

**Town of Montreat  
Board of Commissioners  
Meeting Agenda  
February 4, 2016 – 7:00 p.m.  
Walkup Building**

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**I. Call to Order**

- Pledge of Allegiance
- Invocation

**II. Agenda Adoption**

**III. Public Hearings**

- A. Proposed Revisions to Montreat General Ordinance, Chapter K, Article IV-Hillside Development
- B. Proposed Revisions to Montreat Zoning Ordinance, Article VI – General Provisions

**IV. Mayor's Communications**

**V. Consent Agenda**

- A. Meeting Minutes Adoption
  - January 7, 2016, Agenda Meeting
  - January 14, 2016, Town Council Meeting
- B. Audit Committee Member Appointment

**Suggested Motion:** To reappoint Phillip Arnold to the Audit Committee for a term of four years to expire on January 31, 2020.

***All items on the Consent Agenda are considered routine, to be enacted by one motion with the adoption of the agenda and without discussion. If a member of the governing body requests discussion of an item, it will be removed from the Consent Agenda and considered separately.***

**VI. Town Administrator's Communications**

- Consent Agenda Review
- Other Topics

**VII. Administrative Reports**

- A. Police Chief
- B. Public Works Director
- C. Finance Officer
- D. Building Inspector/Code Administrator

**VIII. Public Comment – Agenda Items**

*Public comments will be heard during this period for only those items listed on the meeting agenda.*

**IX. Old Business**

- A. Proposed Revisions to Montreat General Ordinance, Chapter K, Article IV-Hillside Development
  - **Suggested Motion:** To adopt Ordinance #16-02-0001 amending Montreat General Ordinance, Chapter K, Article IV-Hillside Development
- B. Proposed Revisions to Montreat Zoning Ordinance, Article VI – General Provisions
  - **Suggested Motion:** To adopt Ordinance #16-02-0002 Amending Montreat Zoning Ordinance, Article VI-General Provisions

**X. New Business**

- A. Lookout Road Area - Preliminary Utility Service Plan
  - **Suggested Motion:** To approve a contract for preliminary utility service engineering and planning with McGill Associates in the amount of \$8,500 and to authorize the Mayor and Town Administrator to execute the necessary contract documents.
- B. 2016-2021 Capital Improvements Plan
  - **Suggested Motion:** To call for a Public Hearing on March 10, 2016 at 7:00 p.m. or as soon thereafter as possible to discuss the proposed 2016-2021 Capital Improvements Plan.
- C. Street Name Request – Covenant Lane
  - **Suggested Motion:** To approve Covenant Lane as the street name for the street extension of Upper Kentucky Road.

**XI. Public Comment – Other Topics**

*Public comments will be heard during this period for other public business items or topics not listed on the meeting agenda.*

**XII. Commissioner Communications**

**XIII. Meeting Dates**

February Town Council Meeting: February 11, 2016, 7:00 p.m.  
Walkup Building

Agenda Items Due February 26, 2016 by 5:00 p.m.  
Town Services Office

Agenda Packets Available March 1, 2016  
Town Services Office

Montreat Landcare March 2, 2016, 9:00 a.m.  
Moore Center Meeting Room

March Agenda Meeting March 3, 2016, 7:00 p.m.  
Walkup Building

March Town Council Meeting March 10, 2016 7:00 p.m.  
Walkup Building

**XIV. Closed Session**

- **Suggested Motion:** To enter into Closed Session in accordance with North Carolina General Statute §143-318.11(3) for attorney consultation regarding the Civil Action: Carolyn Zoe Crowder, John L. Currie, Nancy B. Thomas, Henry W. Darden, Jr., and wife, Carolyn V. Darden, Plaintiffs, versus the Town of Montreat, Defendant.

**XV. Adjournment**

**TOWN OF MONTREAT BOARD OF COMMISSIONERS**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: February 11, 2016**

**SUBJECT:** Proposed Revisions to Montreat General Ordinance, Chapter K, Article IV – Hillside Development

**AGENDA INFORMATION:**

**Agenda Location:** Old Business  
**Item Number:** A  
**Department:** Planning and Zoning  
**Contact:** David Currie  
**Presenter:** David Currie

**BRIEF SUMMARY:** At your 2015 Annual Board Retreat, you asked staff to have Planning and Zoning review the required setbacks listed for various zoning districts. During development of the Comprehensive Plan in 2006-2007, there was mention of modifying building setbacks in the front and rear yards based upon steeply-sloping conditions of some lots, as well as the suggestion of increasing front yard setbacks for properties under development within the Assembly Drive Corridor to maintain visual consistency. In keeping with the guidance of the Comprehensive Plan, the Hillside Development Ordinance (adopted in 2009) *does* include provisions for administratively reducing the front yard setback of smaller lots within steeply-sloping areas by as much as 50% for the associated zoning district. At their November meeting, P&Z reviewed various setback provisions in our developmental ordinances and submit the recommendation you see presented tonight.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** To adopt Ordinance #16-02-0001 amending Montreat General Ordinance, Chapter K, Article IV – Hillside Development

**FUNDING SOURCE:** None

**ATTACHMENTS:** Proposed revisions to Montreat General Ordinance, Montreat General Ordinance, Chapter K, Article IV – Hillside Development

**STAFF COMMENTS AND RECOMMENDATIONS:** During their review of setback requirements, Planning and Zoning members discussed recommendations found in the implementation matrix of the Comprehensive Plan. I also provided them with the setback reference found in the Hillside Development Ordinance which allows administrative reduction of front setbacks for steeply-sloping smaller lots. While their discussion did not generate any recommendations for modifying setbacks along Assembly Drive corridor or other existing developed sections of town, P&Z members did agree that setback reductions on steeper lots should not be limited based upon lot size. If Council wishes to have P&Z reconsider other potential modifications to setbacks, I can have them take another look during their next meeting.

**TOWN OF MONTREAT BOARD OF COMMISSIONERS**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: February 11, 2016**

**SUBJECT:** Proposed Revisions to Montreat Zoning Ordinance, Article VI – General Provisions

**AGENDA INFORMATION:**

**Agenda Location:** Old Business  
**Item Number:** B  
**Department:** Planning and Zoning  
**Contact:** David Currie  
**Presenter:** David Currie

**BRIEF SUMMARY:** The Montreat Zoning Ordinance does provide some accommodation that allows persons with disabilities to request modification of the zoning setback(s), enabling construction of accessibility features. This change occurred in 2013 in response to a renewed awareness of specific requirements under the Federal Fair Housing Act (FFHA) that require municipalities to make “reasonable accommodation” in their zoning codes. Earlier this year, a case came before the Board of Adjustment that caused us to reconsider if we had gone far enough. A property owner requested a variance to allow addition of square footage to an existing bathroom for increased accessibility. After reviewing the variance request and other case law on the books for similar situations, staff decided that a variance procedure and the associated findings is not well-suited to consider modifying provisions of the zoning ordinance under the FFHA. It is our belief that a Conditional Use approval process or a similar approach better addresses the need to provide reasonable accommodation, since a variance is tied to peculiar physical aspects of the property irrespective of the applicant’s condition.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** To adopt Ordinance #16-02-0002 Amending Montreat Zoning Ordinance, Article VI – General Provisions

**FUNDING SOURCE:** None

**ATTACHMENTS:** Proposed revisions to Montreat General Ordinance, Montreat Zoning Ordinance, Article VI – General Provisions

**STAFF COMMENTS AND RECOMMENDATIONS:** Reasonable accommodation under the FFHA can be somewhat of a “moving target” for municipalities. Currently, most of the guidance defining this concept is being decided in courtrooms across our nation. After reviewing the recent case dispensed by the Board of Adjustment, staff believes that the amendment under consideration tonight – while not guaranteeing we will avoid court proceedings – does provide generous flexibility to hear these requests and thereby grant persons with disabilities the full use of their property as other residents enjoy.

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**Town of Montreat  
Board of Commissioners  
Town Council Agenda Meeting  
January 7, 2016  
Walkup Building**

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Board members present: Mayor Tim Helms  
Mayor Pro Tem Kitty Fouche  
Commissioner Bill Gilliland  
Commissioner Mary Standaert  
Commissioner Ann Vinson

Board members absent: None

Town staff present: Ron Nalley, Town Administrator  
Stefan Stackhouse, Finance Officer & Deputy Town Clerk  
Jack Staggs, Chief of Police  
Steve Freeman, Public Works Director  
Barry Creasman, Senior Water Operator  
David Currie, Building Inspector/Code Administrator  
Angie Murphy, Town Clerk

Approximately 18 members of the public were also present. Mayor Helms called the meeting to order at 7:00 p.m., and led the group in reciting the Pledge of Allegiance and in prayer.

**Agenda Approval**

Mayor Helms welcomed everyone to the meeting and asked if there were any changes to the agenda. Commissioner Standaert requested Staff contact Matt Ashley about attending a future meeting to provide an update on the Metropolitan Sewerage District Board. Commissioner Vinson pointed out a minor typographical error in the December 3, 2015 minutes.

