494>

This entry was posted on July 15, 2011 and is filed under Annexation, Finance & Tax, General Local Government (Miscellaneous), Miscellaneous

UPDATE August 2013: In 2012, the legislature replaced the petition process described below with a referendum requirement. The current law is summarized [here](#).

Nearly 40 annexation-related bills were introduced during this legislative session. Included in this number were identical **House** and **Senate** bills that would have imposed a one-year moratorium on involuntary annexation, as well as several local bills undoing specific annexations that had been adopted but had not yet become effective. The legislature opted for reform instead of a moratorium and enacted **S.L. 2011-396 (HB 845)**. In addition, the legislature has created an exclusion from annexation for land used for farm purposes, as set forth in a separate act, **S.L. 2011-363**, which also affects authority over farm property in the ETJ. Local bills to repeal certain completed annexations were revised and combined in two separate acts, **S.L. 2011-173 (SB 27)** and **2011-177 (HB 56)**. These acts allow completed annexations in nine cities to be terminated by petition of the owners of 60% of the annexed parcels. This post updates and replaces my earlier post about the statewide bill, and provides a summary of the new annexation law (which became effective without the Governor's signature on July 1, 2011), and of the other related legislation.

Overview of Key Provisions

There are several significant changes in the new statewide law. First, an annexation can now be terminated if the owners of 60% of the parcels in the area to be annexed sign petitions to deny the annexation. Second, cities that provide water and sewer services are required to extend water and sewer services to properties in the annexed areas within 3 and 1/2 years of the annexation at no cost to the property owners, if the owners of a majority of the parcels request services within the timeframe set out in the law. Third, the new law amends the voluntary annexation law to allow petitions for voluntary annexation of contiguous property in high poverty areas, modifying the 100% petition requirement, and allowing petitions by residents in addition to property owners. The section pertaining petitions by property owners in high poverty areas *requires* the city to annex the property and to provide water and sewer services to the area.

Decoding the Session Law

The new law reorganizes the annexation provisions in the statutes, which are codified in Article 4A of Chapter 160A. The voluntary annexation provisions are in Part 1 (contiguous) and Part 4 (satellite). Part 2 contained the involuntary annexation provisions for cities of less than 5,000, and Part 3 contained the involuntary provisions for cities of 5,000 or more. The new law repeals Parts 2 and 3 and enacts a new Part 7 containing the requirements for involuntary annexation by all cities. The new part incorporates the same urbanization standards (the requirements for qualifying areas that may be annexed) that applied to cities of 5,000 or more, which now apply to all cities. The new part also includes changes in various sections that reflect interpretations in court cases and clarification of existing law. The basic structure of the process remains the same, beginning with a resolution of consideration, then the resolution of intent, preparation of an annexation report, public informational meeting, public hearing, and adoption of the ordinance. New components are added to provide the opportunity for property owners to request water and sewer service, and to deny the annexation by petition, so the process also includes procedures and time frames for providing notice and receiving responses as to each of these new options.

Water and Sewer Services

The city's obligation to provide water and sewer service is set out in new G.S. 160A-58.56. Under this provision, at an



early stage of the annexation procedure – just after the adoption of the resolution of intent to annex – the city must provide notice to the property owners in the annexed area describing their right to have water and sewer lines and connections installed and extended to their property at no cost to them (other than user fees). Property owners have 65 days to request service. The city's obligation to extend lines to these properties at no cost kicks in only if a the owners of a majority of parcels in the area to be annexed request service. (If a majority opt in, the law requires a second notice to those who didn't, in case they want to change their minds.) If the obligation to extend service is triggered, the city is required to complete all of the improvements necessary to provide water and sewer service to each property within 3 1/2 years of the effective date of the ordinance. The language of the new law indicates that the required improvements include service to and within the property, including the part of the extension that becomes the private property of the owner.

If a the owners of a majority of parcels do not request service within the initial time frame, the city is not required to extend service. If the city does extend the lines, and property owners request service, the law sets a sliding scale (based on how much later the requests come in), which limits how much the city may charge these customers, expressed as a percentage of the total cost of connecting under the policies then in effect. This limitation on the amounts that may be charged applies to requests received within the first five years following annexation, after which property owners requesting service may be charged according to the policies in effect at the time of the request.

The obligation to provide water and sewer services relates back the provision that requires provision of services "on substantially the same basis and in the same manner as such services are provided in the rest of the municipality." So if a city doesn't provide or contract for the provision of water and sewer services, it would not apply. G.S. 160A-58.56(a) also provides that the city has no financial responsibility for the extension of lines if water and sewer services are provided under contract with another water or sewer system, and the contract does not require the city to pay for extensions to annexed areas.

Petitions to Deny Annexation

Under new G.S. 160A-58.55(l), after the city completes the entire process and adopts an ordinance annexing property, owners of property in the area to be annexed have the opportunity to sign a petition to terminate the annexation. If the owners of at least 60% of the parcels in the annexation area sign petitions to deny the annexation, it is terminated, and the city is prohibited from considering annexation of the property for at least 36 months. For a property with multiple owners to count toward the 60%, a majority of the owners must sign a petition.

The statute gives the county board of elections the responsibility for distributing and collecting the pre-printed petitions for denial. The process begins with the county tax assessor providing to the board of elections a list of property owners in the area proposed for annexation. The board of elections prepares and mails pre-printed petitions. Detailed procedures and time frames are specified for the contents, mailing, receipt, and review of petitions. Results are determined and certified by the board of elections. The statute calls for observation of this determination by three property owners, chosen by the board of elections from among those who volunteer, and three people designated by the city. If the 60% requirement is met, the annexation is terminated by operation of law, without any action by the city.

Exception for Land Used for Farm Purposes

The annexation laws previously provided for special treatment of land subject to present use value taxation under G.S. 105-277.3, allowing annexation but limiting the extent of regulation and taxation of this type of property. These provisions are not included in the new involuntary annexation provisions. Instead, the legislature has created an exception to the city's annexation authority for land used for bona fide farm purposes. In S.L. 2011-363 the legislature adopted G.S. 160A-58.54 (in the new Part 7 of the annexation laws), which provides that, "Property that is being used for bona fide farm purposes on the date of the resolution of intent to consider annexation may not be annexed without the written consent of the owner or owners of the property." Although the language is a bit confusing, the pertinent date is probably the date of the resolution of consideration. Under a separate section of this session law the legislature lists evidence that may be provided to demonstrate that property is being used for bona fide farm purposes. I refer readers to the session law for the list, which effectively exempts from annexation a significantly larger category of property than was covered by the prior "present use value" provisions.

Amendments to Voluntary Annexation Laws



Under existing law, petitions for voluntary annexation (whether contiguous or satellite) must be signed by 100% of the property owners in the area to be annexed, and the city has no legal obligation to annex the property upon receipt of a valid petition. The new law creates two exceptions to the 100% petition requirement and creates a new requirement to annex upon receipt of a petition. These new provisions apply only to contiguous – not to satellite – annexations.

The new law adds a new subsection (b1) to **G.S. 160A-31**, to allow *property owners* in high poverty areas to petition for voluntary annexation. High poverty is defined as an area in which 51% of the households have incomes that are 200% or less than the most recent US Census Bureau poverty thresholds. If the owners of 75% of the parcels in such areas petition for annexation, the city *must* annex the property. The population in the area to be annexed must not exceed 10% of the existing city population, and the area must have a minimum 1/8 contiguity with the existing city limits. A city is not required to annex more than one of these areas within a 36-month period.

A second provision (new subsection (j) of **G.S. 160A-31**), allows *residents* in “distressed areas” – defined the same way as in (b1) described above – to petition for voluntary annexation. Under this provision, the city may consider annexation if it receives petitions signed by at least one adult resident of at least two-thirds of the resident households in the area to be annexed. The statute allows the city to require reasonable proof that the petitioner actually resides at the address indicated. The area must be contiguous, but no minimum amount of contiguity is specified. This provision *does not require* the city to annex upon receipt of a valid petition.

Cities annexing under either of these provisions must provide services to the annexed areas in accordance with the provisions in Part 7 (the new involuntary annexation provisions). This means that if the annexing city provides water and sewer services, lines must be extended at no cost to the annexed areas. The voluntary annexation statute does allow a city to deny a petition under subsection (b1) if the cost of extending lines is too high, as determined by a formula set out in the statute (new **G.S. 160A-31(d2)**), and subject to review by the Local Government Commission. If a petition is denied, another request may not be filed within the next 36 months, but during that time, the law requires the city to make ongoing efforts to secure funding sufficient to make the extension feasible. The law also requires the relevant state agencies to give priority consideration to grant requests for water and sewer projects in these areas.

Annexing State Rights of Way

Another change to the voluntary annexation laws appears to address a narrow circumstance involving annexation of state maintained streets. **S.L. 2011-57 (HB 171)** prohibits a city from petitioning itself for annexation of property it doesn't own (including a state-maintained right of way in which the city does not own a fee simple interest). Ownership of an easement in a state-owned right of way is not sufficient to support a self-annexation petition. It also prohibits the acceptance of a petition that is not signed, or that does not require a signature (which is the case for tax exempt or utility property) and the property owner objects to the annexation.

For some insights into the tax effects of these changes, check out Chris McLaughlin's [latest blog post](#).

For more information about this and other recent legislation consider attending or purchasing the archive version of our [legislative webinar](#).



Links

- www.ncleg.net/gascripts/BillLookUp/BillLookUp.pl?Session=2011&BillID=H9
- www.ncleg.net/gascripts/BillLookUp/BillLookUp.pl?Session=2011&BillID=S27
- www.ncga.state.nc.us/Sessions/2011/Bills/House/PDF/H845v7.pdf
- www.ncga.state.nc.us/Sessions/2011/Bills/House/PDF/H168v6.pdf
- www.ncga.state.nc.us/Sessions/2011/Bills/Senate/PDF/S27v6.pdf
- www.ncga.state.nc.us/Sessions/2011/Bills/House/PDF/H56v4.pdf
- www.ncga.state.nc.us/gascripts/statutes/statutelookup.pl?statute=105-277.3
- www.ncga.state.nc.us/gascripts/statutes/statutelookup.pl?statute=160A-31
- www.ncga.state.nc.us/Sessions/2011/Bills/House/PDF/H171v4.pdf
- www.sog.unc.edu/resources/microsites/resource-no-longer-exists



Coates' Canons Blog: Water and Sewer Extensions "At No Cost" – Analyzing the New Annexation Law

By Frayda Bluestein

Article: <http://canons.sog.unc.edu/?p=5133>

This entry was posted on August 02, 2011 and is filed under Construction Contracts, Finance & Tax, Public Enterprise / Utility Finance, Purchasing, Construction, Property Transactions, Water & Sewer Finance

As summarized in my recent [post](#), the new annexation reform law requires cities to extend water and sewer services to annexed areas if the owners of a majority of properties in the area request service. The law requires the city to offer to each eligible owner of real property the opportunity to obtain water or sewer service, or both, "at no cost other than periodic user fees." [G.S. 160A-58.56\(b\)](#). The new law also restricts the amount that may be charged to property owners who request service after the annexation occurs (assuming that the city extends water and sewer to the area either voluntarily or as mandated when a majority requests it), [G.S. 160A-58.56\(d\)](#). During our recent legislative webinars, there were several questions about what can be charged under these new provisions. This post addresses those questions.

(If you missed the webinars and want to know more about the annexation reform law, as well as other new laws affecting local governments, you can [view the archived versions](#), which are now available for purchase.)

Can cities charge impact fees, tap fees, connection fees, special assessments or other fees to customers who have requested service during the annexation process?

The new annexation law, in [G.S. 160A-58.56\(f\)\(1\)](#), defines "at not cost other than periodic user fees" as follows:

"The municipality may not charge the property owner who responded favorably under subdivision (b)(3) of this section [owners who request service during the annexation process] for any costs associated with the installation of the water or sewer system."

Based on this definition, my conclusion is that a city can't charge any fee (regardless of what it's called) that is designed to recover the costs of extending services to property owners who request service during the annexation process. It's important to note that local government utilities use various names for fees they charge, and the names don't necessarily describe the purpose of the fee. [A 2009 survey](#) conducted by the School of Government's [Environmental Finance Center](#) and the [North Carolina League of Municipalities](#) analyzed the types of fees charged by North Carolina local government utilities. The study notes, "Generally, utilities use three major types of upfront fees and charges in North Carolina: tap fees, system development charges and special assessments." Special assessments are specifically authorized as a mechanism to recover costs of construction. Other fees are established under more general authority to impose fees for utilities. The names for these fees include, according to the survey, "Impact Fee, System/Capacity Development Charges, Capacity Use Fee, Capacity Depletion Fee, Capital Facilities Fee, Capital Investment Fee, Capital Recovery Fee, Capital Reserve Fee, Connection Fees, Development and Technology Fee, Tap Fee, Acreage Fee, Privilege Fee, Initial Hook-up Fee, and the list goes on."



So how does the limitation in the new law affect imposition of these fees? For customers who requested service during the annexation process, any charge that is designed to pay for or offset any part of the cost of the "installation of the water or sewer system" is prohibited. It could be argued that this limitation only applies to fees designed to recover the cost of the initial extension of services to the annexed properties, and that fees designed to provide for future system-wide needs might be allowed. G.S. 160A-58.55(3)(b), which describes the obligation to provide services under the new law, requires construction of "the mains, outfalls and lines *necessary to extend water and sewer services to each lot or parcel,*" (emphasis added), might provide support for notion that the limitation is as to the initial improvements only. However, even if this interpretation is correct, fees designed to fund future system needs could only be charged if they are incorporated into or otherwise considered to be "periodic user fees."

What can cities charge to property owners who request services after the annexation has occurred?

The new law is very specific about what can be charged to property owners who request service within five years after annexation has occurred. As set forth in G.S. 160A-58.56(d), property owners who later request service can be charged a percentage of the "average installation of a connection for a residential lot." The percentages range from 50% to 90%, depending upon how many years have elapsed when the application for service is made. The term "average installation of a connection for a residential lot" is defined in G.S. 160A-58.56(f)(2) as follows:

"The average of the cost for residential installations from curb to residence, including connection and tap fees, in the area described in the annexation ordinance."

This definition describes the total amount to which the percentage is applied in order to determine the amount that may be charged to customers who request service after the annexation under subsection (d). Unlike the provision that applies to property owners who request during the annexation process, this provision specifically includes connection and tap fees (these terms are not defined in this, or in any other statute, as far as I know) and it does not prohibit charges that include the cost of the initial extension. So it's possible that the connection or tap fee for these customers could include an allocated portion of installation costs beyond the cost from curb to residence.

Another challenge in determining the amount that may be charged to this category of customers, is that the definition describes an "average" installation cost, but it does not identify or define the set of installations to be used to generate the average. One possible interpretation is that it is the average of extensions that were constructed for those property owners who requested service during the annexation process. If so, this means that the city would have to maintain records of these costs in order to calculate the average amount. It's not clear whether the city would then be required to update the figure as it continues to make extensions over time.

As I noted in my original summary, for customers who request service five years after the annexation, the new statute allows a city to charge the full amount under its existing policy. In this context, it might be of interest to note that the annexation reform law repeals G.S. 160A-47.1, which restricted a city's authority to substantially diminish its financial participation in the construction of water or sewer facilities prior to an annexation.

Can cities apply a mandatory connection policy to property owners in annexed areas who have not requested service?

The answer to this question appears to be "no." A provision in the new law, G.S. 160A-58.56(e), prohibits the city from charging, for any reason, any property owner within the annexed area for the installation or use of the water or sewer system unless the property owner is, or has requested to become, a customer of the system. Indeed, this limitation appears to be permanent with respect to the annexed property and does not include any exception for public health and safety reasons that might exist or develop. The limitation might also conflict with existing grant agreements or bond covenants that require the city to require connections or collect minimum fees.

Links

**TOWN OF MONTREAT
INFORMATION SHEET**

Salary Range: Starting salary set according to Grade and Classification
1 year probation period requirement
After successful completion of 1 year probation, the employee
may receive in the range of a 5% salary increase

Benefits: Health Insurance – Blue Cross/Blue Shield
Employee’s premium 100% paid by Town of Montreat
Spousal or dependent coverage available at employee’s option and expense
See Benefit Highlights Booklet for Further Information

Dental Insurance Blue Cross/Blue Shield
Employee’s premium 100% paid by Town of Montreat
See Benefit Highlights Booklet for Further Information

Life Insurance
\$15,000 – Town pays premium for employee
Supplemental available at employee’s expense

Vacation accrued per pay period depending on length of service
Sick Leave accumulated depending on length of service
Ten paid Holidays

The employee contributes 6% to the NC Retirement System per month. The Town of Montreat contributes 7.25% for general employees and 8.00% for police officers.

A 401K supplemental retirement is provided through Prudential. The Town of Montreat contributes 5%. The employee has the option to contribute an amount of their choice to the plan.

Town of Montreat
Assignment of Grades and Classes

Projected at 2%

Grade	Classification	2011-2012		2012-2013		2013-2014		2014-2015		2015-2016	
		Hiring Rate	Maximum								
5		22,451	33,677	22,900	34,351	23,473	35,209	23,942	35,914	24,421	36,632
6		23,574	35,361	24,046	36,068	24,647	36,970	25,140	37,709	25,642	38,464
7		24,753	37,130	25,248	37,873	25,879	38,819	26,397	39,596	26,925	40,388
8		25,990	38,986	26,510	39,766	27,173	40,760	27,716	41,575	28,271	42,407
9	Utility Maintenance Worker	27,290	40,935	27,836	41,754	28,532	42,798	29,102	43,654	29,684	44,527
10		28,655	42,982	29,228	43,842	29,959	44,938	30,558	45,837	31,169	46,753
11		30,087	45,131	30,689	46,034	31,456	47,185	32,086	48,128	32,727	49,091
12	Police Officer Town Clerk Utility Maint. Tech/Treatment Operator	31,592	47,389	32,224	48,337	33,030	49,545	33,690	50,536	34,364	51,547
13	Finance Officer	33,172	49,759	33,835	50,754	34,681	52,023	35,375	53,063	36,082	54,124
14		34,831	52,246	35,527	53,291	36,416	54,623	37,144	55,716	37,887	56,830
15	Assistant Public Works Director Building Inspector/Code Administrator Police Captain	36,572	54,859	37,304	55,956	38,236	57,355	39,001	58,502	39,781	59,672
16		38,401	57,601	39,169	58,753	40,148	60,222	40,951	61,427	41,770	62,655
17	Public Works Director	40,321	60,483	41,128	61,692	42,156	63,235	42,999	64,499	43,859	65,789
18		42,337	63,506	43,184	64,776	44,263	66,396	45,149	67,724	46,052	69,078
19	Police Chief	44,454	66,681	45,343	68,015	46,477	69,715	47,406	71,110	48,354	72,532
20		46,676	70,015	47,610	71,415	48,800	73,201	49,776	74,665	50,772	76,158

**Town of Montreat
Board of Commissioners Annual Retreat
February 8, 2016: 9:00 a.m. – 4 p.m.
Montreat College – Black Mountain Campus – Manor House**

Agenda

COMMUNICATION EFFORTS

This section is for discussion only. No materials have been prepared, as staff awaits further direction from the Board of Commissioners.

During the 2015 Board Retreat, the Board set as a goal to conduct one open public forum meeting and to seek opportunities to further develop public relations and public information efforts.



Town of Montreat

P.O. Box 423, Montreat, North Carolina 28757

Phone: (828) 669-8002 • Fax: (828) 669-3810

Texas Road Bridge Replacement Project

Project Background:

The Town closed the Texas Road bridge to vehicular traffic in 2008, when an engineering inspection report revealed widespread timber decay. Texas Road was opened to two-way traffic from Lookout Road to Community Center Circle to improve safety near the child care center.

The Board added replacement of the bridge to the Town's five-year Capital Improvements Plan in 2009, and staff began seeking funding opportunities through the American Recovery and Reinvestment Act (ARRA) and the North Carolina Transportation Plan Distribution Fund. Neither funding option proves viable. Also in 2009, the Town's engineering firm discovered that replacing the bridge in the same location would require raising the new structure between five to seven feet in order to avoid construction within the floodway and surrounding non-encroachment areas. The Board at that time agrees by consensus to construct a replacement bridge farther upstream near Well B, and maintain the existing structure for pedestrian use.

In 2010, the Town then applied for and was accepted into the Municipal Bridge Program, a joint venture between the North Carolina Department of Transportation (NCDOT) and Federal Highway Administration to provide 80% of the bridge's replacement costs through a reimbursement grant. A Request for Letters of Interest for an approved engineering firm was published in April 2011, followed by several months of contract price negotiations with the selected firm. Town staff attended a scoping meeting in September 2011 with NCDOT staff and KCI Associates representatives, and KCI began work on an initial project cost estimate for NCDOT approval. The Board formally approved an engineering contract with KCI Associates in August 2012.