**Mayor's Communications**

Mayor Helms again welcomed Commissioner Fouche and Commissioner Gilliland and thanked Mr. Nalley for assisting them with some basic orientation.

**Consent Agenda Review**

The proposed Consent Agenda will include the following items:

- December 3, 2015, Agenda Meeting
- December 10, 2015, Town Council Meeting
- Re-appointment of Matt Ashley to the Metropolitan Sewerage District Board for a term of three years to expire on January 20, 2019

**Town Administrator's Communications**

- Mr. Nalley reminded everyone that the Board Retreat will be held on February 8, 2016 at the Manor House in Black Mountain.
- Mr. Nalley reminded the Council to bring their calendars in anticipation of scheduling his Annual Performance Review which occurs in January. He advised that members of the previous Council, former Mayor Taylor, Commissioner Campbell and Commissioner McCaskill, would be invited to participate since they worked with him during the previous year but the new Council were also welcome and encouraged to sit in on the review process.
- Mr. Nalley stated that there have been problems with the Council Ipad's and suggested that if anyone needed help to bring them by the Town Services Building.
- Mr. Nalley also requested that the Council come prepared at the next meeting for a new photo for the Town website.
- In response to a question from Commissioner Vinson, Mr. Nalley will provide an update on the two newly named roads at their next meeting.

**Administrative Reports**

The Board will hear administrative reports from the Police Chief, Public Works Director, Finance Officer and Building Inspector/Code Administrator during next week's Town Council meeting.

**Public Comment – Agenda Items**

Mayor Helms reiterated that this Public Comment period was intended for remarks pertaining to items listed on the meeting agenda, including staff reports and communications.

There were no comments from the public at this time.

**Old Business**

There were no matters under Old Business scheduled for discussion.

**New Business**

- A. Proposed Revisions to Montreat General Ordinance, Chapter K, Article IV-Hillside Development, Section II: Mayor Helms requested that Mr. Currie give the Board a brief explanation about the proposed steep slope provisions. Mr. Curry stated that at the 2015 Annual Board Retreat, the Board asked staff to have the Planning and Zoning Commission review the required setbacks listed for various zoning districts. During development of the Comprehensive Plan in 2006-

2007, there was mention of modifying building setbacks in the front and rear yards based upon steeply-sloping conditions of some lots, as well as the suggestion of increasing front yard setbacks for properties under development within the Assembly Drive Corridor to maintain visual consistency. In keeping with the guidance of the Comprehensive Plan, the Hillside Development Ordinance (adopted in 2009) does include provisions for administratively reducing the front yard setback of smaller lots within steeply sloping areas by as much as 50% for the associated zoning district. At their November meeting, the Planning & Zoning Committee reviewed various setback provisions in the developmental ordinances and submitted the recommendation presented tonight.

- B. Proposed Revisions to Montreat Zoning Ordinance Article VI-General Provisions, Section 612-4-Reasonable Accommodations: Mayor Helms asked Mr. Currie to give a brief explanation about the Federal Fair Housing Act. Mr. Currie stated that the Federal Fair Housing Act requires that municipalities make reasonable accommodations in their development and zoning codes to provide persons with disabilities the option of using their properties in the same way as people with non-disabilities. The Montreat Zoning Ordinance does provide some accommodation that allows persons with disabilities to request modification of the zoning setback(s), enabling construction of accessibility features. This change occurred in 2013 in response to a renewed awareness of specific requirements under the Federal Fair Housing Act (FFHA). Earlier this year, a case came before the Board of Adjustment that questioned whether the Town had gone far enough. A property owner requested a variance to allow additional square footage to an existing bathroom for increased accessibility. After reviewing the variance request and other case law for similar situations, staff decided that a variance procedure and the associated findings is not well-suited to consider modifying provisions of the zoning ordinance under the FFHA. It is Staff's belief that a Conditional Use approval process or a similar approach better addresses the need to provide reasonable accommodation, since a variance is tied to particular physical aspects of the property irrespective of the applicant's condition. Commissioner Standaert recommended that members of the Planning and Zoning Committee be invited to the meeting to share their thoughts on this matter and to give them an opportunity to ask questions during the Public Comment portion of the meeting.
- C. Appoint a Primary Delegate and an Alternate Delegate to the Land of Sky Regional Council: In response to a question from Commissioner Standaert, Mr. Nalley stated that the Land of Sky Regional Council preferred that the delegate be an elected official.
- D. Town Services Building Roof Repair: Mr. Nalley explained that the roof at the Town Services Building has developed a bad leak, and while patched several times, is at the point where a new roof is needed. Mr. Nalley advised that the bid in question is only for roof repair and not for ceiling/carpet repair or mold removal.
- E. Vacancy on Town Council: Commissioner Vinson referenced Rule Number 30 in the Council's Rules and Procedures which states the Council needs to nominate, debate and appoint a



replacement for the vacant seat on the Board and feels that the wording on the suggested motion needs to be changed to reflect the procedures in place. Mr. Nalley advised that there isn't a specific method for filling a vacant seat in State statutes and that it is normally up to the discretion of the Board. Commissioner Vinson stated that she would like to include the verbiage "nominate" so members of the community who are interested can apply and have an opportunity to serve. Commissioner Standaert asked about past instances regarding vacancies on the Council. Mr. Nalley advised that at least in one instance applications were taken from the community and then voted upon. Commissioner Standaert recommended using the current general Board application form and putting it out there for the community at large with a time limit to return the forms for the Board to review. Mr. Nalley stated that there are two methods normally used to choose from the applications: motion/vote and nomination/ballot. After general discussion Commissioner Vinson moved to use the nominate/ballot method. Commissioner Standaert seconded and the motion carried 3/1 with Mayor Pro Tem Fouche voting against the motion. Forms will be made available on the Town website and at the Town Services Building.

#### **Public Comment – Other Topics**

Mayor Helms reiterated that this Public Comment period was intended for remarks pertaining to public business items not listed on the meeting agenda, including any reports or communications from other community entities.

Philip Arnold of 530 Magill Drive implored the new Council to do better than the US Congress. He asked the Council to listen to their consciences, utilize judgment, and do their homework with regards to decisions made on behalf of Montreat.

#### **Commissioner Communications**

There were no Commissioner Communications at this time.

#### **Upcoming Meeting Dates**

Mayor Helms will review the following list of upcoming meeting dates and deadlines next week.

<u>January Town Council Meeting:</u>	January 14, 2016, 7:00 p.m. Walkup Building
<u>Town Services Office Closed:</u>	January 18, 2016 Martin Luther King, Jr Holiday
<u>Agenda Items Due:</u>	January 29, 2016 by 5:00 p.m. Town Services Office

**Montreat Board of Commissioners  
Town Council Agenda Meeting Minutes  
January 7, 2016**

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Landcare Committee Meeting:

February 2, 2016  
Town Services Office

February Agenda Meeting:

February 4, 2016, 7:00 p.m.  
Walkup Building

February Town Council Meeting:

February 11, 2016, 7:00 p.m.  
Walkup Building

**Closed Session**

Commissioner Vinson moved to enter into Closed Session in accordance with North Carolina General Statute §143-318.11(3) for attorney consultation regarding the Civil Action: Carolyn Zoe Crowder, John L. Currie, Nancy B. Thomas, Henry W. Darden, Jr., and wife, Carolyn V. Darden, Plaintiffs, versus the Town of Montreat, Defendant. Commissioner Fouche seconded and the motion carried 4/0.

Upon a motion by Commissioner Vinson and a second by Commissioner Gilliland with the motion carrying 4/0, the Board returned to Open Session at 8:28 p.m. No action was taken during the Closed Session.

**Adjournment**

Upon returning to open session, Commissioner Gilliland moved to adjourn the Agenda Meeting. Commissioner Vinson seconded and the motion carried 4/0. The meeting was adjourned at 8:29 p.m.

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Tim Helms, Mayor

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Angie Murphy, Town Clerk

**Town of Montreat  
Board of Commissioners  
Town Council Meeting  
January 14, 2016  
Walkup Building**

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Board members present: Mayor Tim Helms  
Mayor Pro Tem Kitty Fouche  
Commissioner Mary Standaert  
Commissioner Ann Vinson  
Commissioner Bill Gilliland

Board members absent: None

Town staff present: Ron Nalley, Town Administrator  
Stefan Stackhouse, Finance Officer & Deputy Town Clerk  
Steve Freeman, Public Works Director  
Barry Creasman, Senior Water Operator  
Chief Jack Staggs, Chief of Police  
Angie Murphy, Town Clerk  
David Currie, Code Administrator/Building Inspector

Approximately 44 members of the public were also present. Mayor Helms called the meeting to order at 7:00 p.m., led the group in reciting the Pledge of Allegiance, and held a moment of silence.

**Agenda Approval**

Mayor Helms asked if there were any changes to the agenda. Mayor Pro Tem Fouche moved that the person to be selected to fill the Vacancy on Town Council must be selected by a majority vote, and if the first ballot does not result in a majority, that the selection process be changed to the motion and vote method with the Mayor to vote in case of a tie. Commissioner Gilliland seconded the motion. Commissioner Standaert moved to amend the motion to hold at least three votes with the majority carrying. Commissioner Vinson seconded the amendment. Commissioner Vinson and Commissioner Standaert voted for the amendment. Mayor Pro Tem Fouche and Commissioner Gilliland voted against the amended motion. Mayor Helms announced that the vote was 2/2 and as Mayor he was voting against the amendment. The motion to amend failed 2/3 with Mayor Helms, Mayor Pro Tem Fouche and Commissioner Gilliland voting against the motion. Mayor Helms then returned to the original motion and the motion carried 3/1 with Commissioner Standaert voting against the motion. Commissioner Gilliland then moved that the selection of the new Commissioner be moved to the beginning of the agenda. Mayor Pro Tem Fouche seconded the motion. During discussion, Mr. Nalley reminded the Board that the order of the agenda is established in their Rules of Procedure. Commissioner Gilliland amended his motion and moved that the selection process be moved to the first item under New Business. Commissioner Vinson seconded and the amendment carried 4/0. Mr. Nalley then requested that the Closed Session be removed from the agenda. Commissioner Vinson moved to remove the

Closed Session from the agenda. Commissioner Gilliland seconded and the motion carried 3/1 with Commissioner Standaert voting against the motion. Commissioner Vinson then moved to adopt the agenda as amended. Mayor Pro Tem Fouche seconded and the motion carried 3/1 with Commissioner Standaert voting against the motion.

### **Presentation to Council**

Metropolitan Sewerage District Update: Matt Ashley, Montreat's Representative to the Metropolitan Sewerage District (MSD) Board presented an overview of the scope of MSD's operations and what it means to the Town. MSD was created and established in 1962 for the purpose of constructing and operating facilities for the treatment and disposal of the sewage generated by the political subdivisions comprising the District. MSD is a non-profit, publicly-owned utility. The District Board consists of twelve members. Three from the County of Buncombe, three from the City of Asheville, one from Woodfin Sanitary Water & Sewer District, and one each from the Towns of Biltmore Forest, Black Mountain, Montreat, Weaverville and Woodfin.

The District owns, operates and maintains a 40 million gallon per day (MGD) wastewater treatment plant to treat raw sewage and industrial wastewaters collected in an extensive network of collector sewers currently owned, operated and maintained by the District. The District also owns, operates and maintains approximately 60 miles of interceptor sewers that connect such sewers to the treatment plant.

In the presentation Mr. Ashley discussed MSD's Capital Improvement Plan and in response to a question from Commissioner Standaert pointed out that there is a projected 2.5% increase on sewerage rates per year for the next ten years. Mr. Ashley stated that meetings are open to the public with times and locations listed on the Metropolitan Sewerage District website.

2016-2021 Capital Improvement Plan Overview: Mr. Nalley gave a brief introductory presentation on the 2016-2021 Capital Improvement Plan (CIP), a flexible financial planning tool used to forecast the Town's future equipment, building and infrastructure needs. Items included in the CIP generally have both a monetary value greater than \$5,000 and a useful life expectancy greater than one year. The presentation also included information on how each project or expenditure is prioritized on both the departmental and organizational levels, as well as how CIP information is used to develop the annual Budget for the upcoming fiscal year. Staff will present a completed draft CIP at the February Town Council Meeting, which will also be available in print and electronic formats for public review and comment. The final Plan will be eligible for adoption following a Public Hearing during the March or April Town Council Meeting.

### **Mayor's Communications**

Mayor Helms announced that there would be no sanitation services on Monday, January 18, 2016 due to the Martin Luther King Jr. Holiday but will resume on the following day. He also advised that the Town sanitation truck is currently out of service so the Public Works Department will be using pickup trucks to collect the refuse.

### **Consent Agenda Review**

With the adoption of the Consent Agenda, the Board approved the following items:

- December 3, 2015 Agenda Meeting Minutes
- December 10, 2015 Town Council Meeting Minutes
- Re-appointed Matt Ashley as the Town of Montreat's Representative to the Metropolitan Sewerage District Board for a term of three years to expire on January 20, 2019

### **Town Administrator's Communications**

- Mr. Nalley reminded the Council that the Annual Board Retreat will be held on February 8, 2016 at the Manor House in Black Mountain. Agenda Packets will be distributed by February 1<sup>st</sup>.
- Mr. Nalley also asked the Council to provide potential dates for a Special Meeting to conduct the Town Administrator's annual performance review. Following discussion, the Board set a Special Meeting for January 29, 2016 at 11:00 a.m. in the Town Services Building.
- Mr. Nalley stated that Montreat has had a street naming process in place for many years with names being historically taken from the names Synods and Presbyteries. Buncombe County passed an Ordinance that states if a street name is already in use somewhere else in the County that it will not be allowed as a new street name. For example, last year Whitewater Cove Road and New Hope Lane were chosen as new street names in Montreat; while Whitewater Cove Road was accepted, New Hope Lane already existed elsewhere in the County and was rejected. Mr. Nalley suggested that the Board perhaps consider reserving street names from the list attached in the packets. This topic will be brought back before Council in February to decide on a new name for New Hope Lane.

### **Administrative Reports**

Police: Chief Staggs reviewed and presented the December 2015 monthly departmental activity report. He stated that December was a very busy month for visitors to Montreat due to the warm

temperatures and increased rentals in the area. All Montreat police and reserve officers have completed their mandatory classes and training for the year.

Public Works Director:

- Mr. Freeman reiterated that sanitation services will not run on Monday, January 18 due to the Martin Luther King Jr Holiday, but will resume a normal schedule on Tuesday, January 19. Mr. Freeman advised that once estimates are received for the repair of the sanitation truck it will be presented to Council.
- A large tree fell at the top of Appalachian Way and brought down a power line which damaged the roof of the radio building. This topic will also be brought back before Council once estimates are in place for repairs.
- There has been an increase in wet weather springs on Missouri Road, West Virginia Terrace, South Carolina Terrace and Louisiana Road and Mr. Freeman advised using caution on cold days in these areas.
- Kimberly Powers, Environmental Engineer/Inspector with the Public Water Supply Section of the Division of Water Resources, completed her inspection at the beginning of January and found no problems with Montreat's water system.

Finance Officer: Mr. Stackhouse presented and reviewed the following monthly reports:

- November 2015 Financial Summary Report;
- Final November 2015 Detailed Financial Statement;
- Preliminary December 2015 Detailed Financial Statement;
- December 31, 2015 Cash and Investment Earnings Report;
- Year-to-Date Legal Fees Report with regards to the lawsuit: \$69,992
- Year-to-Date Expenditures with regards to the Town Hall Project: \$383,804

Building Inspector/Code Administrator: Mr. Currie presented and reviewed his December 2015 zoning and inspections activity report. The Planning and Zoning Commission and the Board of Adjustment did not meet last month. At the request of Commissioner Standaert, Mr. Currie gave the Council an update on an ongoing construction project on Texas Spur. Mr. Currie advised that a notice of violation has been issued to the property owner. The violation addresses safety as well as unsightliness. The property owner has assured Mr. Currie that she intends to either move forward with developing the site or demolishing the foundation. Mr. Currie also reported that the Town has been invited by Advanced Energy in conjunction with Land of the Sky Regional Council to participate in Plug-In NC. Plug-In NC will use websites and links to educate people about Montreat's electric vehicle charging station near the College.

**Public Comments**

Mayor Helms reiterated that this Public Comment period was intended for remarks pertaining to items listed on the meeting agenda, including staff reports and communications.

Mr. Wade Burns of 232 North Carolina Terrace suggested making the dumpster available for the residents of the Town to bring their own trash on the Tuesday after Martin Luther King Jr. Holiday thereby reducing the workload for the Public Works Department. Mr. Burns also would like his previously submitted report on the annexation of Upper Greybeard to be revisited.

### **Old Business**

There were no items of Old Business to discuss at this time.