The Board held a citizen's informational workshop in late November 2012 and mailed out comment forms to receive input from community members who were unable to attend. The presentation summarized the project's history, purpose, study area, replacement options, state and federal agency coordination efforts, resource considerations, and completion schedule. NCDOT officials and KCI Associates representatives began preparing a Categorical Exclusion (CE) document, which is used in accordance with state and federal laws to analyze the potential community and environmental effects of the project and help the Board select from one of five potential replacement options:

Option A (No-Build): Allowing the bridge to remain in its current state. The bridge would be closed to vehicular traffic indefinitely.

- Option B (Replace in Place): Replacement of the bridge with a new structure in the same location as the existing bridge. Both the roadway and new bridge structure would be elevated slightly to improve the existing roadway grade.
- Option C (Welch Field): Creation of a new crossing of Flat Creek approximately 60 feet northeast of the existing structure along a realigned Texas Road. This option would require either an easement or the use of a portion of Welch Field.
- Option D (Tennessee Road Alignment): Replacement of the bridge at a new location approximately 185 feet northeast. The roadway would be realigned to create a four-way intersection at Tennessee Road.
- Option E (Montreat Playing Field): Construction of a new bridge approximately 310 feet northeast of the current structure. This option would require either an easement or the use of a portion of the Town's playing field area between Welch Field and the Patricia Cornwall Tennis Courts.

The Board agreed by consensus in November 2012 to eliminate Options A and C from consideration. Town staff learned in March 2013 that historical and archeological studies would be required for replacement Options B, D and E. A change order to the engineering contract with KCI Associates to include these additional studies was approved in May 2013. In June 2013, the North Carolina State Historic Preservation Office (NC SHPO) determined that the bridge was located within an eligible National Historic District, and that replacement Options B, D and E would be considered to have an adverse effect on the area. As a result, NC SHPO required a more detailed historical study and an archeological dig. The Town approved a second Supplemental Agreement for these studies in September 2013, and the studies were completed in October 2013.

The Board received an initial draft CE document for review in February 2014. At their February 26, 2014 Annual Retreat, the Board agreed by consensus to select Option B as the preferred bridge replacement location. This decision was formalized by an official vote during the March 13, 2014 Town Council Meeting. The archeological and historic structure reports were then sent to NC SHPO for review and approval in April and May 2014, and the CE document was sent to the Federal Highway Administration for review in early June 2014. KCI Associates gave an initial project design presentation during the Board's August 14, 2014 Town Council Meeting, and the final Categorical Exclusion (CE) document was prepared and submitted in January 2015.

Current Status:

Design plans are at 100% completion.

Next Steps:

Right-of-way agreements are currently being developed between the utility companies and the Montreat Conference Center.

**Buncombe County
Bridge No. 528 on Texas Road
over Flat Creek
Federal Aid Project No. BRZ-1329(6)
W.B.S. No. 45252.1.1
T.I.P. No. B-5196**

CATEGORICAL EXCLUSION

UNITED STATES DEPARTMENT OF TRANSPORTATION

FEDERAL HIGHWAY ADMINISTRATION

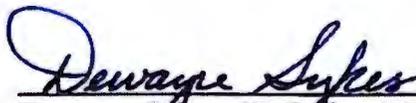
AND

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

DIVISION OF HIGHWAYS

Prepared By:

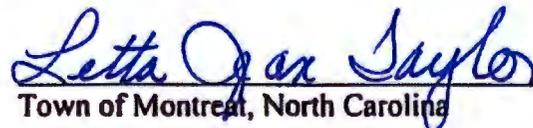
12/29/14
DATE



Dewayne Sykes, PE, Project Manager
KCI Associates of North Carolina, P.A./919-783-9214

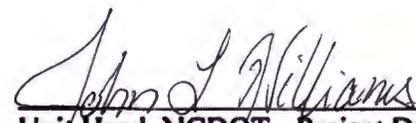
Prepared for:

1/7/2015
DATE


Town of Montreat, North Carolina

Reviewed:

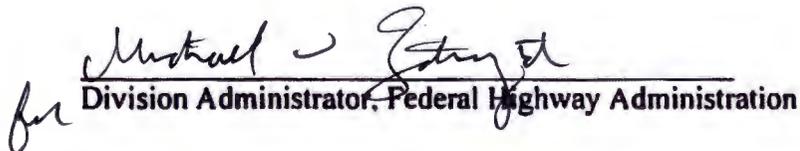
1/09/15
DATE



Unit Head, NCDOT - Project Development &
Environmental Analysis

Approved:

1-12-15
DATE


for Division Administrator, Federal Highway Administration

PROJECT COMMITMENTS

**Buncombe County
Bridge No. 528 on Texas Road
Over Flat Creek
Federal Aid Project No. BRZ-1329(6)
W.B.S. No. 45252.1.1
T.I.P. No. B-5196**

Structure Design – HPO Coordination

The proposed project is located in the National Register-eligible Montreat Historic District. The Preferred Alternative was determined to have no adverse effect on the Montreat Historic District with the following commitments:

- Exterior bridge rails, wing walls, and retaining wall (side facing recreational field) will be stamped and stained concrete to match the appearance of the Lookout Road bridge treatment as closely as possible.
- The side of the bridge with the pedestrian sidewalk will have a railing, and the design will be coordinated with NCDOT Structure Design and approved by HPO.
- All plant materials needed to restore the disturbed areas will be native plants.
- Standard metal guardrail will be used.
- The final design will be provided to the HPO for review and comment.

Hydraulic Unit – FEMA Coordination

The Hydraulics Unit will coordinate with the NC Floodplain Mapping Program (FMP), to determine status of project with regard to applicability of NCDOT'S Memorandum of Agreement, or approval of a Conditional Letter of Map Revision (CLOMR) and subsequent final Letter of Map Revision (LOMR).

Division Construction-FEMA

This project involves construction activities on or adjacent to FEMA-regulated stream(s). Therefore, the Division shall submit sealed as-built construction plans to the Hydraulics Unit upon completion of project construction, certifying that the drainage structure(s) and roadway embankment that are located within the 100-year floodplain were built as shown in the construction plans, both horizontally and vertically.

Structure Design – TVA Permit

The proposed project is located in the Tennessee Valley Authority's (TVA) Land Management District. The project will require approval under Section 26a of the TVA Act.

Buncombe County
Bridge No. 528 on Texas Road
over Flat Creek
Federal Aid Project No. BRZ-1329(6)
W.B.S. No. 45252.1.1
S.T.I.P. No. B-5196

INTRODUCTION: Improvements to Bridge No. 528 are included in the latest approved North Carolina Department of Transportation (NCDOT) State Transportation Improvement Program (STIP) as project B-5196 and is eligible for the Federal-Aid Highway Bridge Program. The location is shown in Figure 1. No substantial environmental impacts are anticipated; therefore, the project is classified as a Federal “Categorical Exclusion.”

I. PURPOSE AND NEED STATEMENT

NCDOT Bridge Management Unit records indicate Bridge No. 528 has a sufficiency rating of 21.9 out of a possible 100 for a new structure. It was constructed in 1960 and has reached the end of its useful life, exhibiting a degree of deterioration that can no longer be addressed by maintenance activities; therefore, the existing bridge is currently closed to vehicular traffic due to safety concerns related to its state of deterioration. Replacement of the bridge is needed to provide safer access and mobility in the study area as well as to improve community connections. The project is needed to support event circulation and ongoing access to Montreat College and the Montreat Conference Center, a retreat and conference center around which the Town of Montreat was founded and which remains a focus of activity for the community. Additionally, the replacement would maintain safe pedestrian access across Flat Creek and between several adjacent recreation areas, supporting an existing pedestrian path that crosses the bridge.

II. EXISTING CONDITIONS

The project is located within the limits of the Town of Montreat in Buncombe County, near the intersections of Texas Road with Texas Spur Road and Assembly Drive (see Figure 1). An existing bridge (Bridge No. 528) crosses Flat Creek. Land use in the project study area consists primarily of a maintained park interspersed with forestland and streams, along with residential and institutional development along surrounding roadways. Montreat College is located 1,500 feet to the northeast of the existing bridge. The Montreat Conference Center, a large facility that hosts approximately 35,000 visitors per year, is located 1,450 feet northeast of the bridge and uses Texas Road to provide additional access during events.

The area immediately surrounding the bridge contains a number of park and recreational facilities that are integral to the community, including youth during summer programs hosted by the Montreat Conference Center. Welch Field, which includes a baseball field, is owned by the Montreat Conference Center and is located immediately to the west of the bridge. East of the bridge is Robert Lake Park, a recreational resource with a variety of facilities including the Patricia Cornwell Tennis Center, the Bill Wilde Youth Center, the Updike Child Care Center, a playing field, playground, and recreational trail. The majority of this property is owned by the Montreat Conference Center; however, the Town of Montreat has two small inholding parcels in this area (see Figure 1).

Bridge No. 528 is on Texas Road, which is not classified in the Statewide Functional Classification System as it is not a state road or a National Highway System Route. The 1981 traffic volume of 150 vehicles per day (VPD) is projected to increase to 300 VPD by the year 2025. As noted above, the bridge is currently closed to vehicular traffic, but the posted speed limit in the project area is 20 miles per hour.

Bridge No. 528 is a single-span structure that consists of a timber deck on steel beams supported by timber abutments. The overall length of the structure is 27.5 feet. The clear roadway width is 19.5 feet. The bridge is currently closed to vehicular traffic due to its deteriorated condition. There are no utilities attached to the existing structure, but an existing sewer crosses Flat Creek in an aerial crossing just south of the existing bridge. Overhead power and communication lines also cross directly above the bridge.

In the vicinity of the bridge, Texas Road has a 16-foot pavement width with 2-foot unpaved shoulders (see Figures 2 and 3). The existing roadway alignment includes a poorly aligned intersection with steep gradients (Texas Road Spur) just east of the bridge, and severe curvature just west of the bridge. Texas Road intersects with Assembly Drive approximately 185 feet north of Bridge No. 528.

Assembly Drive is the primary north-south roadway through the Town of Montreat. In the vicinity of the project, it is a two-lane paved roadway with a 2-foot paved shoulder on the west side and a 4-foot paved shoulder on the east side. This wider shoulder is marked for use by bicycles. There are concrete sidewalks on the west side of Assembly Drive and a gravel pull off area on the east side of Assembly Drive immediately north of its intersection with Texas Road. Several intersections are located along Assembly Drive within a short distance. Approximately 100 feet north of the intersection of Texas Road and Assembly Drive, Tennessee Road intersects Assembly Drive. Georgia Terrace Drive intersects with Assembly Drive another 250 feet to the north.

This section of Texas Road, including Bridge No. 528, is not part of a designated bicycle route, nor is it listed in the STIP as needing incidental bicycle accommodations. Pedestrian activity in the vicinity of the bridge is heavy. Although sidewalks are not currently present on the existing bridge, a recreational trail parallels Flat Creek from Assembly Drive just north of its intersection with Texas Road Extension through Robert Lake Park and uses existing bridge #528 to cross Flat Creek. The trail is actively used by youth summer camps associated with the Montreat Conference Center, as well as by residents who access the park and its amenities year round.

III. ALTERNATIVES

Multiple alternatives were considered for the project, including the no-build alternative, rehabilitation of the existing bridge, replacing the existing bridge in its current location, and constructing a new bridge on a new alignment. Options for pedestrian access across Flat Creek were also considered.

A. Alternatives Eliminated From Further Consideration

The **no-build alternative (Option A)** would include continued closure of the existing bridge. This would not be acceptable due to the traffic service provided by Texas Road, the surrounding road network, and pedestrian facilities in the project vicinity.

Rehabilitation of the existing bridge would not be practical due to its age and deteriorated condition. The bridge has a sufficiency rating of 21.9 out of a possible 100 for a new structure and is currently closed to vehicular traffic due to safety concerns related to its state of deterioration.

Staged construction is not feasible or applicable for this bridge, as the bridge is currently closed to traffic and traffic need not be maintained on the bridge during construction.

One preliminary alternative to **replace the bridge** was eliminated from further consideration.

Option C (New Location at Welch Field) would cross Flat Creek upstream of the existing bridge at Welch Field. This alternative was eliminated early in the planning process due to public comments regarding impacts to the Field.

B. Reasonable and Feasible Alternatives

Three alternatives for replacing Bridge No. 528 were studied and are described below (see Figure 2).

Option B involves replacement of the existing structure along the current roadway alignment. Based on preliminary hydraulic modeling, the existing bridge would be replaced with a 1 @ 65-foot 24" cored slab bridge on a 90 degree skew. Since the proposed bridge is a tangent structure located along a curved alignment, the bridge would need to be significantly wider than the other alternate bridges. The minimum grade across the bridge would be 0.3% and vertical sags should not be located on the structure or approach slab. The minimum low chord would be set above elevation 2,594.6 feet based on preliminary hydraulic modeling. The size of the proposed bridge and the recommended roadway elevation may be adjusted (increased or decreased) to accommodate design floods as determined in the final hydraulic design. A retaining wall would be installed along the side of Texas Road to avoid impacts to the adjacent recreational field. A pedestrian sidewalk would be included on one side of the bridge.

Option D involves construction of a new bridge approximately 170 feet upstream of the existing bridge, intersecting Assembly Drive directly opposite Tennessee Road. The existing bridge would be retained for pedestrian use. Based on preliminary hydraulic modeling, the proposed bridge should be a 1 @ 100-foot 39" box beam bridge on a 70 degree skew. The minimum grade across the bridge should be 0.3% and vertical sags should not be located on the structure or either approach slab. The minimum grade should be set above elevation 2,600.0 feet based on preliminary hydraulic modeling. The length of the proposed bridge and the recommended roadway elevation may be adjusted (increased or decreased) to accommodate design floods as determined in the final hydraulic design.

Option E would be a new bridge located approximately 300 feet upstream of the existing bridge. Based on preliminary hydraulic modeling, the proposed bridge should be a 1 @ 80-foot 33" box beam bridge on a 90 degree skew. The minimum grade across the bridge should be 0.3% and vertical sags should not be located on the structure or approach slab. The minimum low chord should be set above elevation 2,605.8 feet based on preliminary hydraulic modeling. The length of the proposed bridge and the recommended roadway elevation may be adjusted (increased or decreased) to accommodate design floods as determined in the final hydraulic design.

This alignment would cross the Robert Lake Park adjacent to the Patricia Cornwell Tennis Center and in close proximity to other recreational resources at the park, including the Youth Center and playground areas. This alternative would also create a new intersection with Assembly Drive that is offset from the existing intersection of Assembly Drive and Tennessee Road.

C. Preferred Alternative

Bridge No. 528 will be replaced in place as shown by Option B in Figure 2. No detour would be required during construction, as the bridge is currently closed to vehicular traffic, and travelers are using alternate routes. This alternative is preferred by the Town of Montreat and was selected because it would have the lowest environmental and community impacts and would not impact adjacent recreational areas. In addition, as described in Section VI below, the replacement bridge would better reflect the character of the National Register-eligible Montreat Historic District than the current bridge with some commitments, including use of stamped and stained concrete on some surfaces and use of native plant materials to revegetate disturbed areas.

IV. ESTIMATED COSTS

The estimated construction cost of the project, based on 2013 prices, is as follows:

	Option B	Option D	Option E
Structure & Utilities	\$ 378,000	\$ 451,000	\$ 345,000
Roadway Approaches	\$ 165,000	\$ 133,000	\$ 102,000
Misc. & Mob.	\$ 135,000	\$ 128,000	\$ 97,000
<u>Eng. & Contingencies</u>	<u>\$ 102,000</u>	<u>\$ 107,000</u>	<u>\$ 82,000</u>
Total Construction Cost	\$ 780,000	\$ 819,000	\$ 626,000

V. NATURAL ENVIRONMENT

Natural resources in the project study area were reviewed in the field in October 2012 and documented in a Natural Resources Technical Report (NRTR) (KCI, January 2013), incorporated by reference. This section includes a summary of the existing conditions, as well as the potential environmental impacts of the alternatives.

A. Physical Characteristics

Water Resources

Water resources in the study area are part of the French Broad Basin [U.S. Geological Survey (USGS) Hydrologic Unit 06010105]. Two streams were identified in the study area – Flat Creek [NCDWQ Index Number 6-78-6-(4)] and an unnamed tributary (UT) to Flat Creek.

Stream Name	Map ID	Bank Height (ft)	Bankful Width (ft)	Water Depth (in)	Channel Substrate	Velocity	Clarity
Flat Creek	Flat Creek	9	20	2	Gravel/Cobble	Fast	Clear
UT to Flat Creek	SA	3	4	1	Sand/Gravel	Moderate	Clear

Flat Creek has been designated as Class C from Big Piney Branch to its confluence with Swannanoa River (NCDENR, 2006). The North Carolina Wildlife Resources Commission (NCWRC) has not identified Flat Creek as a trout water, however Swannanoa River located approximately 2 miles downstream of the project site is classified as a hatchery supported trout water. There are no designated anadromous fish waters or Primary Nursery Areas (PNA) present in the study area and no designated High Quality Waters (HQW) or water supply watersheds (WS-I or WS-II) within 1.0 mile downstream of the study area. There are no benthic/or fish monitoring data available for any streams in the study area. Flat Creek is not listed on the North Carolina 2012 Draft 303(d) list of impaired waters. However, the list identifies the Swannanoa River downstream of the study area as an impaired water due to ecological/biological integrity benthos (NCDENR, 2012).

Floodplains/Floodways

The proposed bridge replacement would not adversely affect the floodplain and therefore, floodway modification is not required. Buncombe County is a participant in the National Flood Insurance Program. As shown in the Flood Insurance Rate Map (FIRM) for Buncombe County (panel 0710, dated January 6, 2010), the proposed project is located in an area within the 100-year flood (Zone AE), and where base flood elevations have been determined.

B. Biotic Resources

Terrestrial communities in the study area can be classified as maintained/disturbed, mixed hardwood, or Acidic Cove Forest (typic subtype). Detailed descriptions of these community types and species observed in the study area can be found in the NRTR.

Community	Coverage (ac)
Maintained/Disturbed	1.7
Mixed Hardwood	0.2
Acidic Cove Forest (Typic Subtype)	0.9
Total	2.8

C. Jurisdictional Topics

Surface Waters and Wetlands

As noted above, two jurisdictional streams were identified in the study area (Flat Creek and Puncheon Branch). The location of these streams is shown on Figure 1. These streams are both perennial and have been designated as cold water streams for the purposes of stream mitigation.

Based on a review of waters of the US in the office and in the field, no jurisdictional wetlands were identified within the study area.

Permits

The proposed project has been designated as a Categorical Exclusion (CE) for the purposes of National Environmental Policy Act (NEPA) documentation. As a result, a Nationwide Permit (NWP) 23 will likely be applicable. A NWP No. 33 may also apply for temporary construction activities such as stream dewatering, work bridges, or temporary causeways that are often used during bridge construction or rehabilitation.

Federally Protected Species

As of January 14, 2014, the United States Fish and Wildlife (USFWS) lists thirteen federally-protected species for Buncombe County. However, there are no habitats for these protected species within the study area; therefore, the biological conclusion for each is No Effect.

Scientific Name	Common Name	Federal Status	Habitat Present	Biological Conclusion
<i>Glyptemys muhlenbergii</i>	Bog turtle	T(S/A)	No	Not Required
<i>Glaucomys sabrinus coloratus</i>	Carolina northern flying squirrel	E	No	No Effect
<i>Myotis grisescens</i>	Gray bat	E	No	No Effect
<i>Erimonax monachus</i>	Spotfin chub/turquoise shiner	T	No	No Effect
<i>Alasmidonta raveneliana</i>	Appalachian elktoe	E	No	No Effect
<i>Microhexura montivaga</i>	Spruce-fir moss spider	E	No	No Effect
<i>Epioblasma florentina walkeri</i>	Tan riffleshell	E	No	No Effect
<i>Solidago spithamaea</i>	Blue Ridge goldenrod	T	No	No Effect
<i>Sagittaria fasciculata</i>	Bunched arrowhead	E	No	No Effect
<i>Sarracenia rubra ssp. jonesii</i>	Mountain sweet pitcherplant	E	No	No Effect
<i>Geum radiatum</i>	Spreading avens	E	No	No Effect
<i>Spiraea virginiana</i>	Virginia spiraea	T	No	No Effect
<i>Gymnoderma lineare</i>	Rock gnome lichen	E	No	No Effect

A USFWS proposal for listing the Northern Long-eared Bat (*Myotis septentrionalis*) as an endangered species was published in the Federal register in October 2013. The listing will become effective on or before April 2015. NCDOT is working closely with the USFWS to understand how this proposed listing may impact NCDOT projects. NCDOT will continue to coordinate appropriately with USFWS to determine if this project will incur effects to the Northern long-eared bat, and how to address these potential effects if necessary.

Bald Eagle and Golden Eagle Protection Act

Habitat for the bald eagle primarily consists of mature forest in proximity to large bodies of open water for foraging. Large dominant trees are utilized for nesting sites, typically within one mile of

open water. There are no large bodies of open water within one mile of the project study area. Suitable habitat for bald eagle does not exist within the project study area.