### **New Business**

- A. Vacancy on Town Council: Mayor Helms suggested, in accordance with North Carolina General Statutes, that written ballots be signed by each Commissioner and that the Minutes reflect the vote of each Commissioner. These ballots will be available in the Town Clerk's Office for public review until the Minutes are reviewed and then the ballots can be destroyed. Each Commissioner will have one vote since there is one vacancy and the Mayor will read the vote aloud and pass the ballot to the Town Clerk. The following candidates were asked to stand and briefly introduce themselves: John Hinkle, Eric Nichols and Kent Otto. Commissioner Standaert thanked each candidate for taking the time to come forward to serve and expressed that all three are excellent candidates. Ballots were distributed to the Board members. The following ballots were cast: Commissioner Gilliland and Mayor Pro Tem Fouche voted in favor of Kent Otto while Commissioner Vinson and Commissioner Standaert voted in favor of Eric Nichols. The results were a tie. According to the earlier motion, the Board moved to a motion and vote method to break the tie. Commissioner Bill Gilliland moved to appoint Kent Otto as Commissioner to fill the vacant seat on the Council. Commissioner Standaert seconded and the motion carried 4/0. Town Clerk Angie Murphy then administered the Oath of Office to Commissioner Kent Otto.
- B. Proposed Revisions to Montreat General Ordinance, Chapter K, Article IV-Hillside Development, Section II: Commissioner Ann Vinson called for a Public Hearing on February 11, 2016 at 7:00 p.m. or as soon thereafter as possible to discuss proposed revisions to Montreat General Ordinance, Chapter K, Article IV-Hillside Development. Mayor Pro Tem Fouche seconded and the motion carried 5/0.
- C. Proposed Revisions to Montreat Zoning Ordinance Article VI-General Provisions, Section 612.4-Reasonable Accommodations: Commissioner Ann Vinson called for a Public Hearing on February 11, 2016 at 7:15 p.m. or as soon thereafter as possible to discuss proposed revisions

to Montreat Zoning Ordinance Article VI-General Provisions. Commissioner Gilliland seconded and the motion carried 5/0.

- D. Appoint a Primary Delegate and an Alternate Delegate to the Land of Sky Regional Council: Commissioner Standaert moved to appoint Mayor Tim Helms as Primary Delegate to the Land of Sky Regional Council and to appoint Commissioner Bill Gilliland as Alternate Delegate to the Land of Sky Regional Council. Commissioner Vinson seconded and the motion passed 5/0.
- E. Town Services Building Roof Repair: Mayor Pro Tem Fouche moved to approve the Bid Proposal from The Bonitz Company of Carolina-Tennessee, Inc. in the amount of \$7,625.00 and to authorize the Mayor and Town Administrator to execute the necessary contract documents. Commissioner Vinson seconded and the motion carried 5/0.

### **Public Comments-Other Topics**

Mayor Helms reiterated that the Public Comment period were for remarks pertaining to public business items not listed on the meeting agenda, including any reports or communications from other community entities.

Annie Carlson of 116 West College St in Black Mountain, representing Montreat College, wanted to thank everyone for their support of the College. She reported that a successful event was held at the College that included members of the College, Town of Montreat, Town of Black Mountain, Buncombe County EMS and Sheriff's Department, churches, and teachers that focused on what to do during a Crisis Situation.

### **Commissioner Communications**

Commissioner Ann Vinson gave a brief update of the most recent Montreat Landcare Committee Meeting and the collaborations between the college students and the residents of the community. She also mentioned that the Tree Board will hopefully be holding an organizational meeting by the end of the month.

Commissioner Standaert stated that she looks forward to working with the current Council.

### **Upcoming Meeting Dates**

Mayor Helms reviewed the following list of upcoming meeting dates and deadlines:

Agenda Items Due:

January 29, 2016 by 5:00 p.m.  
Town Services Office



**Montreat Board of Commissioners  
Town Council Meeting Minutes  
January 14, 2016**

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Agenda Packets Available

February 2, 2016  
Town Services Office

Landcare Committee Meeting:

February 3, 2016 9:00 a.m.  
Moore Center Meeting Room

February Agenda Meeting

February 4, 2016, 7:00 p.m.  
Walkup Building

February Town Council Meeting

February 11, 2016, 7:00 p.m.  
Walkup Building

2016 Annual Board Retreat

February 8, 2016 9:00 a.m.  
Manor House

**Adjournment**

There being no further business, Commissioner Vinson moved to adjourn the Town Council Meeting. Commissioner Gilliland seconded and the motion carried 5/0. The meeting was adjourned at 8:36 p.m.

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Tim Helms, Mayor

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Angela Murphy, Town Clerk

**TOWN OF MONTREAL BOARD OF COMMISSIONERS  
REQUEST FOR BOARD ACTION**

**Meeting Date:** February 11, 2016

**SUBJECT:** Audit Committee Member Appointment

**AGENDA INFORMATION:**

**Agenda Location:** Consent Agenda  
**Item Number:** B  
**Department:** Administration  
**Contact:** Stefan Stackhouse, Finance Officer  
**Presenter:** Ron Nalley, Town Administrator

**BRIEF SUMMARY:** The Audit Committee terms of Phillip Arnold and Bill Hollins have expired. Mr. Hollins has indicated that he will not be available to serve another term, but Mr. Arnold has expressed a willingness to continue to serve. While we are seeking another person from the community to fill the vacancy left by Mr. Hollins, it is requested that the Board reappoint Mr. Arnold at this time so that the Audit Committee can proceed with its work.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** To reappoint Phillip Arnold to the Audit Committee for a term of four years to expire on January 31, 2020.

**FUNDING SOURCE:** Not Applicable

**ATTACHMENTS:** None

**STAFF COMMENTS AND RECOMMENDATIONS:** None

## MONTHLY POLICE STATISTICS REPORT

<b>January</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>
Mileage	3308	3025	2638	3245	3067
Dispatched Calls	101	107	129	93	65
Officer-Initiated Calls	216	221	255	157	277
Fire/EMS Assistance Calls	9F,4E	6F,4E	2F,1E	5	3
Motorist/Other Assistance Calls	86	52	72	29	32
Traffic Stops	26	48	38	28	29
Parking Issues	9	4	4	8	16
Burglar/Fire Alarm Responses	2B,3F	8B,1F	2B	3F	0
Residential/Building Checks	225	234	140	94	560
Ordinance violations	6	10	14	19	11
LE Agency Assistance Calls	12	22	19	12	42
Animal Calls	2	2	2	3	2
Larcenies	2	1	0	1	0
B&E Calls	1	0	0	0	0
Suspicious Person/Vehicle Investigations	4P,15V	14P,23V	6P,14V	11P,17V	20
Disturbance Calls	3	3	1	0	3
Accident Responses	3	1	3	0	2
Auxiliary Hours Worked	32R,12T	32R,8T	32R	32R,98O	104
Truck turns at gate	0	2	1	3	6

- Town service: 417
- MRA service: 121
- College service: 23
- On 01/05/2016, MD Officer Comrie received a thank you letter for her outstanding help on Christmas Eve reference an accident she worked from a Mrs. Phillips of Black Mountain.
- On 01/07/2016, MPD received a call of a domestic, a fight, and damage to property on Assembly Drive. This was college students renting. All issues were resolved.
- On 01/09/2016, MPD received a box full of pastries from 531 Magill as a thank you for a security check. All of the Town Staff enjoyed.
- On 01/10/2016, MPD and Town Staff located a subject behind Town Hall that had fell on trail and broken her arm. EMS was called and subject was transported.
- On 01/14/2016, MPD received a thank you letter from a resident at North Carolina Terrace for an emergency assistance. This letter contained a gift card for Ingles and will be used to wash patrol cars. On this same date, Officer Whitson did a demonstration for the Montreat Morning School. He outdid the Chief, who did it last year, providing cupcakes over candy.
- On 01/17/2016, MPD received a call of a larceny of golf clubs out of a garage on Kanawha. Investigation continues. Also on this date, MPD answered a domestic dispute which was resolved.
- On 01/20/2016, MPD responded to 3 accidents (1 reportable and 2 declined), 10 rescues, 6 escorts to residences due to the snow. I would like to especially thank the Street Department for their assistance with the rescues and escorts, we could not have operated without them.

- On 01/21/2016, MPD located an elderly white female with dementia. She was picked up by her husband.
- On 01/22-24/2016, BIG SNOW! MPD did a total of 17 assists, rescues and escorts. Along with the Street Department, we located trees down on Westminster, Mississippi, and John Knox. Owners were notified if possible. Also on 01/24 at 5:30 a.m. MPD received a call from a resident reference suspicious activity on West Virginia. A subject was engaged and arrested for B&E and larceny from a motor vehicle. The vehicle was towed and stored for inventory. During the inventory items were found matching a \$1200 report of missing property from Ridgecrest. BCSD was called in to recover that property and an additional felony for B&E and larceny from a motor vehicle was taken out, and the owner of the vehicle took out unauthorized use of motor vehicle and damage to property warrants. Investigation continues, there are several items for which the owner/victim needs to be identified.
- On 01/27/2016, MPD investigated a call reference a tree on a house on Frisk Road. Owner was notified.
- On 01/31/2016, MPD received a call in reference to lost hikers on Lookout. Subject were located walking on Assembly Drive.

**General Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
For the Period Ended December, 2015

4	FYE 2016 Budgeted	Previously Reported	Current Month	FYE 2016 YTD Actual	FYE 15 Comparison YTD Actual	FYE 2016 Remaining Budget	Actual to Budget %	Statement Period	Variance	12/31/14
								<b>6</b>		
<b>Revenues:</b>										
Ad valorem taxes	\$ 952,500.00	\$ 288,078.86	\$ 323,954.75	\$ 612,033.61	\$ 334,091.40	\$ 340,466.39				
Other taxes and licenses	\$ 357,400.00	\$ 104,191.22	\$ 33,153.54	\$ 137,344.76	\$ 122,461.04	\$ 220,055.24				
Unrestricted intergovernmental	\$ 60,500.00	\$ 118.49	\$ 28,433.14	\$ 28,551.63	\$ 23,981.09	\$ 31,948.37				
Permits and Fees	\$ 46,000.00	\$ 15,381.74	\$ 5,601.00	\$ 20,982.74	\$ 12,851.31	\$ 25,017.26				
Community Service Fee	\$ 50,000.00	\$ 40,762.80	\$ -	\$ 40,762.80	\$ 41,075.00	\$ 9,237.20				
Sales and Services	\$ 13,000.00	\$ 4,564.81	\$ 1,401.86	\$ 5,966.67	\$ 3,343.72	\$ 7,033.33				
Investment earnings	\$ 2,200.00	\$ 380.70	\$ 100.40	\$ 481.10	\$ 424.67	\$ 1,718.90				
Other revenues	\$ 23,718.00	\$ 11,593.20	\$ (0.00)	\$ 11,593.20	\$ 740.38	\$ 12,124.80				
Subtotal - Normal Operating	\$ 1,505,318.00	\$ 465,071.82	\$ 392,644.69	\$ 857,716.51	\$ 538,968.61	\$ 647,601.49	56.98%	50.00%	6.98%	-13.65%
Restricted intergovernmental	\$ 740,000.00	\$ 136,017.36	\$ 20,070.60	\$ 156,087.96	\$ 19,721.16	\$ 583,912.04				
Contributions - Landcare	\$ 10,000.00	\$ 14,100.00	\$ -	\$ 14,100.00	\$ -	\$ (4,100.00)				
Contributions - Open Space	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Total Revenues	2,255,318.00	615,189.18	412,715.29	1,027,904.47	\$ 558,689.77	1,227,413.53	45.58%	50.00%	-4.42%	-26.08%
<b>Expenditures:</b>										
Governing Body	\$ 104,700.00	\$ 42,303.12	\$ 13,777.39	\$ 56,080.51	\$ 18,298.31	\$ 48,619.49	53.56%	50.00%	-3.56%	23.06%
Administration	\$ 282,800.00	\$ 99,663.50	\$ 33,518.19	\$ 133,181.69	\$ 147,129.02	\$ 149,618.31	47.09%	50.00%	2.91%	-2.68%
Public Buildings	\$ 139,950.00	\$ 34,415.72	\$ 1,157.00	\$ 35,572.72	\$ 155,497.10	\$ 104,377.28	25.42%	50.00%	24.58%	-18.79%
Police	\$ 378,943.00	\$ 167,746.01	\$ 41,325.27	\$ 209,071.28	\$ 181,598.91	\$ 169,871.72	55.17%	50.00%	-5.17%	2.57%
Building & Zoning	\$ 82,200.00	\$ 31,724.43	\$ 7,857.61	\$ 39,582.04	\$ 35,712.02	\$ 42,617.96	48.15%	50.00%	1.85%	2.95%
Public Works	\$ 86,100.00	\$ 29,768.64	\$ 8,707.60	\$ 38,476.24	\$ 34,842.72	\$ 47,623.76	44.69%	50.00%	5.31%	2.78%
Streets	\$ 1,271,400.00	\$ 138,307.22	\$ 19,686.68	\$ 157,993.90	\$ 179,630.74	\$ 1,113,406.10	12.43%	50.00%	37.57%	37.59%
Powell Bill	\$ 56,000.00	\$ 2,568.64	\$ -	\$ 2,568.64	\$ 3,828.20	\$ 53,431.36	4.59%	50.00%	45.41%	41.20%
Sanitation	\$ 113,600.00	\$ 42,115.85	\$ 9,115.01	\$ 51,230.86	\$ 49,546.10	\$ 62,369.14	45.10%	50.00%	4.90%	-1.64%
Env/Cons/Rec	\$ 28,500.00	\$ 5,760.26	\$ 3,542.71	\$ 9,302.97	\$ -	\$ 19,197.03	32.64%	50.00%	17.36%	50.00%
Total expenditures	2,544,193.00	\$ 594,373.39	\$ 138,687.46	\$ 733,060.85	\$ 806,083.12	\$ 1,811,132.15	28.81%	50.00%	21.19%	20.15%
<b>Revenues over expenditures</b>	(288,875.00)	\$ 20,815.79	\$ 274,027.83	\$ 294,843.62	\$ (247,393.35)	\$ (583,718.62)				
Other financing sources (uses):										
Transfer to/from Water Fund		\$ -	\$ -	\$ -	\$ -	\$ -				
Fund Balance Appropriated:	\$ 288,875.00	\$ -	\$ -	\$ -	\$ -	\$ 288,875.00				
Total other financing source	\$ 288,875.00	\$ -	\$ -	\$ -	\$ -	\$ 288,875.00				
Revenues and other sources over expenditures and other uses	\$ -	\$ 20,815.79	\$ 274,027.83	\$ 294,843.62	\$ (247,393.35)	\$ (294,843.62)				
<b>Expenditure Recap:</b>										
Salaries & Benefits	\$ 922,400.00	\$ 376,989.86	\$ 100,156.79	\$ 477,146.65	\$ 460,243.63	\$ 445,253.35				
Other Operating	\$ 405,318.00	\$ 153,485.20	\$ 38,430.67	\$ 191,915.87	\$ 143,549.74	\$ 213,402.13				
CIP/Grant Projects	\$ 1,216,475.00	\$ 63,898.33	\$ 100.00	\$ 63,998.33	\$ 202,289.75	\$ 1,152,476.67				
Total Expenditures	2,544,193.00	\$ 594,373.39	\$ 138,687.46	\$ 733,060.85	\$ 806,083.12	\$ 1,811,132.15				

**Water Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
For the Period Ended December, 2015

	FYE 2016 Budgeted	Previously Reported	Current Month	FYE 2016 YTD Actual	FYE 15 Comparison YTD Actual	FYE 2016 Remaining Budget	Actual to Budget Percent	Statement Period	Variance	12/31/14
								<b>6</b>		
<b>Revenues:</b>										
Ad valorem taxes			\$ -			\$ -				
Other taxes and licenses	\$ -	\$ 64,800.06	\$ 5,498.65	\$ 70,298.71		\$ (70,298.71)				
MRA Comm Svc Fee	\$ -		\$ -			\$ -				
Permits and Fees			\$ -			\$ -				
Sales and Services	\$ 300,000.00	\$ 135,862.91	\$ 22,139.80	\$ 158,002.71	\$ 149,763.08	\$ 141,997.29				
Investment earnings	\$ 500.00	\$ 33.12	\$ 7.37	\$ 40.49	\$ 34.54	\$ 459.51				
Other revenues	\$ 26,500.00	\$ 13,961.03	\$ 6,620.87	\$ 20,581.90	\$ 16,808.04	\$ 5,918.10				
Subtotal - Normal Operating	\$ 327,000.00	\$ 214,657.12	\$ 34,266.69	\$ 248,923.81	\$ 166,605.66	\$ 78,076.19				
<i>Restricted intergovernmental</i>			\$ -			\$ -				
Total revenues	\$ 327,000.00	\$ 214,657.12	\$ 34,266.69	\$ 248,923.81	\$ 166,605.66	\$ 78,076.19	76.12%	50.00%	26.12%	-19.09%
<b>Expenditures:</b>										
Water Department	\$ 327,000.00	\$ 69,624.92	\$ 2,758.90	\$ 72,383.82	\$ 77,895.52	\$ 254,616.18	22.14%	50.00%	27.86%	35.55%
Total expenditures	\$ 327,000.00	\$ 69,624.92	\$ 2,758.90	\$ 72,383.82	\$ 77,895.52	\$ 254,616.18	22.14%	50.00%	27.86%	35.55%
<b>Revenues over expenditures</b>	\$ -	\$ 145,032.20	\$ 31,507.79	\$ 176,539.99	\$ 88,710.14	\$ (176,539.99)				
Other financing sources (uses):										
Transfers to/from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Fund Balance Appropriated:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Total other financing sources (uses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Revenues and other sources over expenditures and other uses	\$ -	\$ 145,032.20	\$ 31,507.79	\$ 176,539.99	\$ 88,710.14	\$ (176,539.99)				
<b>Expenditure Recap:</b>										
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -		\$ -				
Other Operating	\$ 327,000.00	\$ 69,624.92	\$ 2,758.90	\$ 72,383.82	\$ 77,595.52	\$ 254,616.18				
<i>CIP/Grant Projects</i>		\$ -	\$ -	\$ -	\$ 300.00	\$ -				
Total Expenditures	\$ 327,000.00	\$ 69,624.92	\$ 2,758.90	\$ 72,383.82	\$ 77,895.52	\$ 254,616.18				