VI. HUMAN ENVIRONMENT

A. Section 106 Compliance Guidelines

This project is subject to compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, and implemented by the Advisory Council on Historic Preservation's Regulations for Compliance with Section 106, codified at Title 36 CFR Part 800. Section 106 requires Federal agencies to take into account the effect of their undertakings (federally funded, licensed, or permitted) on properties included in or eligible for inclusion in the National Register of Historic Places and afford the Advisory Council a reasonable opportunity to comment on such undertakings.

Historic Architecture

A survey of historic resources was conducted within the preliminary viewshed of the proposed options in June 2013. Findings were presented to the HPO on June 25, 2013. At this meeting, the HPO recognized a potential Montreat National Register Historic District with as-yet undetermined boundaries, and stated that a reconnaissance-level architectural survey should seek to identify potential contributing resources to this district within the visual Area of Potential Effect (APE) of the bridge project, but without surveying the remainder of the Town of Montreat. The HPO defined the APE for this project and its three build alternatives (Options B, D, and E) as an area within Montreat comprising 32 tax parcels and their associated structures.

In September 2013, TRC conducted archival research and field survey of those 32 parcels. One previously surveyed architectural resource, the Community Building (BN 0340), and 29 newly surveyed resources (including the Texas Road Bridge) were recorded, mapped, and photographed during the survey. Two properties within the survey area, 310 Texas Road and 239 Assembly Drive, contained buildings constructed in 1988 and 2009, respectively, and were not surveyed due to age. Of the 30 surveyed properties, 23 are recommended as contributing to the potential Montreat Historic District. One property, the former Community Building, is recommended as individually eligible for listing in the National Register under Criteria A and C. The existing Texas Road Bridge is not eligible as an individual resources and is not a contributing resource to the historic district. The findings of this study are documented in a Historic Structures Report and National Register Evaluation (November 2013).

There would be no direct impacts to any of the properties that contribute to the potential Montreat Historic District. Based on coordination with the HPO, a replacement bridge would better reflect the character of the historic district than the current bridge with some commitments, including use of stamped and stained concrete on some surfaces and use of native plant materials to revegetate disturbed areas.

The Preferred Alternative was determined to have no adverse effect on the Montreat Historic District with the following commitments:

- Exterior bridge rails, wing walls, and retaining wall (side facing recreational field) will be stamped and stained concrete to match the appearance of the Lookout Road bridge treatment as closely as possible.

- The side of the bridge with the pedestrian sidewalk will have a one-bar metal rail set on the parapet, with a minimum height of 42 inches. The final design of the rail will be coordinated with NCDOT Structure Design and approved by HPO.
- All plant materials needed to restore the disturbed areas will be native plants.
- Standard metal guardrail will be used.
- The final design will be provided to the HPO for review and comment.

A copy of the HPO's determination of effects dated October 28, 2014, is included in the appendix.

Archaeology

An archaeological survey of a 500 by 200 foot area encompassing the three build alternatives considered (Options B, D, and E) was conducted in September 2013 (*Archaeological Survey for the Proposed Replacement of Bridge No. 528 on Texas Road over Flat Creek*, November 2013). Some historic artifacts, likely related to the former Montreat post office, general store, and other commercial buildings that once stood in the area, were found on the north side of Flat Creek. However, the site (31BN989) is ineligible for the National Register. Additionally, much of the proposed project will be constructed on fill, and construction activities will not impact any intact soils that might exist along Flat Creek beneath existing fill. Therefore, no further archaeological investigations are required.

B. Community Impacts

Potential community impacts are documented in a Community Impact Assessment (November 2013). No adverse impact on families or communities is anticipated. No adverse effect on public facilities or services is expected. The project is not expected to adversely affect social, economic, or religious opportunities in the area. Right-of-way acquisition will be limited, and no relocatees are expected with implementation of any alternative.

As the existing bridge is closed, there is no risk of direct impact on traffic flows and no transit, school, or -S concerns should arise from construction. Reopening of the bridge will improve access and traffic flows around the Updike Child Care Center and Robert Lake Park, as well as provide additional connection via Texas Road to Montreat College and the Montreat Conference Center.

The project is not in conflict with any plan, existing land use, or zoning regulation. No change in land use is expected to result from the construction of the project.

The project will not have a disproportionately high and adverse human health and environmental effect on any minority or low-income population.

C. Section 4(f) Resources

The Preferred Alternative would not result in any use of Section 4(f) resources. As discussed above, the study area includes privately-owned lands that are used for recreational purposes; however, these resources are part of Robert Lake Park, which is privately-owned by the Montreat Conference Center. While the Town of Montreat owns property adjacent to this park, the town's property is not considered to be part of the park. Therefore, Section 4(f) does not apply to the park. Also, as discussed above, the Texas Road Bridge is not a contributing element to the potential Montreat Historic District, and because the town owns all property associated with the construction of the

replacement bridge, there is no direct, temporary, or constructive use, and therefore Section 4(f) does not apply.

D. Noise & Air Quality

The project is located in Buncombe County, which is in compliance with the National Ambient Air Quality Standards. The proposed project is located in an attainment area; therefore, 40 CFR Parts 51 and 93 are not applicable. This project is not anticipated to create any adverse effects on the air quality of this attainment area.

This project will not result in any meaningful changes in traffic volume, vehicle mix, location of the existing facility, or any other factor that would cause an increase in emissions impacts relative to the no-build alternative. As such FHWA has determined that this project will generate minimal air quality impacts for Clean Air Act criteria pollutants and has not been linked with any special mobile source air toxics (MSAT) concerns. Consequently this effort is exempt from analysis for MSATs.

Noise levels may increase during project construction; however, these impacts are not expected to be substantial considering the relatively short-term nature of construction noise and the limitation of construction to daytime hours. The transmission loss characteristics of nearby natural elements and man-made structures are believed to be sufficient to moderate the effects of intrusive construction noise.

VII. GENERAL ENVIRONMENTAL EFFECTS

The project is expected to have an overall positive impact. Construction of a new bridge will result in safer traffic operations and improve circulation and access in Montreat and around the Montreat Conference Center.

The replacement of Bridge No. 528 will not have an adverse effect on the quality of the human or natural environment with the use of the current North Carolina Department of Transportation standards and specifications.

No sites presently or formerly containing petroleum underground storage tanks (UST's) have been identified within the project limits.

Buncombe County is a participant in the National Flood Insurance Program. There are no practical alternatives to crossing the floodplain area. Any shift in alignment will result in an impact area of about the same magnitude. The proposed project is not anticipated to increase the level or extent of upstream flood potential.

VIII. COORDINATION & AGENCY COMMENTS

NCDOT has sought input from the following agencies as a part of the project development:

- Federal Highway Administration
- North Carolina Department of Cultural Resources State Historic Preservation Office
- U.S. Environmental Protection Agency
- North Carolina Department of Environment and Natural Resources Natural Heritage Program

- North Carolina Division of Environmental Assistance and Outreach
- U.S. Fish & Wildlife Service
- North Carolina Department of Public Safety Division of Emergency Management
- Buncombe County
- Town of Montreat

A Scoping Letter for this project was distributed to these agencies, as well as other state agencies through the State Environmental Clearinghouse, on October 26, 2012. Below is a summary of comments received in response to these letters and responses to comments, if appropriate (comments which were responded to are underlined). Responses of “No Comment” were received from NC Department of Agriculture and NCDOT-Statewide Planning. Copies of all letters are included in the appendix.

The **North Carolina Department of Environment and Natural Resources (Natural Heritage Program)** in a letter dated November 14, 2012, indicated that the State Special Concern Hellbender (*Cryptobranchus alleganiensis*) is present in Flat Creek approximately one-half mile southwest of the bridge site and could potentially be present closer to the bridge. Additionally, as drainage from the bridge site flows toward the identified Hellbender location, the Natural Heritage Program recommends that proper sedimentation controls be implemented during construction to avoid creek and species impacts. This response further noted that while much of the forested area near the bridge site is part of a large North Carolina Clean Water Management Trust Fund easement, no direct impacts are anticipated to these lands.

The **North Carolina Department of Natural Resources** (Division of Environmental Assistance and Outreach) also submitted a project review form with permit information. According to this form, the project will require a 401 Water Quality Certification and the regional office should be notified if “orphan” underground storage tanks are discovered during any excavation operation.

The North Carolina Department of Cultural Resources (**State Historic Preservation Office (HPO)**) in a letter dated November 20, 2012, indicated that no recorded archaeological sites are located within the project study area. If the replace-in-place alternative is selected, SHPO anticipates that no significant archaeological resources will be impacted and that no investigations will be needed. However, if a new location is selected, HPO would like to receive a map of the new alignment in order to evaluate potential effects on archaeological resources.¹

This response also indicated that the Community Building (BN 0340), a structure of historical or architectural importance, is located in the general project area. This building was placed on the State Study List in 1980. HPO recommends that any structures over fifty (50) years of age within the area of potential effect be evaluated by a qualified architectural historian, and that the findings of this analysis be reported to HPO.²

RESPONSE 1: An archaeological survey of a 500 by 200 foot area encompassing the three build alternatives considered (Options B, D, and E) was conducted by TRC in September 2013 (*Archaeological Survey for the Proposed Replacement of Bridge No. 528 on Texas Road over Flat Creek*, TRC, November 2013) and submitted to HPO.

RESPONSE 2: As described above, a Historic Structures Report and National Register Evaluation (TRC, November 2013) was completed and submitted to HPO.

The **North Carolina Department of Crime Control and Public Safety** (Geospatial and Technology Management (GTM) Office) in a letter dated December 7, 2012, indicated that the project will cross the Special Flood Hazard Area and Floodway of Flat Creek into Swannanoa River, and a hydraulic analysis is required for any new, replacement, or modification to an existing hydraulic structure within the regulatory floodway of this area.¹

This response further recommends that the project team coordinate with Mr. David Chang, NCDOT Hydraulics, to determine whether the project falls within the NC Floodplain Mapping Program MOA. Finally, the respondent noted that new or replacement structures that cause an increase in the Base Flood Elevation (BFE) require approval of a Conditional Letter of Map Revision (CLOMR) prior to construction, while those structures that do not cause an increase in the BFE would be reviewed under the MOA.²

RESPONSE 1: A preliminary hydraulic analysis was completed to determine approximate bridge characteristics; however, length of the proposed bridge and the recommended roadway elevation may be adjusted (increased or decreased) to accommodate design floods as determined in the final hydraulic design.

RESPONSE 2: The proposed bridge replacement would not adversely affect the floodplain and therefore, floodway modification is not required.

IX. PUBLIC INVOLVEMENT

A public meeting was held from 4:00 to 7:00 p.m. on November 27, 2012 at the Walkup Building (300 Community Center Circle) in Montreat, North Carolina. A public notice/press release about the public meeting was published in two local newspapers, including the Asheville Citizen Times (November 14, 18, and 25) and the Mountain Xpress (November 14 and 21). In addition to the press releases, approximately 100 newsletters were mailed to property and business owners within the project study area, as well as to local officials and area stakeholders. The Town of Montreat also distributed meeting announcements and information to the Town's "Sunshine List" and via social media channels, including Facebook, Twitter, and the Town's event calendar.

The public meeting offered an opportunity for the general public to learn about the project and its objectives, review information on existing conditions and general locations for alternatives, and provide input and feedback. The workshop was held in open house format with no formal presentation or opening remarks. Materials included comment forms, informational handouts, study area maps, boards displaying the build alternatives, and large map printouts for participants to mark up. A total of 39 individuals attended the public meeting, including Town residents, local officials, and Montreat Conference Center representatives. The project team collected 14 comment forms at the meeting, while an additional 24 comments were received via email during the comment period following the public meeting.

Commenters most frequently cited a preference for Option B or Option D. Reasons provided for selecting Option B included minimization of property and environmental impacts, maintenance of access and traffic flow, use of the existing right of way, preservation of recreational resources, and perceived lower costs. Several respondents commented that although the existing design/alignment is not ideal, it has not been a traffic hazard in the past due to slow speeds and low traffic volumes.

Those expressing opposition to Option B primarily cited safety and visibility concerns with the existing alignment and intersection with Assembly Drive.

Among those selecting Option D as their preferred option, respondents indicated that this alternative would protect recreational resources, provide safer travel for vehicles and pedestrians, have limited property impacts, provide a four-way (rather than offset) intersection, and clear invasive vegetation. Those not in favor of Option D primarily cited impacts to specific properties along Texas Road and open space at the proposed replacement site.

Although Options B and D were the most frequently preferred alternatives, several respondents expressed support for Option A (No Build). These respondents cited cost concerns and traffic impacts and noted that residents have adapted to closure of the bridge. However, a greater number of respondents expressed opposition to Option A—which would leave the bridge closed indefinitely—due to safety and aesthetic concerns as well as the need to provide greater connectivity and emergency vehicle access.

No respondents indicated a preference for Option C (New Location at Welch Field), and comments about Option C most frequently addressed impacts to Welch Field as well as to specific residential properties along Texas Road. Option E was also not widely supported; however, some indicated it would be their second choice to Option D over Option B. Those who expressed opposition to Option E noted its impacts to recreational resources—including the Patricia Cromwell Tennis Center and a Town of Montreat playing field—and to specific residential properties on Texas Road.

X. CONCLUSION

On the basis of the above discussion, it is concluded that no substantial adverse environmental impacts will result from implementation of the Preferred Alternative (Option B). The project is therefore considered to be a federal “Categorical Exclusion” due to its limited scope and lack of substantial environmental consequences.

FIGURES

Figure 1: B-5196 Project Study Area
Figure 2: B-5196 Alternatives

Figure 1: B-5196 Project Study Area

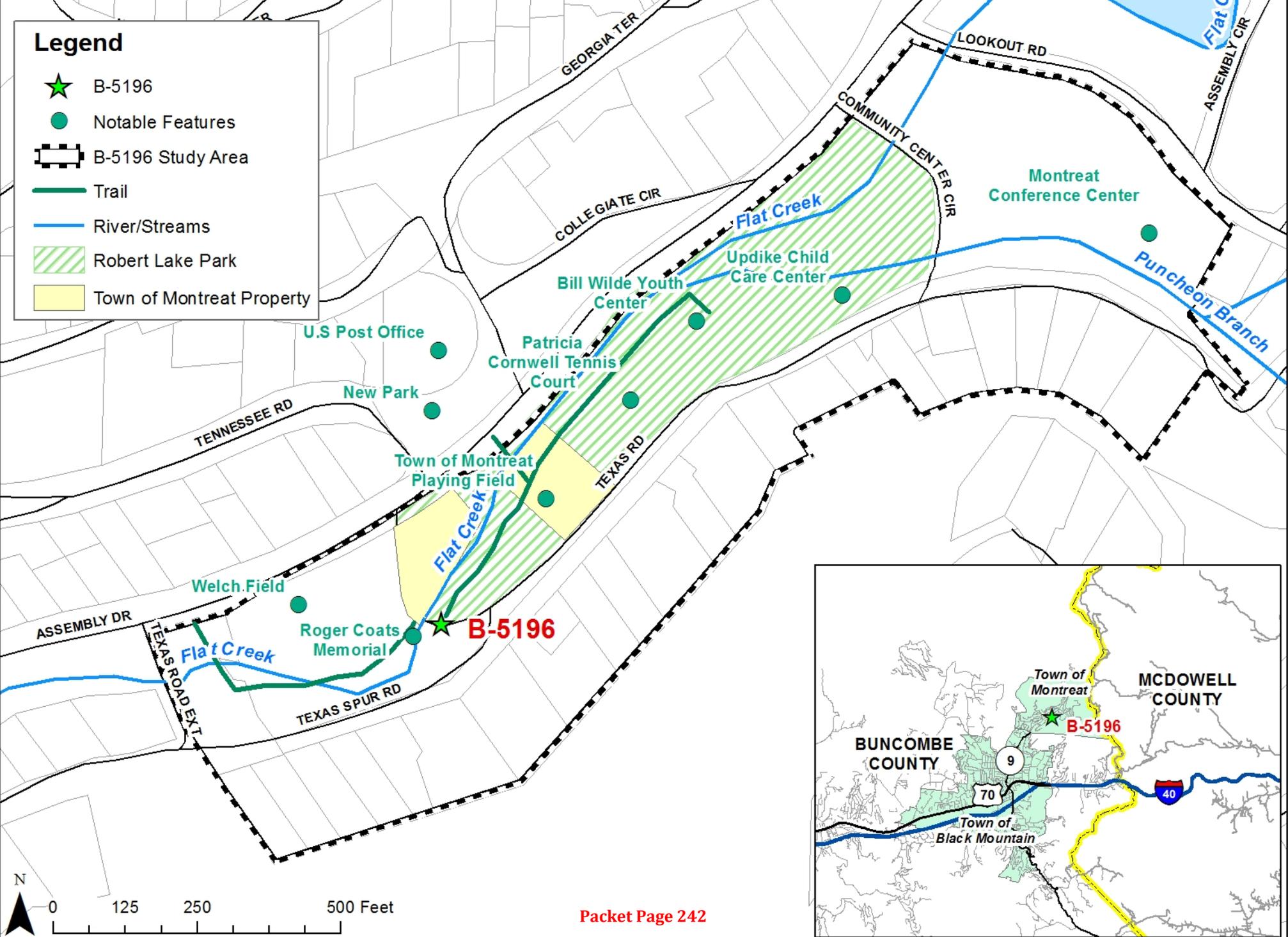
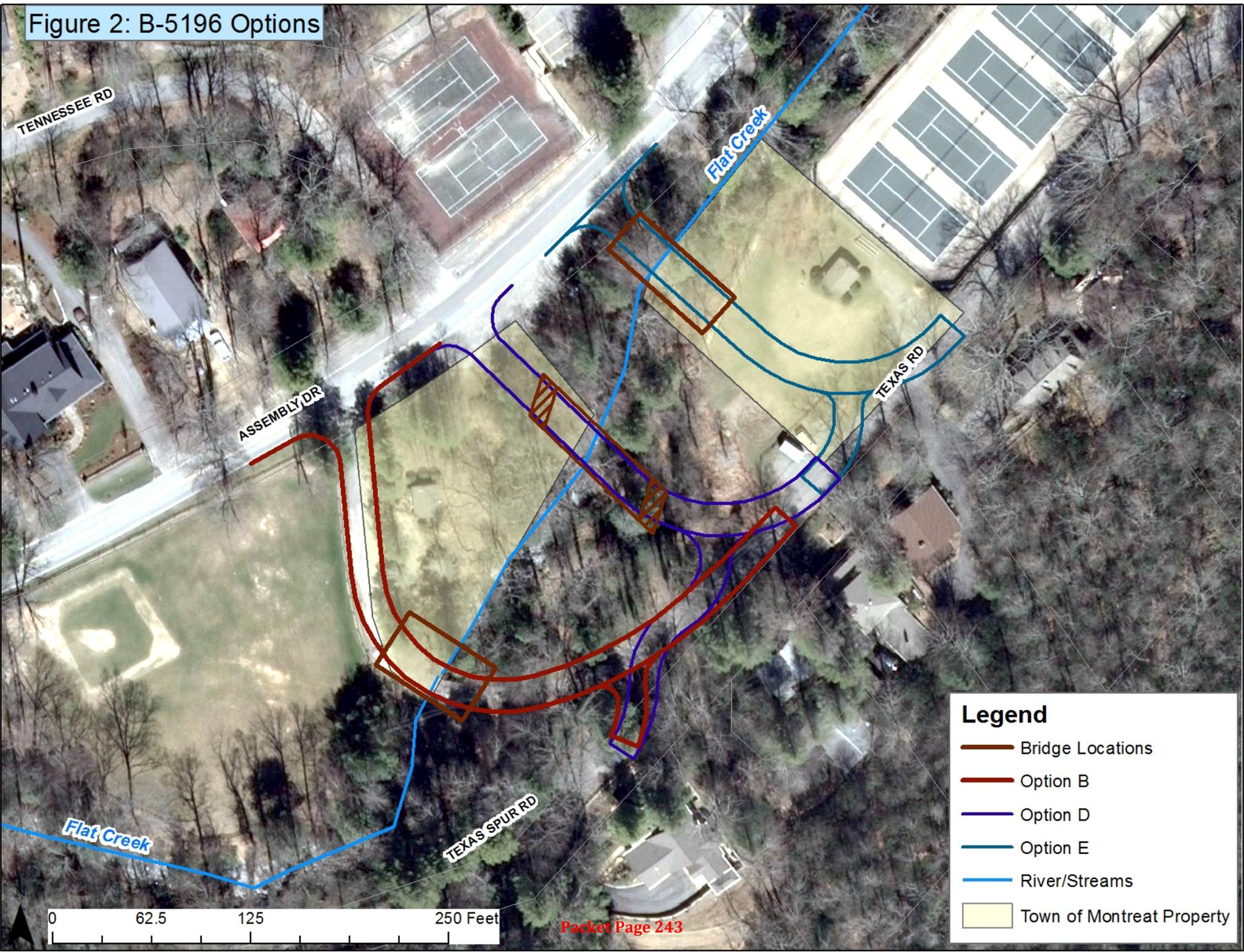


Figure 2: B-5196 Options



Legend

- Bridge Locations
- Option B
- Option D
- Option E
- River/Streams
- Town of Montreat Property

APPENDIX

Start of Study Letter (with distribution list)	October 26, 2012
State Environmental Clearinghouse NC Department of Public Safety	December 12, 2012 December 7, 2012
State Environmental Review Clearinghouse • State Historic Preservation Office	November 29, 2012 November 20, 2012
State Environmental Review Clearinghouse • NC Department of Environment & Natural Resources • NC Natural Heritage Program • NC DENR – Asheville Regional Office • NC Department of Agriculture • NCDOT – Statewide Planning	November 26, 2012 November 19, 2012 November 14, 2012 November 15, 2012 November 9, 2012 November 13, 2012
Concurrence Form for Assessment of Effects	October 28, 2014



Town of Montreat

P.O. Box 423, Montreat, North Carolina 28757

Phone: (828) 669-8002 • Fax: (828) 669-3810

October 26, 2012

State Environmental Clearinghouse
1301 MSC
Raleigh, NC 27699-1301

SUBJECT: Start of Study, Proposed Bridge Replacement on Texas Road (TIP # B-5196), Montreat, Buncombe County, North Carolina

To Whom it May Concern,

The Town of Montreat, the North Carolina Department of Transportation (NCDOT), and the Federal Highway Administration (FHWA) propose to replace Bridge No. 528 on Texas Road over Flat Creek in Montreat, North Carolina. The existing bridge is currently closed to vehicular traffic due to safety concerns related to its state of deterioration. Replacement of the bridge is needed to provide safer access and mobility in the study area, to support pedestrian connectivity, and to improve access to community facilities. A map of the project study area is included as an attachment to this letter.