01/28/16  
17:36:25

Fiscal Year: 2016  
Fiscal Month Range: 6-6

**TOWN OF MONTREAT**  
**Revenue Statement**  
Period Ending: December 31, 2015  
**10 GENERAL FUND**

Selected Department    Page 1  
(ALL) All Departments

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
PY AD VALOREM TAXES	10-00-3000-100	500.00	0.00	2,726.64	-2,226.64	545.32
CY AD VALOREM TAXES	10-00-3005-100	952,000.00	323,954.75	609,306.97	342,693.03	64.00
TAX INTEREST & PENALTIES	10-00-3050-100	1,000.00	13.56	141.07	858.93	14.10
LOCAL SALES TAX	10-00-3065-100	345,000.00	32,354.17	130,571.46	214,428.54	37.84
PAYMENT IN LIEU OF TAXES	10-00-3070-100	2,000.00	0.00	0.00	2,000.00	0.00
PY DMV TAXES	10-00-3104-100	100.00	0.00	0.00	100.00	0.00
CY DMV TAXES	10-00-3194-100	11,300.00	785.81	6,632.23	4,667.77	58.69
UTILITIES FRANCHISE TAX	10-00-3205-200	55,000.00	28,433.14	28,433.14	26,566.86	51.69
WINE & BEER TAX	10-00-3220-200	3,000.00	0.00	0.00	3,000.00	0.00
SOLID WASTE DISPOSAL TAX	10-00-3235-200	500.00	0.00	118.49	381.51	23.69
CONTRIBUTIONS	10-00-3300-300	2,000.00	0.00	1,500.00	500.00	75.00
PUBLIC SAFETY CHARGES	10-10-3305-300	3,000.00	561.86	1,685.58	1,314.42	56.18
GRANT PROCEEDS - FEDERAL	10-10-3310-300	700,000.00	0.00	0.00	700,000.00	0.00
POWELL BILL	10-20-3325-300	40,000.00	20,070.60	40,141.21	-141.21	100.35
CONTRIBUTIONS - LANDCARE	10-80-3330-340	10,000.00	0.00	10,100.00	-100.00	101.00
GRANT PROCEEDS - NC	10-10-3340-300	0.00	0.00	104,430.75	-104,430.75	0.00
GRANT PROCEEDS-NC-PARTF GREEN	10-80-3340-451	0.00	0.00	11,516.00	-11,516.00	0.00
Landcare - Grants - Hemlock	10-80-3340-452	10,000.00	0.00	4,000.00	6,000.00	40.00
COURT COSTS - ARREST FEES & F	10-10-3405-400	200.00	0.00	15.00	185.00	7.50
FIRE INSPECTION FEES	10-10-3425-400	500.00	0.00	0.00	500.00	0.00
BUILDING PERMITS	10-10-3430-400	45,000.00	5,601.00	20,967.74	24,032.26	46.59
SANITATION FEES	10-10-3435-400	10,000.00	840.00	4,281.09	5,718.91	42.81
COMMUNITY SERVICE FEE	10-00-3550-800	50,000.00	0.00	40,762.80	9,237.20	81.52
INTEREST ON INVESTMENTS	10-00-3800-800	2,000.00	84.00	383.87	1,616.13	19.19
INTEREST INVESTMNT-POWELL BIL	10-00-3805-800	200.00	16.40	97.23	102.77	48.61
MISC REVENUE	10-00-3815-800	1,000.00	0.00	74.63	925.37	7.46
SALE OF FIXED ASSETS	10-00-3820-800	1,000.00	0.00	0.00	1,000.00	0.00
INSURANCE RECOVERY PROCEEDS	10-00-3850-800	10,018.00	0.00	10,018.57	-0.57	100.00
FUND BALANCE APPROPRIATED	10-00-3905-900	273,075.00	0.00	0.00	273,075.00	0.00
POWELL BILL FUND BALANCE APP.	10-20-3925-900	15,800.00	0.00	0.00	15,800.00	0.00

**TOWN OF MONTREAT**  
**Revenue Statement**  
Period Ending: December 31, 2015  
**10 GENERAL FUND**

Selected Department *Page 2*  
(ALL) All Departments

01/28/16 Fiscal Year: 2016  
17:36:25 Fiscal Month Range:6-6

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected Percent To Date	Collected %
TOTAL FUND REVENUE:		2,544,193.00	412,715.29	1,027,904.47	1,516,288.53	40.40



01/28/16

Fiscal Year: 2016

**Encumbrances & Expenditure Statement**

(ALL) All Departments

17:36:01

Fiscal Month Range:6-6

Period Ending: December 31, 2015

(D)

**10 GENERAL FUND**

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4100) GOVERNING BODY							
SALARIES & WAGES	10-00-4100-020	9,800.00	4,900.00	4,900.00	0.00	4,900.00	50.00
PROFESSIONAL SERVICES	10-00-4100-040	79,700.00	7,257.45	55,821.97	0.00	23,878.03	70.04
FICA EXPENSE	10-00-4100-050	800.00	374.88	374.88	0.00	425.12	46.86
TRAVEL & TRAINING	10-00-4100-140	600.00	450.00	490.00	0.00	110.00	81.66
ADVERTISING	10-00-4100-260	6,900.00	0.00	0.00	0.00	6,900.00	0.00
DEPARTMENT SUPPLIES	10-00-4100-330	2,500.00	795.06	1,199.26	0.00	1,300.74	47.97
SALARY CONTINGENCY	10-00-4100-332	13,000.00	0.00	0.00	0.00	13,000.00	0.00
CONTRACT SERVICES	10-00-4100-450	4,500.00	0.00	0.00	0.00	4,500.00	0.00
INDIRECT COST ALLOCATI	10-00-4100-480	-13,600.00	0.00	-6,805.60	0.00	-6,794.40	50.04
CONTRIBUTIONS	10-00-4100-520	500.00	0.00	100.00	0.00	400.00	20.00
TOTAL DEPT: (4100) GOVERNING BODY		104,700.00	13,777.39	56,080.51	0.00	48,619.49	53.56

01/28/16

Fiscal Year: 2016

**Encumbrances & Expenditure Statement**

(ALL) All Departments

17:36:01

Fiscal Month Range: 6-6

Period Ending: December 31, 2015

(D)

**10 GENERAL FUND**

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4200) ADMINISTRATION							
SALARIES & WAGES	10-00-4200-020	181,100.00	19,502.64	80,206.80	0.00	100,893.20	44.28
FICA EXPENSE	10-00-4200-050	13,900.00	1,512.90	6,183.40	0.00	7,716.60	44.48
GROUP INSURANCE	10-00-4200-060	26,500.00	1,488.31	10,233.15	0.00	16,266.85	38.61
RETIREMENT EXPENSE	10-00-4200-070	23,400.00	1,973.90	9,176.00	0.00	14,224.00	39.21
POSTAGE	10-00-4200-100	2,200.00	0.00	457.62	0.00	1,742.38	20.80
TELEPHONE	10-00-4200-110	4,000.00	707.96	3,385.32	0.00	614.68	84.63
TRAVEL & TRAINING	10-00-4200-140	3,400.00	150.00	713.15	0.00	2,686.85	20.97
M & R EQUIPMENT	10-00-4200-160	24,400.00	610.00	16,769.42	0.00	7,630.58	68.72
ADVERTISING	10-00-4200-260	1,800.00	236.46	1,483.77	0.00	316.23	82.43
OFFICE EXPENSE	10-00-4200-320	3,000.00	279.94	1,094.09	0.00	1,905.91	36.47
OFFICE EQUIPMENT	10-00-4200-330	1,000.00	0.00	0.00	0.00	1,000.00	0.00
BANK SERVICE CHARGE EX	10-00-4200-340	1,400.00	84.95	1,428.85	0.00	-28.85	102.06
CONTRACT SERVICES	10-00-4200-450	19,500.00	6,601.13	12,449.92	0.00	7,050.08	63.84
INDIRECT COST ALLOCATI	10-00-4200-480	-26,400.00	0.00	-13,209.80	0.00	-13,190.20	50.03
DUES & SUBSCRIPTIONS	10-00-4200-530	3,100.00	370.00	2,810.00	0.00	290.00	90.64
SUPERVISOR'S EXPENSE	10-00-4200-550	500.00	0.00	0.00	0.00	500.00	0.00
TOTAL DEPT: (4200) ADMINISTRATION		282,800.00	33,518.19	133,181.69	0.00	149,618.31	47.09

01/28/16

Fiscal Year: 2016

**Encumbrances & Expenditure Statement**

(ALL) All Departments

17:36:01

Fiscal Month Range:6-6

Period Ending: December 31, 2015

(D)