The proposed project will consider a set of build and no-build scenarios to replace the bridge and provide safe mobility and access. Alternatives other than replacing the structure in its existing location may be considered in the planning process. The build alternatives currently being considered include replacing the bridge at the existing location and a new bridge location approximately 50 feet east of the existing bridge on an improved alignment.

A Federally-funded Categorical Exclusion (CE) document is being prepared in coordination with FHWA. This document is intended to satisfy the requirements of both the National Environmental Policy Act (NEPA) and the North Carolina Environmental Policy Act (SEPA).

In an effort to expedite the environmental clearance process, we are asking your agency to provide any information you might have that would be helpful in evaluating the potential environmental impacts of the proposed bridge replacement project. If applicable, please also identify any permits or approvals that may be required by your agency. We ask that you please respond in writing by **November 26, 2012**.

The Town invites your participation in an upcoming informational workshop tentatively scheduled for November 27. Details for this workshop will be forthcoming.

We appreciate your time and cooperation on this project. If you have any questions or need any additional information concerning this project, please contact the project subconsultant, Planning Communities, via email at ttownsend@planningcommunities.com or by phone at (919) 803-6862.

Sincerely,

Ron Nalley
Town Administrator
Town of Montreat, North Carolina

cc Teresa Townsend, Planning Communities

Mitch Batuzich, PE
Western Preconstruction & Environmental
Specialist
(Divisions 10-14)
Federal Highway Administration
310 New Bern Avenue, Suite 410
Raleigh, NC 27601-1418

Ricky A. Tipton, PE, PLS
13th Division Construction Engineer
55 Orange Street
Asheville, NC 28801

State Environmental Clearinghouse
1301 MSC
Raleigh, NC 27699-1301

Renee Gledhill-Earley
State Historic Preservation Office
NC Department of Cultural Resources
4617 MSC
Raleigh, NC 27601-1418

Chris Militscher
US Environmental Protection Agency
61 Forsyth Street, SW
Atlanta, GA 30303

Rob Ridings
NC Division of Water Quality
1650 MSC
Raleigh, NC 27699-1650

Brian Cole
US Fish and Wildlife Service
160 Zillicoa Street
Asheville, NC 28801

Wanda Greene
Buncombe County Manager
205 College Street, Suite 300
Asheville, NC 28801

Letta Jean Taylor
Mayor, Town of Montreat
PO Box 95
Montreat, NC 28757

Stephen L. Freeman
Public Works Director
PO Box 423
Montreat, NC 28757

David Currie
Building Inspector/Code Administrator
PO Box 423
Montreat, NC 28757



North Carolina
Department of Administration

Beverly Eaves Perdue, Governor

Moses Carey, Jr., Secretary

December 12, 2012

Mr. Ron Nalley
Town of Montreat
Post Office Box 423
Montreat, North Carolina 28757

Re: SCH File # 13-E-0000-0143; SCOPING; Proposed project would replace bridge no. 528 on Texas Road over Flat Creek in Montreat, NC.

Dear Mr. Nalley:

The above referenced environmental impact information has been submitted to the State Clearinghouse under the provisions of the National Environmental Policy Act. According to G.S. 113A-10, when a state agency is required to prepare an environmental document under the provisions of federal law, the environmental document meets the provisions of the State Environmental Policy Act. Attached to this letter for your consideration are **additional comments** made by agencies in the course of this review.

If any further environmental review documents are prepared for this project, they should be forwarded to this office for intergovernmental review.

Should you have any questions, please do not hesitate to call.

Sincerely,

A handwritten signature in cursive script that reads "Crystal Best".

Crystal Best

State Environmental Review Clearinghouse

Attachments

cc: Region B

Mailing Address:
1301 Mail Service Center
Raleigh, NC 27699-1301

Telephone: (919)807-2425
Fax (919)733-9571
State Courier #51-01-00
e-mail state.clearinghouse@doa.nc.gov

Location Address:
116 West Jones Street
Raleigh, North Carolina

NORTH CAROLINA STATE CLEARINGHOUSE
DEPARTMENT OF ADMINISTRATION
INTERGOVERNMENTAL REVIEW

COUNTY: BUNCOMBE

F02: HIGHWAYS AND ROADS

STATE NUMBER: 13-E-0000-0143

DATE RECEIVED: 11/05/2012

AGENCY RESPONSE: 11/16/2012

REVIEW CLOSED: 11/21/2012

MS CAROLYN PENNY
CLEARINGHOUSE COORDINATOR
CC&PS - DIV OF EMERGENCY MANAGEMENT
FLOODPLAIN MANAGEMENT PROGRAM
MSC # 4719
RALEIGH NC



NOV 3 2012

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DENR LEGISLATIVE AFFAIRS
DEPT OF AGRICULTURE
DEPT OF CULTURAL RESOURCES
DEPT OF TRANSPORTATION
LAND OF SKY REGIONAL COUNCIL

PROJECT INFORMATION

APPLICANT: Town of Montreat
TYPE: National Environmental Policy Act
Scoping

DESC: Proposed project would replace bridge no. 528 on Texas Road over Flat Creek in Montreat, NC.

The attached project has been submitted to the N. C. State Clearinghouse for intergovernmental review. Please review and submit your response by the above indicated date to 1301 Mail Service Center, Raleigh NC 27699-1301.

If additional review time is needed, please contact this office at (919)807-2425.

AS A RESULT OF THIS REVIEW THE FOLLOWING IS SUBMITTED: NO COMMENT COMMENTS ATTACHED

SIGNED BY:

DATE:

12/10/12



North Carolina Department of Public Safety

Emergency Management

Beverly Eaves Perdue, Governor
Reuben F. Young, Secretary

H. Douglas Hoell, Jr., Director

December 7, 2012

State Clearinghouse
N.C. Department of Administration
1301 Mail Service Center
Raleigh, North Carolina 27699-1301



Subject: Intergovernmental Review State Number: 13-E-0000-0143
Replace Bridge 528 on Texas Road over Flat Creek, Montreat

As requested by the North Carolina State Clearinghouse, the North Carolina Department of Crime Control and Public Safety Division of Emergency Management Office of Geospatial and Technology Management (GTM) reviewed the proposed project listed above and offer the following comments:

- 1) North Carolina Executive Order 123 directs NCDOT to coordinate with and follow the FHWA floodplain management requirements which are found in the Federal Executive Order 11988. To ensure NCDOT compliance with EO 11988 and 44 CFR the NCDOT Hydraulics Section and the NC Floodplain Mapping Program have a MOA. Please coordinate with Mr. David Chang, NCDOT Hydraulics, to determine if this project is eligible to fall within the MOA.
- 2) The proposed project will cross the Special Flood Hazard Area and Floodway of Flat Creek into Swannanoa River (Panel 0710). A hydraulic analysis is required for any new, replacement or modification to an existing hydraulic structure that is within the regulatory floodway of this SFHA.
- 3) New or replacement structures that do not cause an increase in the Base Flood Elevation (BFE) would be reviewed under the MOA. New or replacement structures that cause an increase in the Base Flood Elevation (BFE) will require approval of a Conditional Letter of Map Revision prior to construction.

Thank you for your cooperation and consideration. If you have any questions concerning the above comments, please contact Dan Brubaker, P.E., CFM, the NC NFIP Engineer at (919) 825-2300, by email at dan.brubaker@ncdps.gov or at the address shown on the footer of this documents.

Sincerely,

Kenneth W. Ashe, P.E., CFM
Assistant Director
Geospatial and Technology Management Office

cc: John Gerber, NFIP State Coordinator
Dan Brubaker, NFIP Engineer

MAILING ADDRESS:
4218 Mail Service Center
Raleigh NC 27699-4218
www.ncem.org



GTM OFFICE LOCATION:
4105 Reedy Creek Road
Raleigh, NC 27607
Telephone: (919) 825-2341
Fax: (919) 825-0408

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North Carolina Department of Administration

Beverly Eaves Perdue, Governor

Moses Carey, Jr., Secretary

November 29, 2012

Mr. Ron Nalley
Town of Montreat
Post Office Box 423
Montreat, North Carolina 28757

Re: SCH File # 13-E-0000-0143; SCOPING; Proposed project would replace bridge no. 528 on Texas Road over Flat Creek in Montreat, NC.

Dear Mr. Nalley:

The above referenced environmental impact information has been submitted to the State Clearinghouse under the provisions of the National Environmental Policy Act. According to G.S. 113A-10, when a state agency is required to prepare an environmental document under the provisions of federal law, the environmental document meets the provisions of the State Environmental Policy Act. Attached to this letter for your consideration are **additional comments** made by agencies in the course of this review.

If any further environmental review documents are prepared for this project, they should be forwarded to this office for intergovernmental review.

Should you have any questions, please do not hesitate to call.

Sincerely,

A handwritten signature in cursive script that reads "Crystal Best".

Crystal Best

State Environmental Review Clearinghouse

Attachments

cc: Region B

Mailing Address:
1301 Mail Service Center
Raleigh, NC 27699-1301

Telephone: (919)807-2425
Fax (919)733-9571
State Courier #51-01-00
e-mail state.clearinghouse@doa.nc.gov

Location Address:
116 West Jones Street
Raleigh, North Carolina

NORTH CAROLINA STATE CLEARINGHOUSE
DEPARTMENT OF ADMINISTRATION
INTERGOVERNMENTAL REVIEW

COUNTY: BUNCOMBE

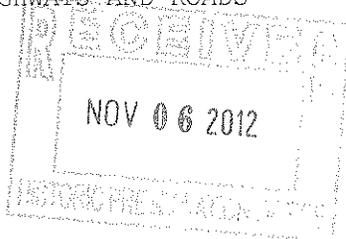
F02: HIGHWAYS AND ROADS

STATE NUMBER: 13-E-0000-0143

DATE RECEIVED: 11/05/2012

AGENCY RESPONSE: 11/16/2012

REVIEW CLOSED: 11/21/2012



MS RENEE GLEDHILL-EARLEY
CLEARINGHOUSE COORDINATOR
DEPT OF CULTURAL RESOURCES
STATE HISTORIC PRESERVATION OFFICE
MSC 4617 - ARCHIVES BUILDING
RALEIGH NC

ER 12-2013

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DENR LEGISLATIVE AFFAIRS
DEPT OF AGRICULTURE
DEPT OF CULTURAL RESOURCES
DEPT OF TRANSPORTATION
LAND OF SKY REGIONAL COUNCIL

Due 11/14/12 A-

Draft letter -
LGH/BJB 11-15-12

PROJECT INFORMATION

APPLICANT: Town of Montreat
TYPE: National Environmental Policy Act
Scoping

See letter
DOK 11/16/12

DESC: Proposed project would replace bridge no. 528 on Texas Road over Flat Creek in Montreat, NC.

The attached project has been submitted to the N. C. State Clearinghouse for intergovernmental review. Please review and submit your response by the above indicated date to 1301 Mail Service Center, Raleigh NC 27699-1301.

If additional review time is needed, please contact this office at (919)807-2425.

AS A RESULT OF THIS REVIEW THE FOLLOWING IS SUBMITTED: NO COMMENT COMMENTS ATTACHED

SIGNED BY: Renee Gledhill-Earley

DATE: 11.27.12





**North Carolina Department of Cultural Resources
State Historic Preservation Office**

Ramona M. Bartos, Administrator

Beverly Eaves Perdue, Governor
Linda A. Carlisle, Secretary
Jeffrey J. Grow, Deputy Secretary

Office of Archives and History
Division of Historical Resources
David Brook, Director

November 20, 2012

Ron Nalley
Town of Montreat
PO Box 423
Montreat, NC 28757



Re: Bridge 528 on Texas Road over Flat Creek, Montreat, B-5196, Buncombe County, ER 12-2013

Dear Mr. Nalley:

Thank you for your letter of October 26, 2012, concerning the above project.

There are no recorded archaeological sites within the proposed project area. If the replacement is to be located along the existing alignment, it is unlikely that significant archaeological resources would be affected and no investigations would be recommended. If, however, the replacement is to be in a new location, please forward a map to this office indicating the location of the new alignment so we may evaluate the potential effects of the replacement upon archaeological resources.

We have conducted a search of our maps and files and located the following structures of historical or architectural importance within the general area of this project:

- Community Building (BN 0340), placed on the State Study List in 1980.

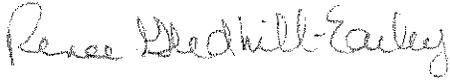
We recommend that a qualified architectural historian identify and evaluate any structures over fifty (50) years of age within the area potential effect, and report the findings to us. The last architectural survey of Montreat was part of the 1980 Buncombe County survey.

The location of the above property is available on our GIS website: <http://gis.ncdcr.gov/hpoweb/>.

The above comments are made pursuant to Section 106 of the National Historic Preservation Act and the Advisory Council on Historic Preservation's Regulations for Compliance with Section 106 codified at 36 CFR Part 800.

Thank you for your cooperation and consideration. If you have questions concerning the above comment, please contact Renee Gledhill-Earley, environmental review coordinator, at 919-807-6579. In all future communication concerning this project, please cite the above-referenced tracking number.

Sincerely,



for Ramona M. Bartos

cc: Matt Wilkerson, NCDOT
Mary Pope Furr, NCDOT



North Carolina Department of Administration

Beverly Eaves Perdue, Governor

Moses Carey, Jr., Secretary

November 26, 2012

Mr. Ron Nalley
Town of Montreat
Post Office Box 423
Montreat, North Carolina 28757

Re: SCH File # 13-E-0000-0143; SCOPING; Proposed project would replace bridge No. 528 on Texas Road over Flat Creek in Montreat, NC.

Dear Mr. Nalley:

The above referenced environmental impact information has been submitted to the State Clearinghouse under the provisions of the National Environmental Policy Act. According to G.S. 113A-10, when a state agency is required to prepare an environmental document under the provisions of federal law, the environmental document meets the provisions of the State Environmental Policy Act. Attached to this letter for your consideration are the comments made by agencies in the course of this review.

If any further environmental review documents are prepared for this project, they should be forwarded to this office for intergovernmental review.

Should you have any questions, please do not hesitate to call.

Sincerely,

A handwritten signature in cursive script that reads "Crystal Best".

Crystal Best

State Environmental Review Clearinghouse

Attachments

cc: Region B

Mailing Address:
1301 Mail Service Center
Raleigh, NC 27699-1301

Telephone: (919)807-2425
Fax (919)733-9571
State Courier #51-01-00
e-mail state.clearinghouse@doa.nc.gov

Location Address:
116 West Jones Street
Raleigh, North Carolina

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Packet Page 254



North Carolina Department of Environment and Natural Resources

Beverly Eaves Perdue
Governor

Dee Freeman
Secretary

MEMORANDUM

TO: Crystal Best
State Clearinghouse

FROM: Lyn Hardison 
Division of Environmental Assistance and Outreach
Permit Assistance & Project Review Coordinator

RE: 13-0143 Scoping
Proposed Project would replace bridge no. 528 on Texas Road over Flat Creek in
Montreat, NC.
Buncombe County

Date: November 19, 2012

The Department of Environment and Natural Resources has reviewed the proposal for the referenced project. Several of the agencies have provided comments that will help the applicant facilitate the preparation of an environmental document. These comments are attached for the applicant's consideration.

If the applicant needs further guidance on addressing secondary and cumulative impact, please refer the applicant to the Department's guidance manual entitled 'Guidance for Preparing SEPA Documents and Addressing Secondary and Cumulative Impacts'. The purpose of the manual is to assist applicants in preparing their environmental documentation, which leads to better decision-making. The guidance manual can be found on the Department's web page <http://portal.ncdenr.org/web/guest/rules-policies-laws-and-regulations> or a copy can be provided at no cost to the applicant.

To better understand NCDENR permitting processes, please suggest to the applicant to contact Alison Davidson, Permit Assistance Coordinator, in the Department's Asheville Regional Office, (828) 296-4500. The proposed project is located within their geographic working territory.

The Department will provide more specific comments during the environmental review process.

Thank you for the opportunity to respond.

Attachment

1601 Mail Service Center, Raleigh, North Carolina 27699-1601
Phone: 919-707-8600 \ Internet: <http://portal.ncdenr.org>
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One
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Naturally



North Carolina Department of Environment and Natural Resources
Office of Conservation, Planning, and Community Affairs

Beverly Eaves Perdue
Governor

Linda Pearsall
Director

Dee Freeman
Secretary

November 14, 2012

MEMORANDUM

TO: Lyn Hardison, DENR Environmental Coordinator

FROM: ^{HL} Harry LeGrand, Natural Heritage Program

SUBJECT: Scoping – Proposed Bridge Replacement on Texas Road; Montreat, Buncombe County; TIP # B-5196

REFERENCE: 13-0143

The Natural Heritage Program database contains several locations of rare species, significant natural communities, significant natural heritage areas, and conservation/managed areas within a mile of the project area. However, only two features are worth mention for the project. Our database shows the presence of the State Special Concern Hellbender (*Cryptobranchus alleganiensis*) in Flat Creek, with a survey location (in 2009) about ½-mile southwest of the bridge site. Thus, this rare amphibian could certainly be present farther northeastward toward the bridge. In addition, drainage from the bridge site flows southwestward toward the location of the Hellbender. Thus, proper sedimentation controls should be in place during construction to avoid impacts to this creek and to the Hellbender population.

Much of the forested lands near the construction site, including lands within 0.1-mile to the south, are part of a large NC Clean Water Management Trust Fund easement. No impacts, at least direct ones, are expected to these lands.

You may wish to check the Natural Heritage Program database website at www.ncnhp.org for a listing of rare plants and animals and significant natural communities in the county and on the quad map. Our Program also has a new website that allows users to obtain information on element occurrences and significant natural heritage areas within two miles of a given location:
<http://nhpweb.enr.state.nc.us/public/virtual_workroom.phtml>. The user name is "guest" and the password is your e-mail address (see instructions on log-in screen). You may want to click "Help" for more information.

Mailing address: 1601 Mail Service Center, Raleigh, North Carolina 27699-1601
Location: 217 W. Jones Street, Raleigh NC 27604
Phone: 919-707-8600 Webpage: www.oneNCNaturally.org
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North Carolina
Naturally
Natural Resources Planning and Conservation

For a quicker response to your query, visit the Natural Heritage Program's data services website (<http://portal.ncdenr.org/web/nhp/data-services>). Use the NHP Map Viewer to search for records within 2 miles of your project area or the database search tool for record summaries by county and USGS 7.5-minute topo map. You can also download GIS shapefiles of our data; see the GIS Download page for details.

Please do not hesitate to contact me at 919-707-8603 if you have questions or need further information.

**Department of Environment and Natural Resources
Project Review Form**

Project Number: 13-0143

County: Buncombe

Date Received: 11/06/2012

Due Date: 11/16/2012

Project Description: Scoping - Proposed project would replace bridge no. 528 on Texas Road over Flat Creek in Montreat, NC.

This Project is being reviewed as indicated below:

Regional Office	Regional Office Area	In-House Review
<input checked="" type="checkbox"/> Asheville	<input checked="" type="checkbox"/> Air	<input type="checkbox"/> Marine Fisheries
<input type="checkbox"/> Fayetteville	<input checked="" type="checkbox"/> Water	<input type="checkbox"/> Coastal Management
<input type="checkbox"/> Mooresville	<input checked="" type="checkbox"/> Aquifer Protection	<input type="checkbox"/> Water Resources Mgmt
<input type="checkbox"/> Raleigh	<input checked="" type="checkbox"/> Land Quality Engineer	<input checked="" type="checkbox"/> Water Supply Section
<input type="checkbox"/> Washington	<input checked="" type="checkbox"/> UST	<input checked="" type="checkbox"/> Parks & Recreation
<input type="checkbox"/> Wilmington		<input type="checkbox"/> Water Quality
<input type="checkbox"/> Winston-Salem		<input checked="" type="checkbox"/> Water Quality - DOT
		<input type="checkbox"/> Wildlife
		<input checked="" type="checkbox"/> Wildlife - DOT <u>Marla</u>
		<input type="checkbox"/> Waste Mgmt
		<input type="checkbox"/> Air Quality

RECEIVED
Asheville Regional Office

NOV 7 2012

NC Dept. of Environment &
Natural Resources

Manager Sign-Off/Region: <i>Linda Stamey</i>	Date: <i>11-15-2012</i>	In-House Reviewer/Agency:
---	----------------------------	---------------------------

Response (check all applicable)

No objection to project as proposed. No Comment

Insufficient information to complete review Other (specify or attach comments)

If you have any questions, please contact:
Lyn Hardison at lyn.hardison@ncdenr.gov or (252) 948-3842.

PERMITS	SPECIAL APPLICATION PROCEDURES or REQUIREMENTS	Normal Process Time (statutory time limit)
<input type="checkbox"/> Permit to drill exploratory oil or gas well	File surety bond of \$5,000 with ENR running to State of NC conditional that any well opened by drill operator shall, upon abandonment, be plugged according to ENR rules and regulations.	10 days N/A
<input type="checkbox"/> Geophysical Exploration Permit	Application filed with ENR at least 10 days prior to issue of permit Application by letter. No standard application form.	10 days N/A
<input type="checkbox"/> State Lakes Construction Permit	Application fees based on structure size is charged. Must include descriptions & drawings of structure & proof of ownership of riparian property.	15-20 days N/A
<input checked="" type="checkbox"/> 401 Water Quality Certification	N/A	60 days (130 days)
<input type="checkbox"/> CAMA Permit for MAJOR development	\$250.00 fee must accompany application	55 days (150 days)
<input type="checkbox"/> CAMA Permit for MINOR development	\$50.00 fee must accompany application	22 days (25 days)
<input type="checkbox"/> Several geodetic monuments are located in or near the project area. If any monument needs to be moved or destroyed, please notify: N.C. Geodetic Survey, Box 27687 Raleigh, NC 27611		
<input type="checkbox"/> Abandonment of any wells, if required must be in accordance with Title 15A, Subchapter 2C.0100.		
<input checked="" type="checkbox"/> Notification of the proper regional office is requested if "orphan" underground storage tanks (USTS) are discovered during any excavation operation.		
<input type="checkbox"/> Compliance with 15A NCAC 211 1000 (Coastal Stormwater Rules) is required.		45 days (N/A)
<input type="checkbox"/> Tar Pansies or Neuse Riparian Buffer Rules required.		
<input checked="" type="checkbox"/> Other comments (attach additional pages as necessary, being certain to cite comment authority)		

REGIONAL OFFICES

Questions regarding these permits should be addressed to the Regional Office marked below.

Asheville Regional Office
2090 US Highway 70
Swannanoa, NC 28778
(828) 296-4500

Mooresville Regional Office
610 East Center Avenue, Suite 301
Mooresville, NC 28115
(704) 663-1699

Wilmington Regional Office
127 Cardinal Drive Extension
Wilmington, NC 28405
(910) 796-7215

Fayetteville Regional Office
225 North Green Street, Suite 714
Fayetteville, NC 28301-5043
(910) 433-3300

Raleigh Regional Office
3800 Barrett Drive, Suite 101
Raleigh, NC 27609
(919) 791-4200

Winston-Salem Regional Office
585 Waughtown Street
Winston-Salem, NC 27107
(336) 771-5000

Washington Regional Office
943 Washington Square Mall
Washington, NC 27889
(252) 946-6481

NORTH CAROLINA STATE CLEARINGHOUSE
DEPARTMENT OF ADMINISTRATION
INTERGOVERNMENTAL REVIEW

COUNTY: BUNCOMBE

F02: HIGHWAYS AND ROADS

STATE NUMBER: 13-E-0000-0143

DATE RECEIVED: 11/05/2012

AGENCY RESPONSE: 11/16/2012

REVIEW CLOSED: 11/21/2012

MS ELIZABETH HEATH
CLEARINGHOUSE COORDINATOR
DEPT OF AGRICULTURE
1001 MSC - AGRICULTURE BLDG
RALEIGH NC

REVIEW DISTRIBUTION

CC&PS - DIV OF EMERGENCY MANAGEMENT
DENR LEGISLATIVE AFFAIRS
DEPT OF AGRICULTURE
DEPT OF CULTURAL RESOURCES
DEPT OF TRANSPORTATION
LAND OF SKY REGIONAL COUNCIL



PROJECT INFORMATION

APPLICANT: Town of Montreat
TYPE: National Environmental Policy Act
Scoping

DESC: Proposed project would replace bridge no. 528 on Texas Road over Flat Creek in Montreat, NC.

The attached project has been submitted to the N. C. State Clearinghouse for intergovernmental review. Please review and submit your response by the above indicated date to 1301 Mail Service Center, Raleigh NC 27699-1301.

If additional review time is needed, please contact this office at (919)807-2425.

AS A RESULT OF THIS REVIEW THE FOLLOWING IS SUBMITTED: NO COMMENT COMMENTS ATTACHED

SIGNED BY: *Jusan DeCatur*

DATE: 11/9/12

NORTH CAROLINA STATE CLEARINGHOUSE
DEPARTMENT OF ADMINISTRATION
INTERGOVERNMENTAL REVIEW

Link Nguyen

COUNTY: BUNCOMBE

F02: HIGHWAYS AND ROADS

STATE NUMBER: 13-E-0000-0143

DATE RECEIVED: 11/05/2012

AGENCY RESPONSE: 11/16/2012

REVIEW CLOSED: 11/21/2012

MS CARRIE ATKINSON
CLEARINGHOUSE COORDINATOR
DEPT OF TRANSPORTATION
STATEWIDE PLANNING - MSC #1554
RALEIGH NC

REVIEW DISTRIBUTION

CC&PS - DIV OF EMERGENCY MANAGEMENT
DENR LEGISLATIVE AFFAIRS
DEPT OF AGRICULTURE
DEPT OF CULTURAL RESOURCES
DEPT OF TRANSPORTATION
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SIGNED BY: *[Signature]*

DATE: 11-13-12

Federal Aid #: BR2-1329(6) TIP#: B-5196 County: Buncombe

CONCURRENCE FORM FOR ASSESSMENT OF EFFECTS

Project Description: Bridge No. 528 on SR Texas Rd.
over Flat Creek

On ~~Month, Date, Year~~, ^{October 28, 2014} representatives of the

-
- Federal Highway Administration (FHWA)
- North Carolina State Historic Preservation Office (HPO)
- Other

Reviewed the subject project and agreed on the effects findings listed within the table on the reverse of this signature page.

Signed:

John Williams 10-28-14
Representative, NCDOT Date

Dorell L. Brown 10-28-14
FHWA, for the Division Administrator, or other Federal Agency Date

Renee Medhill-Easley 10.28.14
Representative, HPO Date

Federal Aid #: BRZ-1329(6) DP #: B-5796

County: Buncombe

Property and Status	Alternative	Effect Finding	Reasons
Montreat His. District (DOE)	"B"	No Adverse	<p>^{new} The bridge will better reflect the character of the HD than the current bridge with the following commitments:</p> <ol style="list-style-type: none"> 1. Exterior bridge rails, wing walls & athletic field side of retaining walls will be stamped & stained concrete to match the Lookout Bridge treatment as closely as possible 2. The pedestrian side of the bridge will have 1 bar metal rail set on the parapet. 3. All plant materials needed to restore the disturbed areas will be native plants. 4. Standard metal guardrail will be used. 5. The final design will be provided to SHPO for review & comment.

Initialed: NCDOT FW FHWA DB HPO RSE

FHWA Intends to use the HPO's concurrence as a basis for a "de minimis" finding for the following properties, pursuant to Section 4(f):



North Carolina Department of Cultural Resources
State Historic Preservation Office

Ramona M. Bartos, Administrator

Governor Pat McCrory
Secretary Susan Kuttz

Office of Archives and History
Deputy Secretary Kevin Cherry

June 3, 2014

Paul Webb
TRC

PWebb@trcsolutions.com

Liz Phipps
KCI

Liz.Phipps@kci.com

Re: Replace Bridge 5288 on Texas Road in Montreat, B-5196, Buncombe County, ER 12-2013

Dear Mr. Webb and Ms. Phipps:

This letter is to respond to the May 5, 2014, email from Mr. Webb that forwarded the revised architectural report for the above-referenced undertaking and, to Ms. Phipps' follow-up email on the same topic.

Having reviewed the boundary description on page 42 of the report and staff in our Western Office having driven the area, we agree that the boundary shown for the Montreat Historic District is appropriate. We also agree that the evaluations of the properties that contribute or do not contribute to the historic district in the vicinity of the project are justified.

Given the above findings, the replacement of Bridge 5288 on Texas Road, a structure that contributes to the National Register-eligible historic district, will have an adverse effect on the historic district. We also believe that the adverse effect can be mitigated through a Memorandum of Agreement that stipulates a bridge design that reflects the current bridge as closely as possible, minimization of cut and fill in the project area, and after construction landscaping with native plants. To move this project forward, we should begin discussion of these stipulations and of bridge designs that will fulfill the needs of the community and meet safety standards.

The above comments are made pursuant to Section 106 of the National Historic Preservation Act and the Advisory Council on Historic Preservation's Regulations for Compliance with Section 106 codified at 36 CFR Part 800.

Thank you for your cooperation and consideration. If you have questions concerning the above comment, contact Renee Gledhill-Earley, environmental review coordinator, at 919-807-6579 or renee.gledhill-earley@ncdcr.gov. In all future communication concerning this project, please cite the above referenced tracking number.

Sincerely,

Renee Gledhill-Earley

for Ramona M. Bartos

*Based on the two above bridges upstream - we agree that the cement wooden bridge does not contribute to the historic district.
Renee Gledhill-Earley 10/28/14
David W. Brown FHWA*

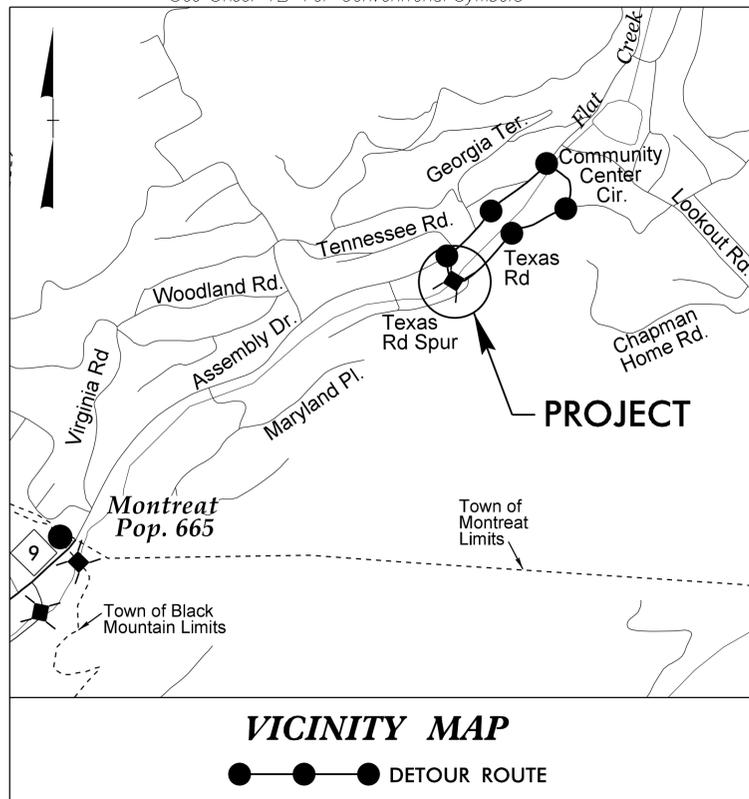
09/08/2015

30-SEP-2015 14:05
 M:\2015\20152251B-5196 Montreat\Roadway\Proj\B-5196-Rdy-fsh.dgn
 \$\$\$SERNAME\$\$\$

TIP PROJECT: B-5196

CONTRACT: 7500013353

See Sheet 1A For Index of Sheets
 See Sheet 1B for Conventional Symbols



VICINITY MAP

●—●—● DETOUR ROUTE

(NOT TO SCALE)

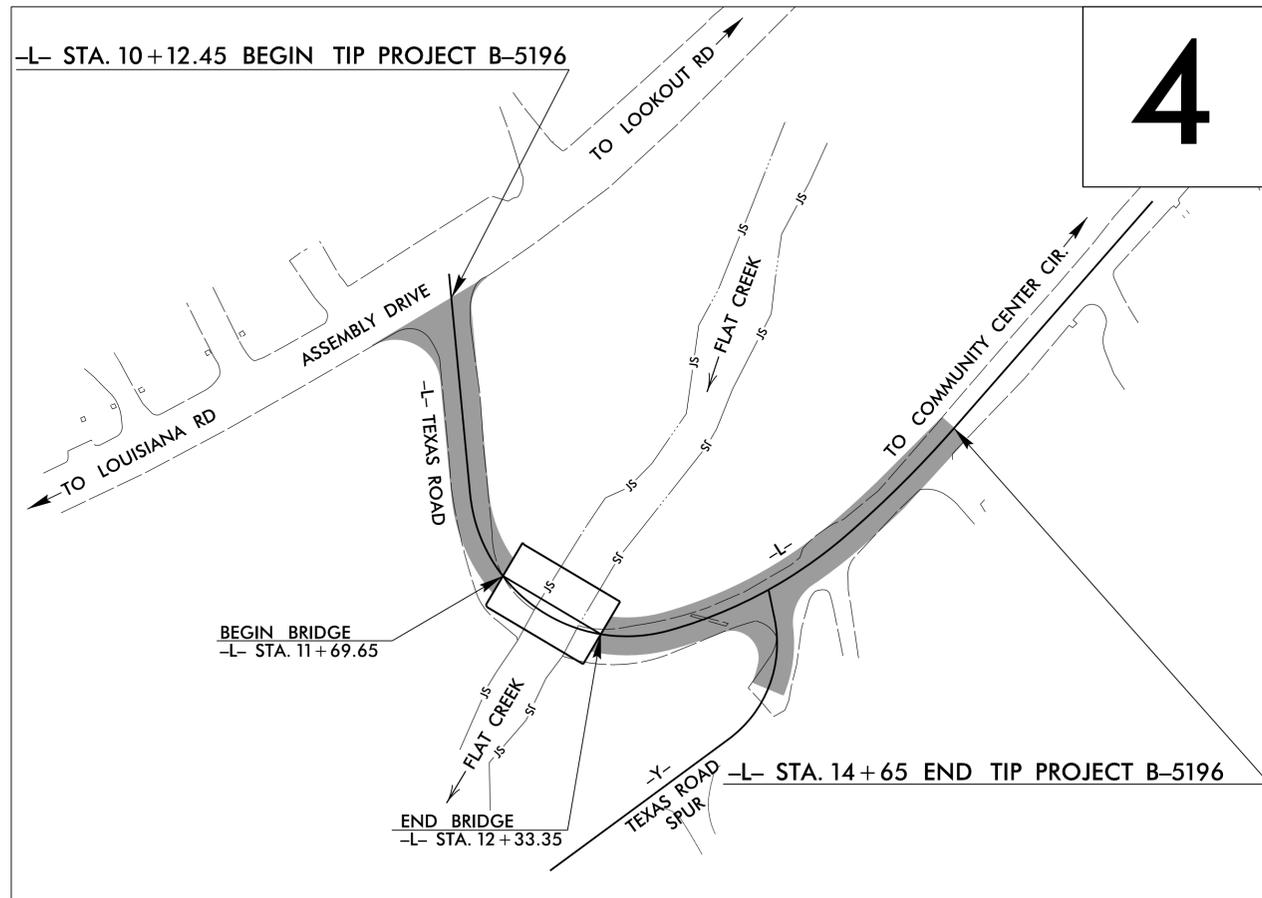
STATE OF NORTH CAROLINA
 DIVISION OF HIGHWAYS

BUNCOMBE COUNTY

**LOCATION: BRIDGE NO. 528 OVER FLAT CREEK
 ON TEXAS ROAD**

**TYPE OF WORK: GRADING, DRAINAGE, PAVING, RETAINING WALL,
 AND STRUCTURE**

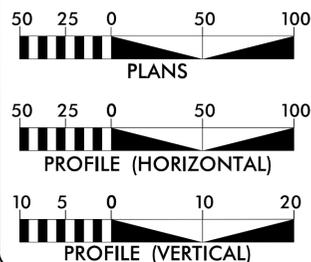
STATE	STATE PROJECT REFERENCE NO.	SHEET NO.	TOTAL SHEETS
N.C.	B-5196	1	
STATE PROJ. NO.	F.A. PROJ. NO.	DESCRIPTION	
45252.1.1	BRZ-1329(6)	P.E.	
45252.1.1	BRZ-1329(6)	RW & UTIL.	
45252.3.FD1	BRZ-1329(6)	CONST.	



4



GRAPHIC SCALES



DESIGN DATA

ADT 2015 = 266
 ADT 2035 = 335
 T = 7 % *
 V = 20 MPH
 * (TTST = 2% DUAL = 5%)

FUNC CLASS = RURAL LOCAL
 SUB-REGIONAL TIER

PROJECT LENGTH

LENGTH OF ROADWAY TIP PROJECT B-5196 = 0.074 MILES
 LENGTH OF STRUCTURE TIP PROJECT B-5196 = 0.012 MILES
 TOTAL LENGTH OF TIP PROJECT B-5196 = 0.086 MILES

Prepared in the Office of:
 KCI Associates of N.C., P.A.
 4601 Six Forks Road
 Landmark Center II, Suite 220
 Raleigh, NC 27609
 Phone (919) 783-9214
 Fax (919) 783-9266

2012 STANDARD SPECIFICATIONS

RIGHT OF WAY DATE:
 JUNE 10, 2015

LETTING DATE:
 OCTOBER 20, 2015

NCDOT CONTACT: MOHAMMED E. MAHJOUB, E.I.
 PROJECT DESIGN ENGINEER

Plans Prepared For:
 DIVISION OF HIGHWAYS
 1000 Birch Ridge Dr.
 Raleigh NC, 27610

DEWAYNE SYKES, P.E.
 PROJECT ENGINEER

BARRY C. SMITH, P.E.
 PROJECT DESIGN ENGINEER

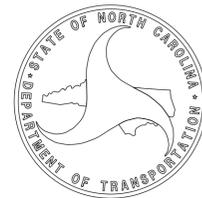
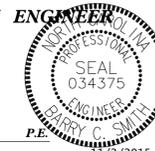
HYDRAULICS ENGINEER

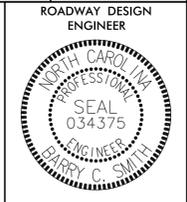
DocuSigned by:
 Joshua G. Dalton
 SIGNATURE:



ROADWAY DESIGN ENGINEER

DocuSigned by:
 Barry C. Smith
 SIGNATURE:





EFF. 01-17-2012
REV. 10-30-2012

2012 ROADWAY ENGLISH STANDARD DRAWINGS
The following Roadway Standards as appear in "Roadway Standard Drawings" Highway Design Branch - N. C. Department of Transportation - Raleigh, N. C., Dated January, 2012 are applicable to this project and by reference hereby are considered a part of these plans:

STD. NO.	TITLE
DIVISION 2 - EARTHWORK	
200.02	Method of Clearing - Method II
225.02	Guide for Grading Subgrade - Secondary and Local
225.04	Method of Obtaining Super-elevation - Two Lane Pavement
DIVISION 3 - PIPE CULVERTS	
300.01	Method of Pipe Installation
DIVISION 4 - MAJOR STRUCTURES	
422.11	Reinforced Bridge Approach Fills - Sub Regional Tier
DIVISION 5 - SUBGRADE, BASES AND SHOULDERS	
560.01	Method of Shoulder Construction - High Side of Super-elevated Curve - Method I
DIVISION 8 - INCIDENTALS	
806.01	Concrete Right-of-Way Marker
806.02	Granite Right-of-Way Marker
840.00	Concrete Base Pad for Drainage Structures
840.01	Brick Catch Basin - 12" thru 54" Pipe
840.02	Concrete Catch Basin - 12" thru 54" Pipe
840.03	Frame, Grates and Hood - for Use on Standard Catch Basin
840.14	Concrete Drop Inlet - 12" thru 30" Pipe
840.15	Brick Drop Inlet - 12" thru 30" Pipe
840.16	Drop Inlet Frame and Grates - for use with Std. Dwg 840.14 and 840.15
840.25	Anchorage for Frames - Brick or Concrete or Precast
840.45	Precast Drainage Structure
840.66	Drainage Structure Steps
846.01	Concrete Curb, Gutter and Curb & Gutter
848.01	Concrete Sidewalk
848.05	Curb Ramp - Proposed Curb & Gutter
862.01	Guardrail Placement
862.02	Guardrail Installation
862.03	Structure Anchor Units (Beg. March 2013 Letting use detail in lieu of Standard)
866.01	Chain Link Fence - 4', 5', and 6' High Fence
876.01	Rip Rap in Channels
876.02	Guide for Rip Rap at Pipe Outlets
876.04	Drainage Ditches with Class 'B' Rip Rap

SHEET NUMBER	SHEET
1	TITLE SHEET
1A	INDEX OF SHEETS, GENERAL NOTES, AND STANDARD DRAWINGS
1B	CONVENTIONAL SYMBOLS
1C-1	SURVEY CONTROL SHEET
1D-1	RIGHT OF WAY SHEET
2A-1	TYPICAL SECTIONS, PAVEMENT SCHEDULE, WEDGING DETAILS, AND PROFILE KEY-IN DETAIL
2B-1	ROADWAY DESIGN DETAIL SHEET
2B-2	RETAINING WALL ENVELOPE
2C-1	TYPE III - SHOP CURVED STRUCTURE ANCHOR UNIT DETAIL
2C-2	TYPE III - STRUCTURE ANCHOR UNIT DETAIL
3A-1	SUMMARY OF EARTHWORK, SUMMARY OF PAVEMENT REMOVAL, SUMMARY OF PAVEMENT BREAKING, SUMMARY OF RIP RAP, SUMMARY OF CURB & GUTTER, DRAINAGE SUMMARY, AND GUARDRAIL SUMMARY
4	PLAN SHEET
5	PROFILE SHEET
TMP-1 THRU TMP-4	TRANSPORTATION MANAGEMENT PLANS
PMP-1 THRU PMP-2	PAVEMENT MARKING PLANS
EC-1 THRU EC-5	EROSION CONTROL PLANS
UC-1 THRU UC-5	UTILITY CONSTRUCTION PLANS
UD-1 THRU UD-3	UTILITIES BY OTHERS PLANS
X-1A	CROSS-SECTION SUMMARY SHEET
X-1 THRU X-9	CROSS-SECTIONS
S-1 THRU S-22	STRUCTURE PLANS

GENERAL NOTES:
2012 SPECIFICATIONS
EFFECTIVE: 01-17-2012
REVISED: 10-31-2014

**GRADE LINE:
GRADING AND SURFACING:**
THE GRADE LINES SHOWN DENOTE THE FINISHED ELEVATION OF THE PROPOSED SURFACING AT GRADE POINTS SHOWN ON THE TYPICAL SECTIONS. GRADE LINES MAY BE ADJUSTED AT THEIR BEGINNING AND ENDING AND AT STRUCTURES AS DIRECTED BY THE ENGINEER IN ORDER TO SECURE A PROPER TIE-IN.