**10 GENERAL FUND**

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5000) PUBLIC BUILDINGS							
UTILITIES	10-00-5000-130	3,500.00	111.56	856.96	0.00	2,643.04	24.48
M & R BUILDINGS & GROU	10-00-5000-150	2,500.00	239.29	655.18	0.00	1,844.82	26.20
M & R EQUIPMENT	10-00-5000-160	5,200.00	156.15	1,220.76	0.00	3,979.24	23.47
DEPARTMENT SUPPLIES	10-00-5000-330	200.00	0.00	0.00	0.00	200.00	0.00
INDIRECT COST ALLOCATI	10-00-5000-480	-5,200.00	0.00	-2,611.20	0.00	-2,588.80	50.21
INSURANCE	10-00-5000-540	36,100.00	650.00	35,451.02	0.00	648.98	98.20
CAPITAL OUTLAY	10-00-5000-730	97,650.00	0.00	0.00	0.00	97,650.00	0.00
TOTAL DEPT: (5000) PUBLIC BUILDINGS		139,950.00	1,157.00	35,572.72	0.00	104,377.28	25.41

01/28/16

Fiscal Year: 2016

**Encumbrances & Expenditure Statement**

(ALL) All Departments

17:36:01

Fiscal Month Range:6-6

Period Ending: December 31, 2015

(D)

**10 GENERAL FUND**

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5100) POLICE							
SALARIES & WAGES	10-10-5100-020	228,000.00	26,197.93	126,577.81	0.00	101,422.19	55.51
FICA EXPENSE	10-10-5100-050	17,500.00	2,005.96	9,643.31	0.00	7,856.69	55.10
GROUP INSURANCE	10-10-5100-060	39,700.00	3,694.35	25,535.23	0.00	14,164.77	64.32
RETIREMENT EXPENSE	10-10-5100-070	28,500.00	2,601.03	14,153.86	0.00	14,346.14	49.66
TELEPHONE	10-10-5100-110	2,000.00	308.61	1,101.63	0.00	898.37	55.08
TRAVEL & TRAINING	10-10-5100-140	500.00	219.80	219.80	0.00	280.20	43.96
M & R EQUIPMENT	10-10-5100-160	4,000.00	0.00	2,107.47	0.00	1,892.53	52.68
M & R AUTO	10-10-5100-170	14,018.00	546.52	11,167.19	0.00	2,850.81	79.66
PUBLIC ED - SAFETY SAT	10-10-5100-234	500.00	140.00	140.00	0.00	360.00	28.00
AUTO SUPPLIES (GAS, OI	10-10-5100-310	16,500.00	390.59	3,675.27	0.00	12,824.73	22.27
MEDICAL CERTIFICATION	10-10-5100-320	1,000.00	0.00	0.00	0.00	1,000.00	0.00
DEPARTMENT SUPPLIES	10-10-5100-330	2,100.00	237.50	560.22	0.00	1,539.78	26.67
UNIFORMS	10-10-5100-360	1,700.00	232.98	609.87	0.00	1,090.13	35.87
DUES & SUBSCRIPTIONS	10-10-5100-530	300.00	0.00	0.00	0.00	300.00	0.00
CAPITAL OUTLAY	10-10-5100-730	3,425.00	0.00	4,079.62	0.00	-654.62	119.11
DISPATCHER SERVICES	10-10-5100-760	19,200.00	4,750.00	9,500.00	0.00	9,700.00	49.47
TOTAL DEPT: (5100) POLICE		378,943.00	41,325.27	209,071.28	0.00	169,871.72	55.17

01/28/16 Fiscal Year: 2016  
 17:36:01 Fiscal Month Range:6-6  
 (D)

**TOWN OF MONTREAT**  
**Encumbrances & Expenditure Statement**  
 Period Ending: December 31, 2015  
**10 GENERAL FUND**

Selected Department Page 5  
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5400) BUILDING & ZONING							
SALARIES & WAGES	10-10-5400-020	49,800.00	5,659.77	27,075.27	0.00	22,724.73	54.36
FICA EXPENSE	10-10-5400-050	3,900.00	435.94	2,074.21	0.00	1,825.79	53.18
GROUP INSURANCE	10-10-5400-060	9,100.00	738.99	5,420.75	0.00	3,679.25	59.56
RETIREMENT EXPENSE	10-10-5400-070	6,100.00	571.83	3,097.98	0.00	3,002.02	50.78
TELEPHONE	10-10-5400-110	800.00	43.70	262.43	0.00	537.57	32.80
TRAVEL & TRAINING	10-10-5400-140	2,500.00	260.00	310.00	0.00	2,190.00	12.40
M & R EQUIPMENT	10-10-5400-160	4,700.00	0.00	0.00	0.00	4,700.00	0.00
M&R AUTO	10-10-5400-170	500.00	0.00	17.00	0.00	483.00	3.40
AUTO SUPPLIES	10-10-5400-310	800.00	22.48	133.46	0.00	666.54	16.68
DEPARTMENT SUPPLIES	10-10-5400-330	1,300.00	49.90	143.94	0.00	1,156.06	11.07
PLANNING BOARD	10-10-5400-331	250.00	0.00	0.00	0.00	250.00	0.00
BOARD OF ADJUSTMENT	10-10-5400-332	250.00	0.00	52.00	0.00	198.00	20.80
CONTRACT SERVICES - BU	10-10-5400-450	1,250.00	75.00	475.00	0.00	775.00	38.00
FIRE INSPECTIONS	10-10-5400-451	250.00	0.00	0.00	0.00	250.00	0.00
DUES & SUBSCRIPTIONS	10-10-5400-530	700.00	0.00	520.00	0.00	180.00	74.28
TOTAL DEPT: (5400) BUILDING & ZONING		82,200.00	7,857.61	39,582.04	0.00	42,617.96	48.15

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**TOWN OF MONTREAT**  
**Encumbrances & Expenditure Statement**  
Period Ending: December 31, 2015  
**10 GENERAL FUND**

Selected Department      Page 6  
(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5550) PUBLIC WORKS							
SALARIES & WAGES	10-20-5550-020	53,800.00	6,024.61	29,575.43	0.00	24,224.57	54.97
FICA EXPENSE	10-20-5550-050	4,200.00	464.05	2,265.69	0.00	1,934.31	53.94
GROUP HEALTH INSURANCE	10-20-5550-060	9,100.00	739.59	5,203.63	0.00	3,896.37	57.18
RETIREMENT EXPENSE	10-20-5550-070	6,500.00	608.69	3,386.57	0.00	3,113.43	52.10
TELEPHONE	10-20-5550-110	700.00	0.00	0.00	0.00	700.00	0.00
TRAVEL & TRAINING	10-20-5550-140	200.00	0.00	0.00	0.00	200.00	0.00
M&R TRUCKS	10-20-5550-170	500.00	0.00	110.00	0.00	390.00	22.00
AUTO SUPPLIES	10-20-5550-310	3,800.00	823.16	1,609.07	0.00	2,190.93	42.34
DEPARTMENTAL SUPPLIES	10-20-5550-330	2,000.00	47.50	122.50	0.00	1,877.50	6.12
UNIFORMS	10-20-5550-360	500.00	0.00	177.95	0.00	322.05	35.59
STORMWATER PROGRAM	10-20-5550-370	4,500.00	0.00	0.00	0.00	4,500.00	0.00
INDIRECT COST ALLOCATI	10-20-5550-480	-8,000.00	0.00	-3,974.60	0.00	-4,025.40	49.68
CAPITAL OUTLAY	10-20-5550-730	8,300.00	0.00	0.00	0.00	8,300.00	0.00
TOTAL DEPT: (5550) PUBLIC WORKS		86,100.00	8,707.60	38,476.24	0.00	47,623.76	44.68

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TOWN OF MONTREAT  
**Encumbrances & Expenditure Statement**  
Period Ending: December 31, 2015  
**10 GENERAL FUND**

Selected Department      Page 7  
(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5600) STREET DEPARTMENT							
SALARIES & WAGES	10-20-5600-020	109,100.00	11,284.76	58,879.02	0.00	50,220.98	53.96
FICA EXPENSE	10-20-5600-050	8,400.00	863.31	4,504.25	0.00	3,895.75	53.62
GROUP INSURANCE	10-20-5600-060	18,800.00	2,213.34	14,902.71	0.00	3,897.29	79.27
RETIREMENT EXPENSE	10-20-5600-070	13,200.00	1,203.45	6,812.64	0.00	6,387.36	51.61
TRAVEL & TRAINING	10-20-5600-140	1,800.00	382.39	1,673.95	0.00	126.05	92.99
M & R EQUIPMENT	10-20-5600-160	2,000.00	0.00	281.58	0.00	1,718.42	14.07
M & R TRUCKS	10-20-5600-170	3,500.00	355.29	2,627.16	0.00	872.84	75.06
AUTO SUPPLIES (GAS, OI	10-20-5600-310	9,500.00	425.33	2,929.45	0.00	6,570.55	30.83
DEPARTMENT SUPPLIES -	10-20-5600-330	5,500.00	146.49	2,338.87	0.00	3,161.13	42.52
UNIFORMS	10-20-5600-360	2,000.00	150.00	1,264.28	0.00	735.72	63.21
CONTRACT SERVICE	10-20-5600-450	14,000.00	550.00	1,630.00	0.00	12,370.00	11.64
INDIRECT COST ALLOCATI	10-20-5600-480	-23,200.00	0.00	-11,599.20	0.00	-11,600.80	49.99
CAPITAL OUTLAY	10-20-5600-730	1,083,300.00	100.00	59,918.71	0.00	1,023,381.29	5.53
STREET LIGHTING	10-20-5600-740	23,500.00	1,952.32	11,770.48	0.00	11,729.52	50.08
TOTAL DEPT: (5600) STREET DEPARTMENT		1,271,400.00	19,626.68	157,933.90	0.00	1,113,466.10	12.42