CLEARING:
CLEARING ON THIS PROJECT SHALL BE PERFORMED TO THE LIMITS ESTABLISHED BY METHOD II.

SUPERELEVATION:
ALL CURVES ON THIS PROJECT SHALL BE SUPERELEVATED IN ACCORDANCE WITH STD. NO. 225.04 USING THE RATE OF SUPERELEVATION AND RUNOFF SHOWN ON THE TYPICAL SECTIONS.

SHOULDER CONSTRUCTION:
ASPHALT, EARTH, AND CONCRETE SHOULDER CONSTRUCTION ON THE HIGH SIDE OF SUPERELEVATED CURVES SHALL BE IN ACCORDANCE WITH STD. NO. 560.01

SIDE ROADS:
THE CONTRACTOR WILL BE REQUIRED TO DO ALL NECESSARY WORK TO PROVIDE SUITABLE CONNECTIONS WITH ALL ROADS, STREETS, AND DRIVES ENTERING THIS PROJECT. THIS WORK WILL BE PAID FOR AT THE CONTRACT UNIT PRICE FOR THE PARTICULAR ITEMS INVOLVED.

GUARDRAIL:
THE GUARDRAIL LOCATIONS SHOWN ON THE PLANS MAY BE ADJUSTED DURING CONSTRUCTION AS DIRECTED BY THE ENGINEER. THE CONTRACTOR SHOULD CONSULT WITH THE ENGINEER PRIOR TO ORDERING GUARDRAIL MATERIAL.

TEMPORARY SHORING:
SHORING REQUIRED FOR THE MAINTENANCE OF TRAFFIC WILL BE PAID FOR AS "EXTRA WORK" IN ACCORDANCE WITH SECTION 104-7.

END BENTS:
THE ENGINEER SHALL CHECK THE STRUCTURE END BENT PLANS, DETAILS, AND CROSS-SECTION PRIOR TO SETTING OF THE SLOPE STAKES FOR THE EMBANKMENT OR EXCAVATION APPROACHING A BRIDGE.

UTILITIES:
UTILITY OWNERS ON THIS PROJECT ARE:
AT&T MSD
Charter Communications Town of Montreat
Duke Energy
ANY RELOCATION OF EXISTING UTILITIES WILL BE ACCOMPLISHED BY OTHERS, EXCEPT AS SHOWN ON THE PLANS.

RIGHT-OF-WAY MARKERS:
ALL RIGHT-OF-WAY MARKERS ON THIS PROJECT SHALL BE PLACED BY OTHERS.

B-17/99

05-01-2015 15:50
 MS-2012-02-15-50
 B-5196 Montreat Roadway Proj \B-5196 Rdwy.tsh_1A.dgn
 11:51 AM
 11/17/2014

STATE OF NORTH CAROLINA
DIVISION OF HIGHWAYS

CONVENTIONAL PLAN SHEET SYMBOLS

Note: Not to Scale

*S.U.E. = *Subsurface Utility Engineering*

BOUNDARIES AND PROPERTY:

State Line	-----
County Line	-----
Township Line	-----
City Line	-----
Reservation Line	-----
Property Line	-----
Existing Iron Pin	○ EIP
Property Corner	-----
Property Monument	ECM
Parcel/Sequence Number	(123)
Existing Fence Line	-x-x-x-
Proposed Woven Wire Fence	○
Proposed Chain Link Fence	□
Proposed Barbed Wire Fence	◇
Existing Wetland Boundary	WLB
Proposed Wetland Boundary	WLB
Existing Endangered Animal Boundary	EAB
Existing Endangered Plant Boundary	EPB
Existing Historic Property Boundary	HPB
Known Soil Contamination: Area or Site	☠ ☠
Potential Soil Contamination: Area or Site	☠ ?

BUILDINGS AND OTHER CULTURE:

Gas Pump Vent or U/G Tank Cap	○
Sign	○ S
Well	○ W
Small Mine	✕
Foundation	▭
Area Outline	▭
Cemetery	⊕
Building	▭
School	▭
Church	⊕
Dam	▭

HYDROLOGY:

Stream or Body of Water	~~~~~
Hydro, Pool or Reservoir	▭
Jurisdictional Stream	JS
Buffer Zone 1	BZ 1
Buffer Zone 2	BZ 2
Flow Arrow	←
Disappearing Stream	→
Spring	○
Wetland	▭
Proposed Lateral, Tail, Head Ditch	▭
False Sump	▽

RAILROADS:

Standard Gauge	-----
RR Signal Milepost	CSX TRANSPORTATION MILEPOST 35
Switch	SWITCH
RR Abandoned	-----
RR Dismantled	-----

RIGHT OF WAY:

Baseline Control Point	◆
Existing Right of Way Marker	△
Existing Right of Way Line	-----
Proposed Right of Way Line	○ RW
Proposed Right of Way Line with Iron Pin and Cap Marker	○ RW ▲
Proposed Right of Way Line with Concrete or Granite RW Marker	▲ RW
Proposed Control of Access Line with Concrete CA Marker	○ CA
Existing Control of Access	○ CA
Proposed Control of Access	○ CA
Existing Easement Line	E
Proposed Temporary Construction Easement	E
Proposed Temporary Drainage Easement	TDE
Proposed Permanent Drainage Easement	PDE
Proposed Permanent Drainage / Utility Easement	DUE
Proposed Permanent Utility Easement	PUE
Proposed Temporary Utility Easement	TUE
Proposed Aerial Utility Easement	AUE
Proposed Permanent Easement with Iron Pin and Cap Marker	◆

ROADS AND RELATED FEATURES:

Existing Edge of Pavement	-----
Existing Curb	-----
Proposed Slope Stakes Cut	C
Proposed Slope Stakes Fill	F
Proposed Curb Ramp	CR
Existing Metal Guardrail	T T T T
Proposed Guardrail	T T T T
Existing Cable Guiderail	▭
Proposed Cable Guiderail	▭
Equality Symbol	⊕
Pavement Removal	▭
Single Tree	☼
Single Shrub	☼
Hedge	~~~~~
Woods Line	~~~~~

VEGETATION:

Orchard	☼ ☼ ☼ ☼
Vineyard	Vineyard

EXISTING STRUCTURES:

MAJOR:	
Bridge, Tunnel or Box Culvert	CONC
Bridge Wing Wall, Head Wall and End Wall	CONC WW
MINOR:	
Head and End Wall	CONC HW
Pipe Culvert	-----
Footbridge	-----
Drainage Box: Catch Basin, DI or JB	CB
Paved Ditch Gutter	-----
Storm Sewer Manhole	⊕
Storm Sewer	S

UTILITIES:

POWER:	
Existing Power Pole	●
Proposed Power Pole	○
Existing Joint Use Pole	●
Proposed Joint Use Pole	○
Power Manhole	⊕
Power Line Tower	⊗
Power Transformer	⊗
U/G Power Cable Hand Hole	PH
H-Frame Pole	●
Recorded U/G Power Line	P
Designated U/G Power Line (S.U.E.*)	P

TELEPHONE:

Existing Telephone Pole	●
Proposed Telephone Pole	○
Telephone Manhole	⊕
Telephone Booth	⊕
Telephone Pedestal	⊕
Telephone Cell Tower	⊕
U/G Telephone Cable Hand Hole	PH
Recorded U/G Telephone Cable	T
Designated U/G Telephone Cable (S.U.E.*)	T
Recorded U/G Telephone Conduit	TC
Designated U/G Telephone Conduit (S.U.E.*)	TC
Recorded U/G Fiber Optics Cable	T FO
Designated U/G Fiber Optics Cable (S.U.E.*)	T FO

WATER:

Water Manhole	⊕
Water Meter	○
Water Valve	⊗
Water Hydrant	⊕
Recorded U/G Water Line	W
Designated U/G Water Line (S.U.E.*)	W
Above Ground Water Line	A/G Water

TV:

TV Satellite Dish	☼
TV Pedestal	⊕
TV Tower	⊗
U/G TV Cable Hand Hole	PH
Recorded U/G TV Cable	TV
Designated U/G TV Cable (S.U.E.*)	TV
Recorded U/G Fiber Optic Cable	TV FO
Designated U/G Fiber Optic Cable (S.U.E.*)	TV FO

GAS:

Gas Valve	◇
Gas Meter	⊕
Recorded U/G Gas Line	G
Designated U/G Gas Line (S.U.E.*)	G
Above Ground Gas Line	A/G Gas

SANITARY SEWER:

Sanitary Sewer Manhole	⊕
Sanitary Sewer Cleanout	⊕
U/G Sanitary Sewer Line	SS
Above Ground Sanitary Sewer	A/G Sanitary Sewer
Recorded SS Forced Main Line	FSS
Designated SS Forced Main Line (S.U.E.*)	FSS

MISCELLANEOUS:

Utility Pole	●
Utility Pole with Base	□
Utility Located Object	○
Utility Traffic Signal Box	⊕
Utility Unknown U/G Line	ZUTL
U/G Tank; Water, Gas, Oil	▭
Underground Storage Tank, Approx. Loc.	UST
A/G Tank; Water, Gas, Oil	▭
Geoenvironmental Boring	⊕
U/G Test Hole (S.U.E.*)	⊕
Abandoned According to Utility Records	AATUR
End of Information	E.O.I.

SURVEY CONTROL SHEET B-5196

BL	POINT	DESC.	NORTH	EAST	ELEVATION	L STATION	OFFSET
1	BL-1		705661.5410	1018797.3470	2593.08	10+77.23	118.93 RT
5	BL-5		705550.9702	1018944.5083	2951.86	11+94.91	20.22 RT
4	BL-4		705565.6513	1019102.8256	2601.13	13+40.65	20.02 RT
3	BL-3		705780.8244	1019270.1477	2614.02	16+08.09	11.70 LT
6	BL-6		705423.8464	1018986.5981	2611.71	12+39.94	128.92 RT



-L-			
TYPE	STATION	NORTH	EAST
POT	10+00.00	705749.8110	1018908.3278
PC	11+20.67	705629.6941	1018919.8903
PCC	12+70.56	705555.0043	1019028.2672
PCC	13+81.43	705606.7354	1019125.3115
PT	14+65.08	705665.5886	1019184.6592
POT	16+29.78	705789.4257	1019293.2455

BEGIN TIP PROJECT B-5196
-L- POT STA. 10+12.45

.....
 BM1 ELEVATION = 2598.41
 N 705708.71 E 1018891.25
 L STATION 10+39.27 20.94' RIGHT
 RR SPIKE SET IN TREE

.....
 BM2 ELEVATION = 2602.89'
 N 705588.65 E 1019083.83
 L STATION 13+36.25 9.47' LEFT
 RR SPIKE SET IN UTILITY POLE

.....
 BM3 ELEVATION = 2592.57'
 N 705542.49 E 1018929.80
 L STATION 11+89.84 35.82' RIGHT
 RR SPIKE SET IN UTILITY POLE

NCDOT BASELINE STATION "BL-1"
LOCALIZED PROJECT COORDINATES
 N = 705,661.5410
 E = 1,018,797.3470
 ELEV. = 2,593.08'

END TIP PROJECT B-5196
-L- POC STA. 14+65.00

NCDOT BASELINE STATION "BL-4"
LOCALIZED PROJECT COORDINATES
 N = 705,565.6513
 E = 1,019,102.8256
 ELEV. = 2,601.13'

NCDOT BASELINE STATION "BL-5"
LOCALIZED PROJECT COORDINATES
 N = 705,550.9702
 E = 1,018,944.5083
 ELEV. = 2,591.86'

NCDOT BASELINE STATION "BL-6"
LOCALIZED PROJECT COORDINATES
 N = 705,423.8464
 E = 1,018,986.5981
 ELEV. = 2,611.71'

DATUM DESCRIPTION

THE LOCALIZED COORDINATE SYSTEM DEVELOPED FOR THIS PROJECT IS BASED ON THE STATE PLANE COORDINATES ESTABLISHED BY KCI TECHNOLOGIES, INC UTILIZING FAST STATIC GPS METHODS AND REDUNDANT NGS "OPUS" SOLUTIONS FOR BL-1. NORTH CAROLINA GEODETIC HARN STATIONS MONTREAT, PETTY AND RRPT WERE USED TO DERIVE THE SOLUTIONS FOR BL-1. THE NAD 83(2011) STATE PLANE GRID COORDINATES OF BL-1 NORTHING: 705661.541(++) EASTING: 1018797.347(++) ELEVATION: 2593.08(++)
 THE AVERAGE COMBINED SCALE FACTOR USED ON THIS PROJECT (GROUND TO GRID) IS: 0.99989534
 THE LAMBERT GRID BEARING AND LOCALIZED HORIZONTAL GROUND DISTANCE FROM "BL-1" TO -L- STATION 10+00.00 IS
 N 22°33'53" E 44.50'
 ALL LINEAR DIMENSIONS ARE LOCALIZED HORIZONTAL DISTANCES
 VERTICAL DATUM USED IS NAVD 88

SURVEYORS NOTES:

1. PROJECT CONTROL ESTABLISHED USING GLOBAL POSITIONING SYSTEM, FAST STATIC METHODS IN OCTOBER 2012 BY KCI TECHNOLOGIES, INC.

GEOID MODEL—GEOID 12A
 (NOTE: DRAWING IS NOT TO SCALE)

ROADWAY DESIGN DETAIL SHEET

PROJECT REFERENCE NO. <i>B-5196</i>	SHEET NO. <i>2B-1</i>
RW SHEET NO.	
ROADWAY DESIGN ENGINEER	HYDRAULICS ENGINEER
KCI Engineers • Planners • Scientists • Construction Managers 4401 Six Forks Road, Landmark Center II, Suite 220 Raleigh, NC 27609-5210 Phone (919) 783-9214 • Fax (919) 783-9266	
SUNGATE DESIGN GROUP, P.A. 915 JONES FRANKLIN ROAD RALEIGH, NORTH CAROLINA 27606 TEL (919) 858-2343 FAX (919) 858-4228 ENG FIRM LICENSE NO. C-850	

BEGIN TIP PROJECT B-5196
-L- POT STA 10+12.45 =
-EY-I- POC STA 12+51.65, OS=11'

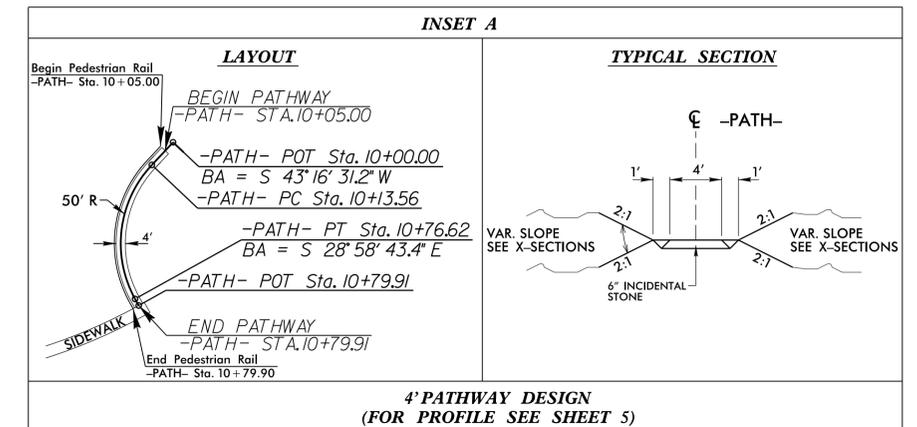
-L- POT Sta. 10+00.00 =
 -EY-I- POC Sta. 12+57.44, OS=0'
 BA = S 5° 29' 54.2" E

-Y- POT Sta. 10+00.00 =
 -L- POC Sta. 13+30.00, OS=0'
 BA = S 11° 37' 08.6" E

END TIP PROJECT B-5196
-L- POC STA 14+65.00

-L-		
PI Sta 12+22.90	PI Sta 13+26.92	PI Sta 14+23.33
$\Delta = 99^\circ 51' 23.7" (LT)$	$\Delta = 25^\circ 24' 40.8" (LT)$	$\Delta = 7^\circ 59' 16.5" (LT)$
D = 66' 37" 22.8"	D = 22' 55" 05.9"	D = 9' 32" 57.5"
L = 149.88'	L = 110.88'	L = 83.65'
T = 102.23'	T = 56.37'	T = 41.89'
R = 86.00'	R = 250.00'	R = 600.00'
SE = .04	SE = .04	SE = .03
RO = 54'	RO = 54'	RO = 40.5'
-Y-		
PI Sta 10+58.07		
$\Delta = 65^\circ 19' 29.7" (RT)$		
D = 88' 08" 50.5"		
L = 74.11'		
T = 41.67'		
R = 65.00'		

NOTES: ALL DRIVEWAY ENTRANCES ARE 12' MIN. UNLESS OTHERWISE NOTED.
 USE 8' POSTS AND STANDARD 6' 3" POST SPACING FOR GUARDRAIL ABOVE RETAINING WALL.

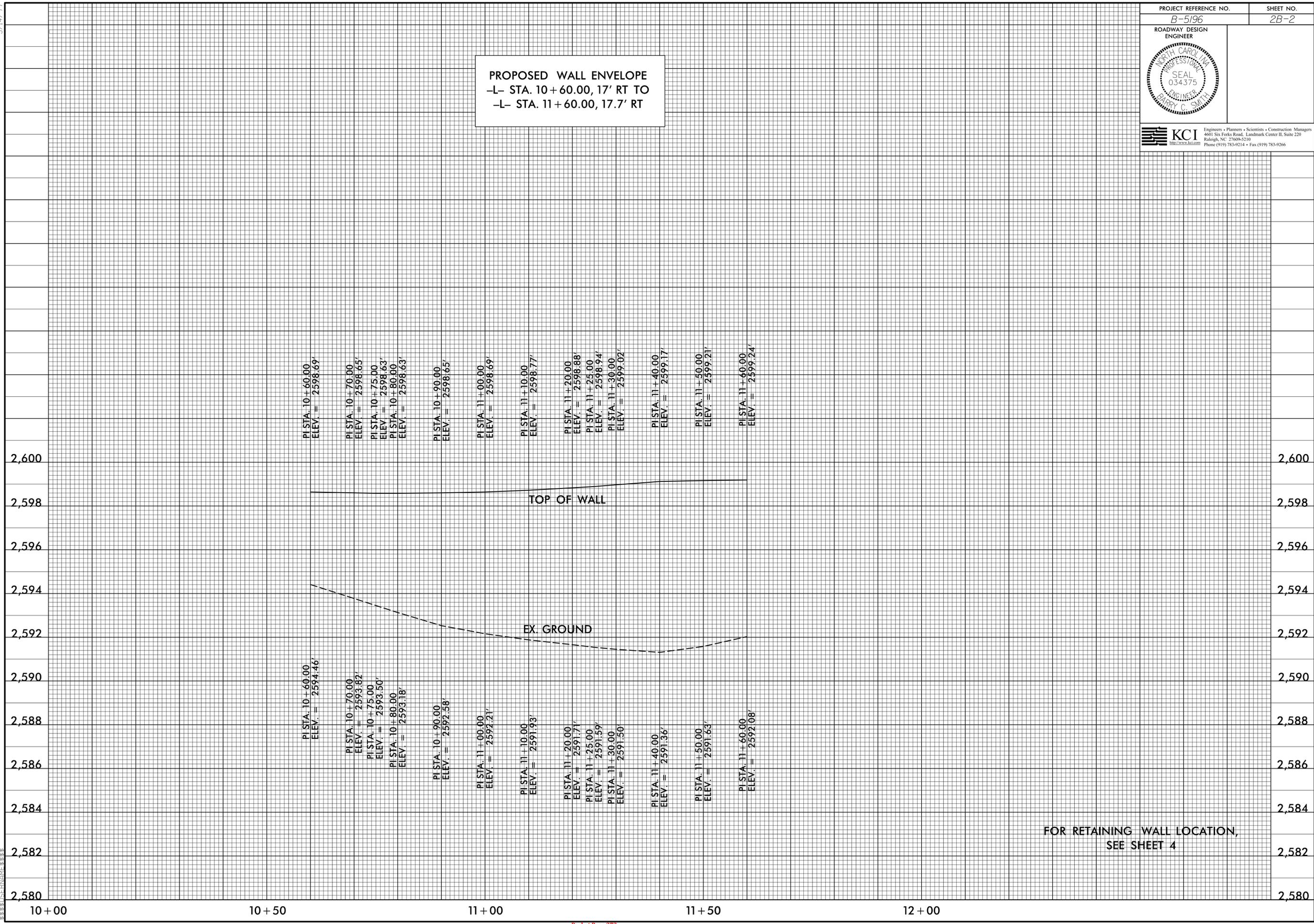


FOR -L- PROFILE, SEE SHEET 5
 FOR -Y- PROFILE, SEE SHEET 5
 FOR -PATH- PROFILE, SEE SHEET 5

5/14/99
I:\Projects\2005\1406\1202\2105\B-5196_Montreat\Roadway\Proj\B-5196_Rdy_wal1_envelope.dgn

PROJECT REFERENCE NO. B-5196	SHEET NO. 2B-2
ROADWAY DESIGN ENGINEER	
	
 KCI	Engineers • Planners • Scientists • Construction Managers 4601 Six Forks Road, Landmark Center II, Suite 220 Raleigh, NC 27609-5510 Phone (919) 783-9214 • Fax (919) 783-9266

PROPOSED WALL ENVELOPE
-L- STA. 10+60.00, 17' RT TO
-L- STA. 11+60.00, 17.7' RT



FOR RETAINING WALL LOCATION,
SEE SHEET 4

STATE OF NORTH CAROLINA
DEPT. OF TRANSPORTATION
DIVISION OF HIGHWAYS
RALEIGH, N.C.

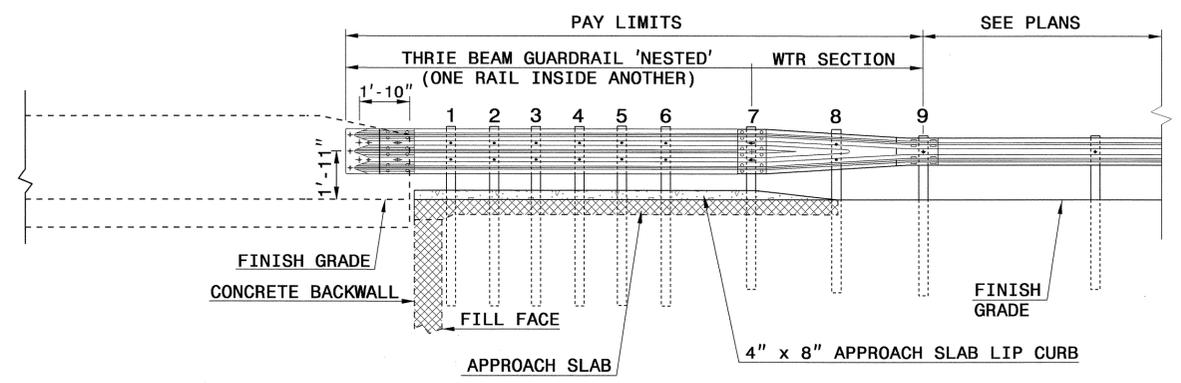
ENGLISH DETAIL DRAWING FOR
**TYPE III - SHOP CURVED
STRUCTURE ANCHOR UNIT**

SHEET 1 OF 1
TYPE III SC

STATE OF NORTH CAROLINA
DEPT. OF TRANSPORTATION
DIVISION OF HIGHWAYS
RALEIGH, N.C.

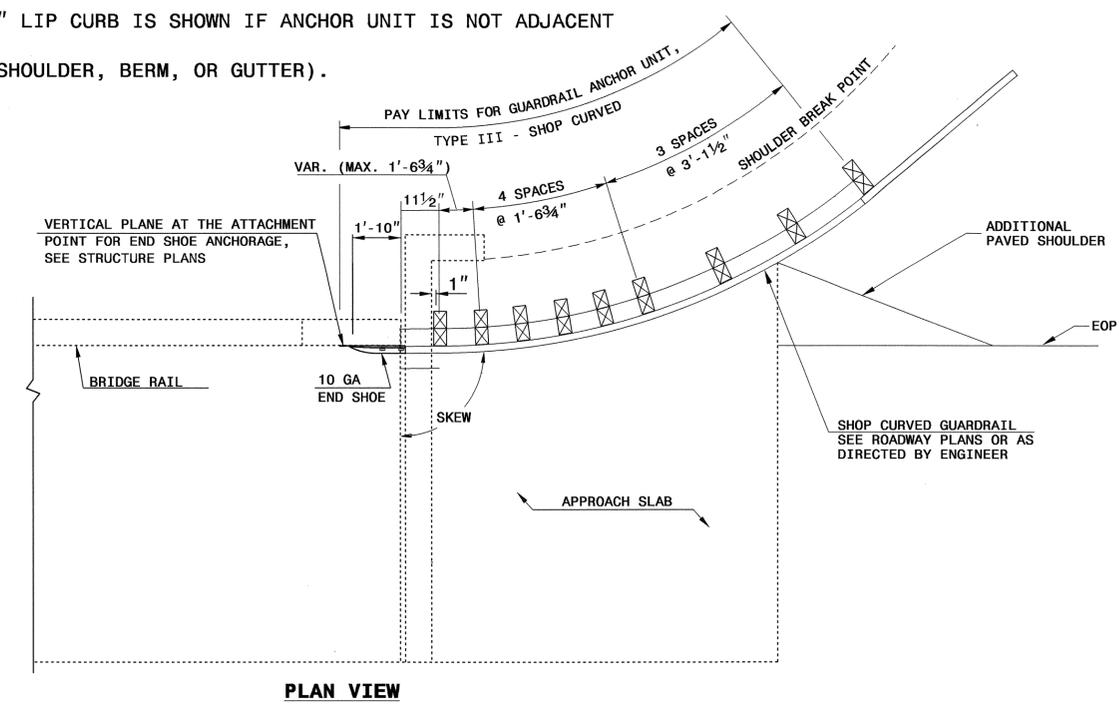
ENGLISH DETAIL DRAWING FOR
**TYPE III - SHOP CURVED
STRUCTURE ANCHOR UNIT**

SHEET 1 OF 1
TYPE III SC



SEE ROADWAY PLANS FOR END TREATMENT

- NOTE:**
- **POST NOT REQUIRED FOR SKEW ANGLES GREATER THAN 150° OR LESS THAN 30° UNLESS OTHERWISE DIRECTED BY THE ENGINEER.
 - *THE DISTANCE FROM END OF BRIDGE RAIL TO CENTER LINE OF THE FIRST POST SHOULD BE 11½" IF CONCRETE BACKWALL IS NOT PRESENT.
 - SHOULDER BERM GUTTER MUST BE INSTALLED TO THE LIMITS 8" x 4" LIP CURB IS SHOWN IF ANCHOR UNIT IS NOT ADJACENT TO AN APPROACH SLAB.
 - MEASURE GUARDRAIL HEIGHT FROM THE TOP OF ADJACENT SURFACE (SHOULDER, BERM, OR GUTTER).
 - USE NO STEEL POSTS WITHIN THE GUARDRAIL ANCHOR UNIT LIMITS.
 - LAP JOINTS IN THE DIRECTION OF TRAFFIC FLOW.
 - SEE STANDARD 862.03 SHEET 4 FOR POST SECTIONS 1 THRU 9.



**GUARDRAIL ANCHOR UNIT, TYPE III - SHOP CURVED
FOR ATTACHMENT TO RAIL ON BRIDGE**



CONTRACT STANDARDS AND DEVELOPMENT UNIT
Office 919-707-6950 FAX 919-250-4119

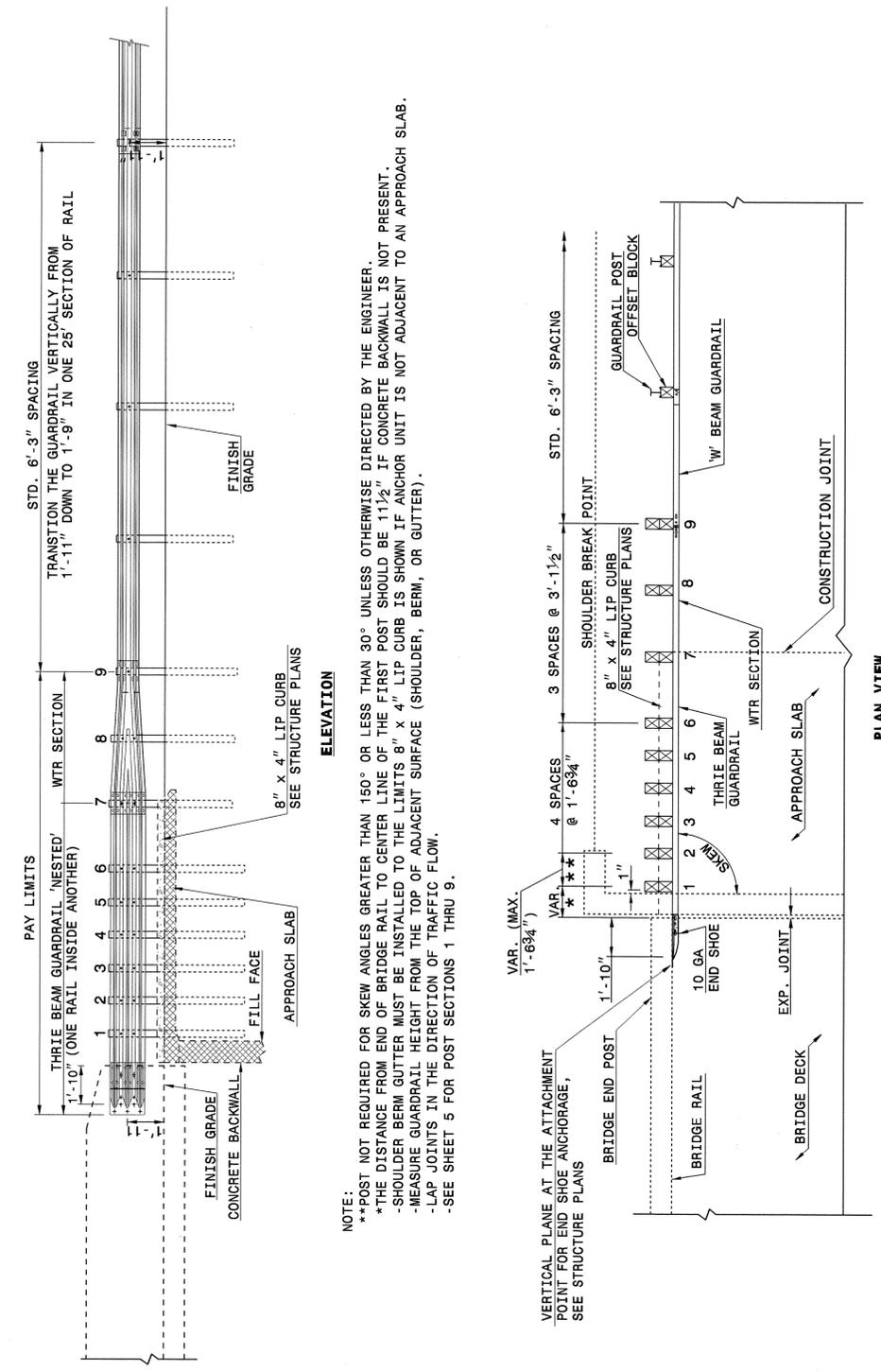
SEE PLATE FOR TITLE

ORIGINAL BY: E.E.Ward DATE: 4-4-02
MODIFIED BY: T.S.Spell DATE: 5-29-09
CHECKED BY: DATE:
FILE SPEC.: ward\usr\details\stand\862stds\typeiiisc.dgn

STATE OF NORTH CAROLINA DEPT. OF TRANSPORTATION DIVISION OF HIGHWAYS RALEIGH, N.C.

ENGLISH DETAIL DRAWING FOR STRUCTURE ANCHOR UNITS, TYPE III FOR ATTACHMENT TO RAIL ON BRIDGE - SUB REGIONAL TIER

SHEET 2 OF 7 862d03



STATE OF NORTH CAROLINA DEPT. OF TRANSPORTATION DIVISION OF HIGHWAYS RALEIGH, N.C.

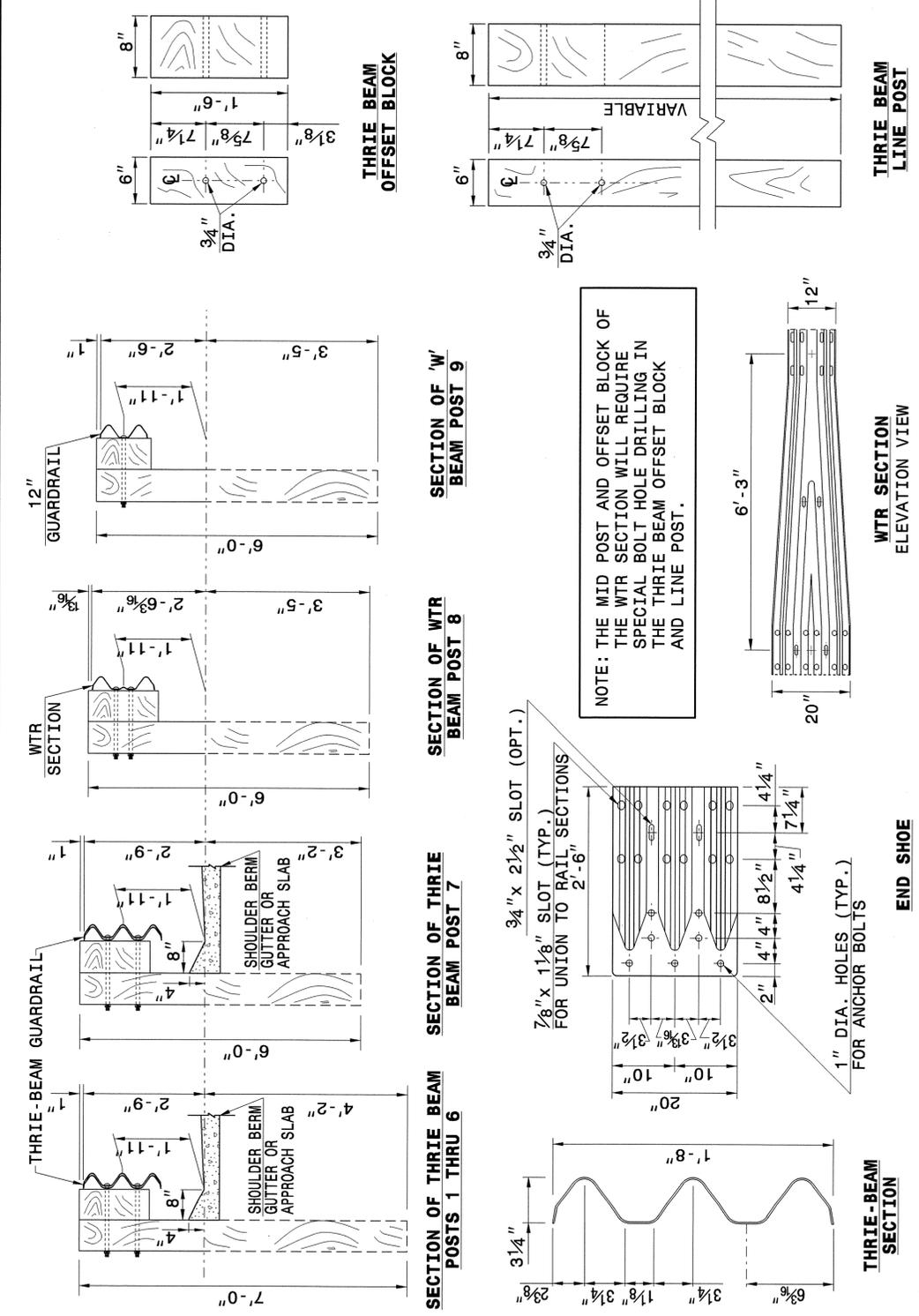
ENGLISH DETAIL DRAWING FOR STRUCTURE ANCHOR UNITS, TYPE III FOR ATTACHMENT TO RAIL ON BRIDGE - SUB REGIONAL TIER

SHEET 2 OF 7 862d03

STATE OF NORTH CAROLINA DEPT. OF TRANSPORTATION DIVISION OF HIGHWAYS RALEIGH, N.C.

ENGLISH DETAIL DRAWING FOR STRUCTURE ANCHOR UNITS, TYPE III

SHEET 3 OF 7 862d03



STATE OF NORTH CAROLINA DEPT. OF TRANSPORTATION DIVISION OF HIGHWAYS RALEIGH, N.C.

ENGLISH DETAIL DRAWING FOR STRUCTURE ANCHOR UNITS, TYPE III

SHEET 3 OF 7 862d03



CONTRACT STANDARDS AND DEVELOPMENT UNIT
Office 919-707-6950 FAX 919-250-4119

SEE TITLE BLOCK

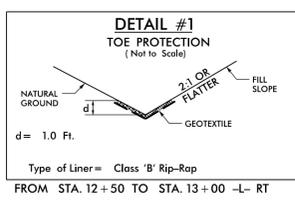
ORIGINAL BY: J. HOWERTON DATE: 06-22-12
 MODIFIED BY: DATE: _____
 CHECKED BY: DATE: _____
 FILE SPEC.: DATE: _____

PROJECT REFERENCE NO. B-5196	SHEET NO. 4
RW SHEET NO.	
ROADWAY DESIGN ENGINEER	HYDRAULICS ENGINEER
11/2/2015	11/2/2015
KCI Engineers • Planners • Scientists • Construction Managers 4601 Six Forks Road, Landmark Center II, Suite 220 Raleigh, NC 27609-5210 Phone (919) 783-9214 • Fax (919) 783-9266	

SUNGATE DESIGN GROUP, P.A.

915 JONES FRANKLIN ROAD
 FOLEY, NORTH CAROLINA 27606
 TEL (919) 859-2243 FAX (919) 859-6288
 ENG. PRAC. LICENSE NO. C-400

FOR -L- PROFILE, SEE SHEET 5
 FOR -Y- PROFILE, SEE SHEET 5
 FOR STRUCTURE PLANS,
 SEE SHEETS S-1 TO S-22



BEGIN TIP PROJECT B-5196
 -L- POT STA 10+12.45 =
 -EY-I- POC STA 12+51.65, OS=11'

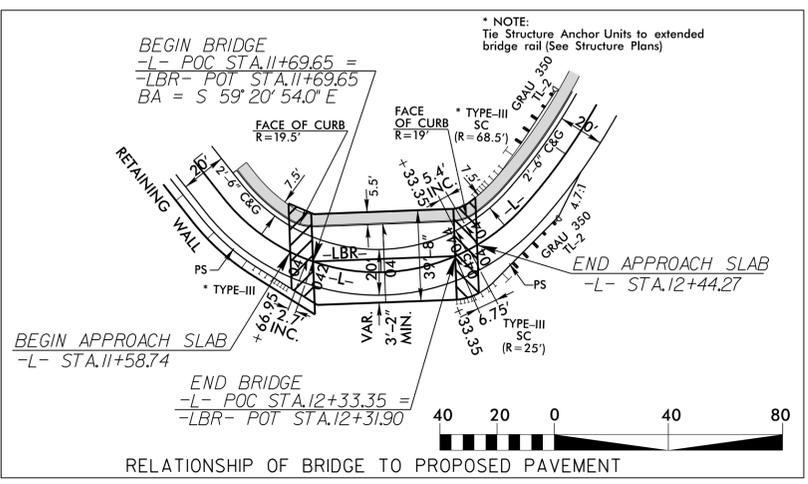
-L- POT Sta. 10+00.00 =
 -EY-I- POC Sta. 12+57.44, OS=0'
 BA = S 5° 29' 54.2" E

-L- POT Sta. 13+00.00 =
 -L- POC Sta. 13+30.00, OS=0'
 BA = S 11° 37' 08.6" E

END TIP PROJECT B-5196
 -L- POC STA 14+65.00

-L-		
PI Sta 12+22.90	PI Sta 13+26.92	PI Sta 14+23.33
$\Delta = 99^\circ 51' 23.7" (LT)$	$\Delta = 25^\circ 24' 40.8" (LT)$	$\Delta = 7^\circ 59' 16.5" (LT)$
D = 66° 37' 22.8"	D = 22° 55' 05.9"	D = 9° 32' 57.5"
L = 149.88'	L = 110.88'	L = 83.65'
T = 102.23'	T = 56.37'	T = 41.89'
R = 86.00'	R = 250.00'	R = 600.00'
SE = .04	SE = .03	SE = .03
RO = 54'	RO = 54'	RO = 40.5'

-Y-	
PI Sta 10+58.07	
$\Delta = 65^\circ 19' 29.7" (RT)$	
D = 88° 08' 50.5"	
L = 74.11'	
T = 41.67'	
R = 65.00'	



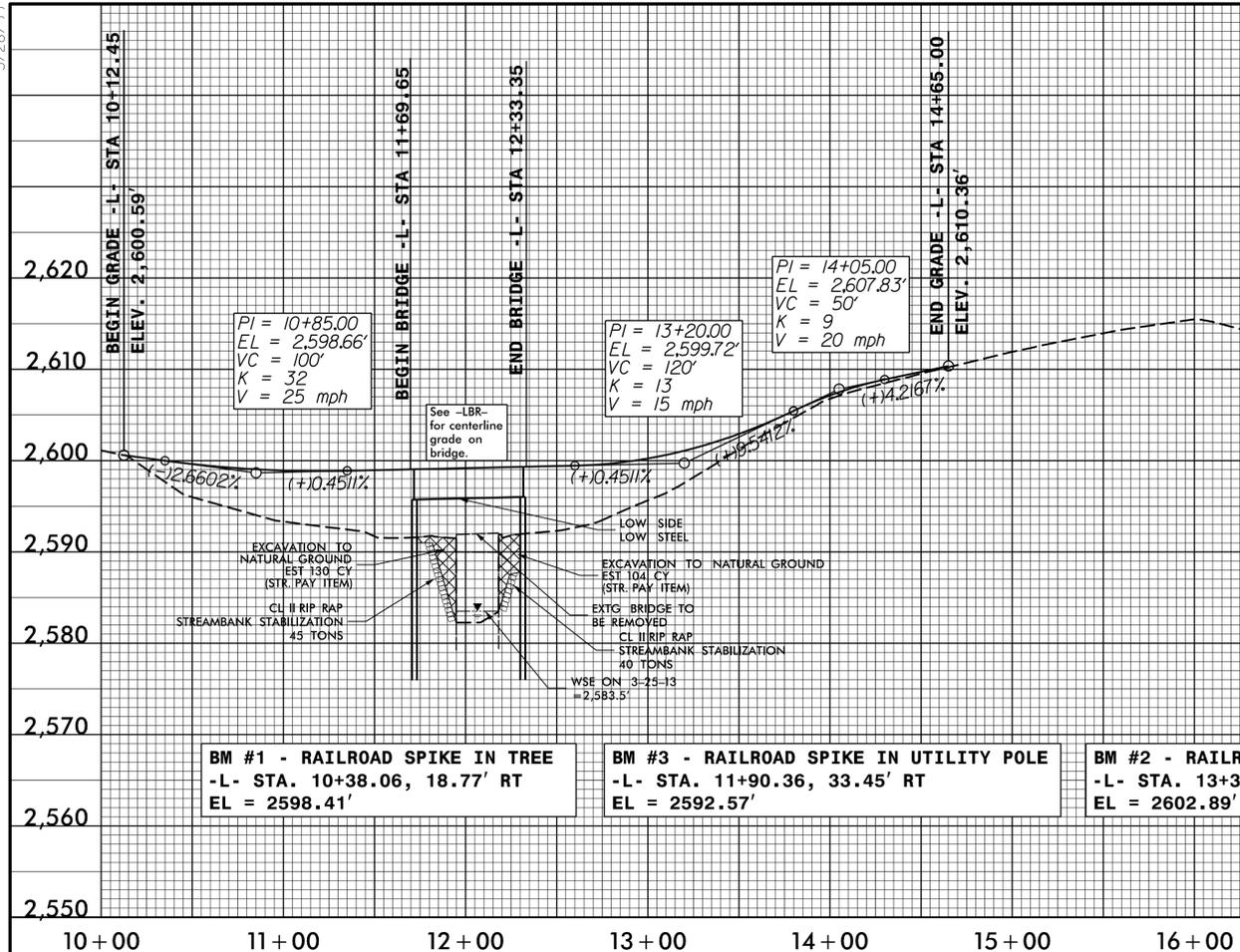
NOTES: SEE DETAIL SHEET 2B-1 FOR DIMENSIONS AND SUPERS
 SEE SURVEY SHEET 1D-1 FOR RIGHT-OF-WAY INFORMATION
 ALL DRIVEWAY ENTRANCES ARE 12' MIN. UNLESS OTHERWISE NOTED.
 USE 8' POSTS AND STANDARD 6' 3" POST SPACING FOR GUARDRAIL ABOVE RETAINING WALL.

5/28/19

PROJECT REFERENCE NO. B-5196	SHEET NO. 5
ROADWAY DESIGN ENGINEER 	HYDRAULICS ENGINEER

KCI
Engineers • Planners • Scientists • Construction Managers
4601 Six Forks Road, Landmark Center II, Suite 220
Raleigh, NC 27609-5210
Phone (919) 783-9214 • Fax (919) 783-9266

SUNGATE DESIGN GROUP, P.A.
916 JONES FRANKLIN ROAD
RALEIGH, NORTH CAROLINA 27606
TEL (919) 859-2243 FAX (919) 859-6288
ENG FIRM LICENSE NO. C-890



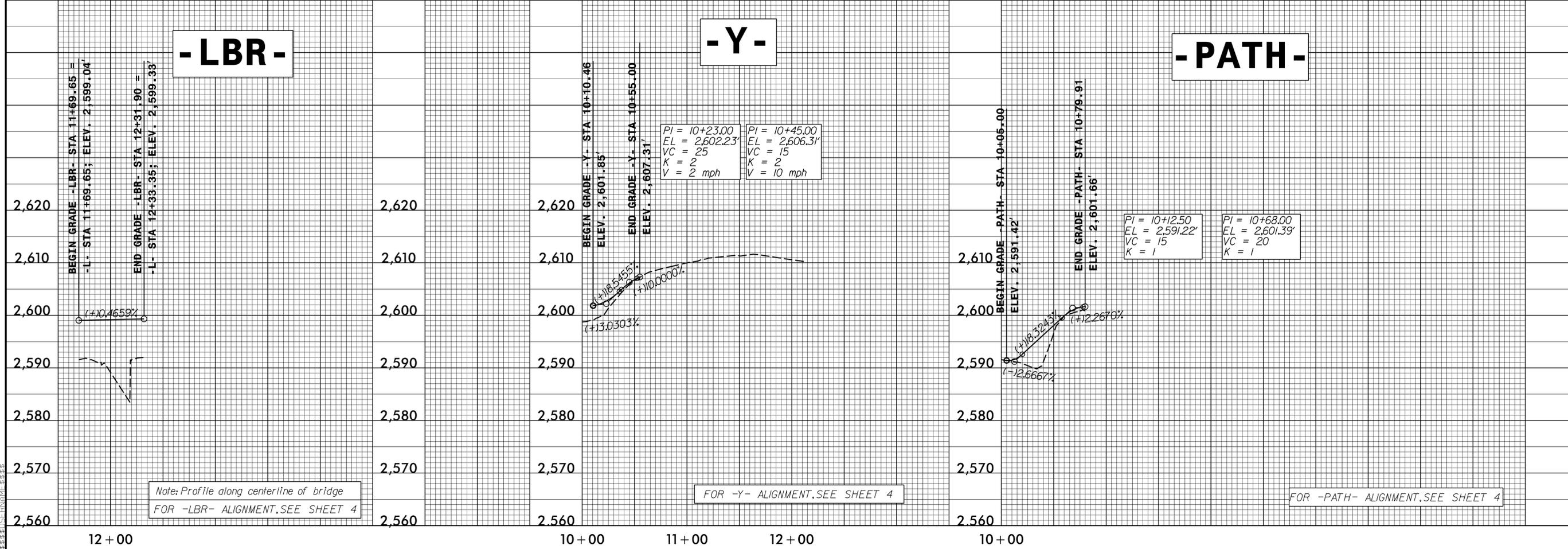
BRIDGE HYDRAULIC DATA

DESIGN DISCHARGE	= 1700	CFS
DESIGN FREQUENCY	= 25	YRS
DESIGN HW ELEVATION	= 2591.2	FT
BASE DISCHARGE	= 2660	CFS
BASE FREQUENCY	= 100	YRS
BASE HW ELEVATION	= 2592.63	FT
OVERTOPPING DISCHARGE	= 3940+	CFS
OVERTOPPING FREQUENCY	= 500+	YRS
OVERTOPPING ELEVATION	= 2598.85	FT

DATE OF SURVEY = 03/25/2013
W.S. ELEVATION AT DATE OF SURVEY = 2583.5 FT

- BM #1 - RAILROAD SPIKE IN TREE**
-L- STA. 10+38.06, 18.77' RT
EL = 2598.41'
- BM #3 - RAILROAD SPIKE IN UTILITY POLE**
-L- STA. 11+90.36, 33.45' RT
EL = 2592.57'
- BM #2 - RAILROAD SPIKE IN UTILITY POLE**
-L- STA. 13+38.83, 9.65' LT
EL = 2602.89'

FOR -L- ALIGNMENT, SEE SHEET 4



Note: Profile along centerline of bridge
FOR -LBR- ALIGNMENT, SEE SHEET 4

FOR -Y- ALIGNMENT, SEE SHEET 4

FOR -PATH- ALIGNMENT, SEE SHEET 4

10 SEP 2015 14:35
M:\2015\12\02\B-5196_Montreat\Roadway\Proj\B-5196_Rdy.plt_5.dgn



Town of Montreat

P.O. Box 423, Montreat, North Carolina 28757
Phone: (828) 669-8002 • Fax: (828) 669-3810

Town Hall Facility

Project Background:

The Town of Montreat began leasing the current Town Services Office from the Mountain Retreat Association in the early 1970's. Despite minor repairs and upgrades, the building has reached the end of its useful life as a municipal facility. It lacks adequate electrical, heating, and air conditioning systems and its roof, restrooms, and storage areas are in need of major renovation or replacement. Office and storage space do not meet current needs, and the building lacks conference or public meeting space. After investigating a number of options over several years, the Board of Commissioners identified a potential site on a 0.776 acre tract located between Florida Terrace and Arkansas Trail for construction of a new Town Hall facility. McGill Associates prepared a Space Needs and Site Study Report in September 2013 to determine the building size needed to accommodate current and future space needs, and whether a facility of that size could be sited on the subject lot. McGill's reports recommended a gross building square footage area of 8,897 square feet, and provided two conceptual site plan options. The Board finalized the purchase of the Florida Terrace property in October 2013, and issued a Request for Qualifications (RFQ) for architectural design services in January 2014. After reviewing RFQ responses from eleven firms, the Board selected six candidates to give presentations and answer interview questions during two special meetings on April 14 and 15, 2014 in the Left Bank Conference Room.

The Board approved an architectural design services contract with Architectural Design Studios (ADS) at the May 8, 2014 Town Council Meeting. ADS staff prepared preliminary conceptual plans for this project, which were presented for public review and comment in specially-scheduled open meetings held on June 5 and June 12, 2014. The Board accepted proposed interior design layouts for the new Town Hall facility as amended during their meeting on June 26. Preliminary design plans were presented for public review and comment during the July 5 and August 2, 2014 Montreat Cottagers Association meetings.

Following the removal of the proposed Arkansas Trail building access and parking area, ADS then prepared a two-story conceptual design for presentation at the August 7 Agenda Meeting and August 14 Town Council Meeting. The Board approved the two-story conceptual design layout as presented on August 14, 2014. The Board also approved a proposal with ADS to review additional Town Hall sites within Montreat's municipal limits.

ADS presented their comparative evaluation of the four potential Town Hall sites during Special Meeting on September 18, 2014. Citizen comment cards were mailed to Montreat residents to give written input on each of the four sites included in the presentation. An ad hoc committee was appointed to tabulate the responses, record the results, and report their findings to the Board of Commissioners. During the October 9, 2014 Town Council Meeting, the ad hoc committee presented a report of their findings, followed by a presentation of preliminary exterior conceptual designs by ADS. During a Special Meeting held on October 10, 2014, the Board voted 4/1 to approve the Florida Terrace site as the selected Town Hall location. A geotechnical engineering study report was completed on January 7, 2015, and ADS gave an exterior design and plan review presentation during the January 8, 2015 Town Council Meeting.

Current Status:

On December 17, 2014, a lawsuit was filed against the Town by Plaintiffs Carolyn Crowder, John L. Currie, Nancy B. Thomas and Henry and Carolyn Darden. A temporary restraining order was granted to the plaintiffs in January 2015, which has halted work on the new Town Hall project.

December 22, 2015

Mr. Ron Nalley, Town Administrator
Town of Montreat
96 Rainbow Terrace
Montreat, NC 28757

Re: Montreat Town Hall
Agreement Between Montreat, NC and Architectural Design Studio

Dear Mr. Nalley:

It was with great disappointment that I learned last week that plans for a New Town Hall have been suspended and that our contract with Montreat is being terminated. We came to know the leadership and administration of Montreat as one of our most forward thinking clients and that is a plus for any project. We came to that conclusion despite the fact that we were participating in the most difficult planning effort that we had ever undertaken. It was sometimes suggested by irate citizens that our service to Montreat was driven by the profitability of our work with the town. My unwavering response continues to be that our prime motivation was the development of a successful project for the Town of Montreat. My disappointment derives from the confirmation last week that, not only will this be an unprofitable endeavour, but that there will be no Town Hall for Montreat and that the citizen's and staff of Montreat will be denied the benefit of that facility.

Our anticipated, but unrealized, profit to date is \$24,000. During the past 18 months we were not compensated for researching and addressing direct inquiries from the public. We were not compensated for the redesign of the Town Hall to meet specific public requests. We were not compensated for the additional presentations and the preparation of exhibits that were requested by the Commissioners to engage a non-responsive public. We were not compensated for the extended conversations that followed us to our cars at the end of those meetings. We frequently found ourselves addressing a public whose agenda was insult and disruption, not participation. We hoped then that our compensation would be the production of a facility that we would all be proud of.

As we look to terminate our contract, I have three specific costs for which I am requesting compensation:

1. By our count we attended 5 public meetings that served no real purpose in the design of the Town Hall. They were intended to be public planning meetings, but were hijacked to protest the location of the Town Hall inside the town limits. Each of those meetings cost our company a minimum of 3.5 hours of my time and 3.5 hours

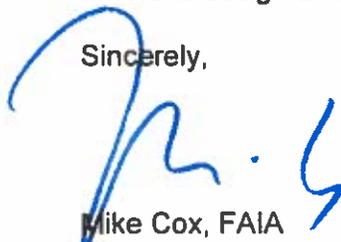
of staff time from when we left our office until we returned in the evening. Per contract, my time is billed at \$165/hour and staff time is billed at \$85/hr. A reasonable number of public meetings are included in our contract, but these specific meetings fall within the additional services summarized in paragraph 4.3.1.7 of our contract. $(\$165 + \$85) \times 17.5 \text{ hours} = \$4,375$

2. Per contract, we commissioned the professional cost estimate as we were wrapping up construction documents. As you know, the Town of Montreat was prevented by court order from receiving our analysis of the cost estimate, the value engineering recommendations related to the cost estimate and our work related to construction documents. We held off the final billing for construction documents in the amount of \$6,720. Our cost for the cost estimate as prepared by our outside consultant was \$2,600, a cost for which we are entitled to compensation as noted in paragraph 11.8.1 in the amount of \$2,600 without further markup. Our analysis and value engineering recommendations are mute under the current circumstances.
3. Termination of our contract denies Architectural Design Studio the profit on work that would have been performed during the completion of the project (Bidding, Negotiations and Construction Administration). Per the terms of our contract, paragraph 11.8.1, we are entitled to our anticipated profit on that work, which amounts to \$9,500.

It is our position that compensation is due ADS in the amount of $(\$4,375 + \$2,600 + \$9,500)$ for a total of Sixteen Thousand, Four Hundred and Seventy-Five Dollars (\$16,475) related to the termination of our agreement with the Town of Montreat. I should further note that the plans for this project are available for the Town of Montreat's use for an additional fee of \$23,000, per paragraph 11.9 of our agreement.

It has been a pleasure meeting and working with the people of Montreat and I will miss the police report at town meetings. It is my sincere hope for the people of Montreat that our removal from this project contributes to a resolution of differences and that the town's staff and police can find some relief from their work place challenges. Please do not hesitate to contact me or Amy if we can ever be of service to you in the future or if you renew your efforts to design and build a Town Hall for Montreat.

Sincerely,



Mike Cox, FAIA
Architectural Design Studio, PA

cc. Amy Dowty, LEED AP BD+C

Proposed 2016-2017 Departmental Goals and Objectives

Governing Body

- Update the 2008 Comprehensive Plan. The plan creates a framework for the development of future public policy by developing priorities and establishing an implementation schedule.
- Investigate opportunities for a new Town Hall.
- Pursue a cost sharing agreement with the Conference Center and College to fund the Wayfinding Plan recommendations.
- Await a petition for voluntary annexation of the Upper Greybeard Trail area.
- Conduct one educational Town Hall meeting focused on _____.
- Conduct one public forum meeting.
- Pursue grant funding to complete landscaping improvements to the Gate Lot.

Administration and Finance

- Research records management software options for cost and feasibility.
- Develop and distribute a Request for Qualifications for auditing services.
- Update and prepare for implementation an online “cloud based” municipal accounting package for 2018.
- Research the policy requirements and potential use of purchasing cards for selected employees.
- Seek opportunities to further develop public relations and public information efforts.
- Begin the training and educational requirements of fulfilling the two year Municipal Clerk Certification.
- Manage and assist with the records retention and disposition scheduling of files for all departments.

Police

- Provide a minimum of two additional opportunities for officer training.
- Implement future storage requirement solutions regarding the processing of evidentiary items and sensitive material.
- Further steps in recruitment in effort to bolster Reserve Force roster.
- Digitize police related documentation and forms.

Planning and Inspections Department

- Select and work with consultant to provide engineering study for development of a Stormwater Utility.
- Continue training in ArcGIS software utilization as offerings are available in our area.
- Coordinate in-house training of public works staff in utilization of Trimble GPS/ArcPad field location hardware/software, accurately locating valves, water meters and any remaining features for representation within the GIS system.
- Assist department heads with beginning to collaborate on interdepartmental projects using ArcGIS Online tools.
- Map the locations of all public and privately owned Stormwater Control Measures (SCM's) using GPS and incorporate these into the Town's map system.

Public Works

- Assist in the completion of the Native Plant Garden project, pending available funding and property acquisition.
- Complete inspections of Town-owned stormwater features.
- Complete and submit the annual Water Supply Plan and Solid Waste Report.
- Continue the tree removal and replacement program.
- In conjunction with the Montreat Tree Board, develop a Town Tree Plan and Tree and Shrub Standards Specification and Detail Manual.

Streets/Powell Bill

- Complete the Texas Road Bridge replacement project.
- Complete the Texas Road resurfacing and storm drainage project.
- Perform road resurfacing on smaller portions of streets.
- Replace 30 road signs with “retro-reflectivity signs” in compliance with new Federal and State program.
- Install or upgrade two storm water improvement projects.

Sanitation

- Distribute updated public education sanitation and recycling brochure.
- Purchase new sanitation truck in accordance with Capital Improvement Plan.

Environment & Recreation

- Promote and support the Tree City USA, Open Space Conservation and Montreat Landcare program initiatives.
- Complete Phase II of the Native Plant Garden project, pending available funding and property acquisition.
- Promote public education and involvement with Open Space Conservation, Landcare and other environmental conservation initiatives and projects.
- Initiate planning and engineering for the next phase of the Greenways/Trails Master Plan.

Water

- Replace approximately fifteen (15) air valves within the water system.
- Complete water line replacement along Texas Spur from Well B to Texas Extension.
- Replace roofs on at least two Well buildings.
- Update and digitize mapping of all fire hydrants.
- Automate monthly well sheets for meeting reporting requirements.