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TOWN OF MONTREAT  
**Encumbrances & Expenditure Statement**  
Period Ending: December 31, 2015  
**10 GENERAL FUND**

Selected Department    Page 8  
(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5700) POWELL BILL							
NEW BRIDGE/CULVERT	10-20-5700-740	3,000.00	0.00	0.00	0.00	3,000.00	0.00
ROAD MAINTENANCE	10-20-5700-750	4,000.00	0.00	970.44	0.00	3,029.56	24.26
SIGNS/PAINTING	10-20-5700-755	17,000.00	0.00	9.98	0.00	16,990.02	0.05
PATCHING	10-20-5700-760	4,000.00	0.00	588.22	0.00	3,411.78	14.70
SURVEYS/MAPS	10-20-5700-765	2,000.00	0.00	1,000.00	0.00	1,000.00	50.00
REPAVING/WIDENING	10-20-5700-770	24,000.00	0.00	0.00	0.00	24,000.00	0.00
SNOW REMOVAL	10-20-5700-775	2,000.00	0.00	0.00	0.00	2,000.00	0.00
TOTAL DEPT: (5700) POWELL BILL		56,000.00	0.00	2,568.64	0.00	53,431.36	4.58



01/28/16 Fiscal Year: 2016  
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**TOWN OF MONTREAT**  
**Encumbrances & Expenditure Statement**  
 Period Ending: December 31, 2015  
**10 GENERAL FUND**

Selected Department Page 9  
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5800) SANITATION							
SALARIES AND WAGES	10-30-5800-020	41,800.00	3,704.16	18,061.87	0.00	23,738.13	43.21
CONTRACT SERVICES	10-30-5800-040	15,000.00	2,118.00	9,228.00	0.00	5,772.00	61.52
FICA EXPENSE	10-30-5800-050	3,300.00	283.37	1,381.72	0.00	1,918.28	41.87
GROUP HEALTH INSURANCE	10-30-5800-060	12,100.00	737.78	5,452.65	0.00	6,647.35	45.06
RETIREMENT - LOCAL GOV	10-30-5800-070	4,000.00	374.25	2,067.82	0.00	1,932.18	51.69
TELEPHONE	10-30-5800-110	750.00	43.70	262.43	0.00	487.57	34.99
UTILITIES	10-30-5800-130	500.00	40.34	245.84	0.00	254.16	49.16
M & R EQUIPMENT	10-30-5800-160	400.00	0.00	0.00	0.00	400.00	0.00
M & R - TRUCKS	10-30-5800-170	1,500.00	46.20	777.89	0.00	722.11	51.85
AUTO SUPPLIES	10-30-5800-310	5,000.00	137.39	1,973.54	0.00	3,026.46	39.47
SUPPLIES/TOOLS	10-30-5800-330	4,000.00	107.71	310.84	0.00	3,689.16	7.77
UNIFORMS	10-30-5800-360	750.00	0.00	199.95	0.00	550.05	26.66
CONTRACT - DUMPSTER SE	10-30-5800-451	12,500.00	764.06	6,404.87	0.00	6,095.13	51.23
TIPPING FEES	10-30-5800-550	12,000.00	758.05	4,863.44	0.00	7,136.56	40.52
TOTAL DEPT: (5800) SANITATION		113,600.00	9,115.01	51,230.86	0.00	62,369.14	45.09

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Fiscal Year: 2016

**Encumbrances & Expenditure Statement**

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Fiscal Month Range:6-6

Period Ending: December 31, 2015

(D)

**10 GENERAL FUND**

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (6190) ENVIRONMENT, CONSERVATION & RECREATION							
LANDCARE	10-80-6190-340	21,000.00	3,542.71	9,302.97	0.00	11,697.03	44.30
OPEN SPACE CONSERVATIO	10-80-6190-710	5,000.00	0.00	0.00	0.00	5,000.00	0.00
CAPITAL OUTLAY	10-80-6190-730	2,500.00	0.00	0.00	0.00	2,500.00	0.00
TOTAL DEPT: (6190) ENVIRONMENT, CONSERVATION & REC		28,500.00	3,542.71	9,302.97	0.00	19,197.03	32.64
TOTAL FUND: (10) GENERAL FUND		2,544,193.00	138,627.46	733,000.85	0.00	1,811,192.15	28.81

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Fiscal Year: 2016  
Fiscal Month Range: 6-6

**TOWN OF MONTREAT**  
**Revenue Statement**  
Period Ending: December 31, 2015  
**30 WATER FUND**

Selected Department *Page 3*  
(ALL) All Departments

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
MSD BILLING FEES REVENUE	30-91-3400-400	20,000.00	6,200.80	13,938.32	6,061.68	69.69
WATER SALES	30-91-3500-500	140,000.00	8,398.57	75,828.82	64,171.18	54.16
WATER ACCESS FEES	30-91-3500-600	160,000.00	13,741.23	82,173.89	77,826.11	51.35
BILLING FEE REVENUE	30-91-3500-800	1,000.00	91.00	542.15	457.85	54.21
WATER TAPS	30-91-3505-500	2,000.00	0.00	850.00	1,150.00	42.50
WATER TRANSFER FEES	30-91-3505-700	1,000.00	50.00	500.00	500.00	50.00
SPECIAL ASSESSMENTS REVENUE	30-91-3610-600	0.00	5,498.65	70,298.71	-70,298.71	0.00
INTEREST ON INVESTMENTS	30-91-3805-800	500.00	7.37	40.49	459.51	8.09
MISC REVENUE	30-91-3810-800	500.00	0.00	0.00	500.00	0.00
INSURANCE REIMBURSEMENT	30-91-3810-900	0.00	0.00	3,075.00	-3,075.00	0.00
LATE FEES	30-91-3815-800	2,000.00	276.21	1,487.30	512.70	74.36
CASH OVER/ CASH SHORT	30-91-3825-800	0.00	2.86	189.13	-189.13	0.00
TOTAL FUND REVENUE:		327,000.00	34,266.69	248,923.81	78,076.19	76.12
TOTAL REVENUE:		2,871,193.00	446,981.98	1,276,828.28	1,594,364.72	44.47%

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Fiscal Year: 2016  
Fiscal Month Range: 6-6

TOWN OF MONTREAT  
**Encumbrances & Expenditure Statement**  
Period Ending: December 31, 2015  
**30 WATER FUND**

Selected Department Page 11  
(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (8100) WATER DEPARTMENT							
WATER SAMPLES	30-91-8100-030	8,500.00	30.00	478.00	0.00	8,022.00	5.62
COOP - WATER PURCHASES	30-91-8100-090	500.00	0.00	0.00	0.00	500.00	0.00
POSTAGE	30-91-8100-100	3,000.00	198.83	1,192.98	0.00	1,807.02	39.76
TELEPHONE	30-91-8100-110	2,500.00	291.05	999.50	0.00	1,500.50	39.98
UTILITIES	30-91-8100-130	30,000.00	2,179.02	13,563.31	0.00	16,436.69	45.21
TRAVEL & TRAINING	30-91-8100-140	2,000.00	0.00	130.00	0.00	1,870.00	6.50
M & R WELLS	30-91-8100-150	28,000.00	0.00	6,581.85	0.00	21,418.15	23.50
M & R EQUIPMENT	30-91-8100-160	10,000.00	0.00	4,073.14	0.00	5,926.86	40.73
AUTO SUPPLIES	30-91-8100-310	5,500.00	0.00	1,010.79	0.00	4,489.21	18.37
DEPARTMENT SUPPLIES	30-91-8100-330	2,500.00	0.00	1,145.00	0.00	1,355.00	45.80
SPECIAL ASSESSMENTS EX	30-91-8100-340	0.00	0.00	1,250.00	0.00	-1,250.00	0.00
INDIRECT COST ALLOCATI	30-91-8100-480	76,400.00	0.00	38,200.40	0.00	38,199.60	50.00
DUES & SUBSCRIPTIONS	30-91-8100-530	2,000.00	60.00	1,286.17	0.00	713.83	64.30
CAPITAL OUTLAY	30-91-8100-730	71,900.00	0.00	0.00	0.00	71,900.00	0.00
DEBT PAYMENT	30-91-8100-900	84,200.00	0.00	2,472.68	0.00	81,727.32	2.93
TOTAL DEPT: (8100) WATER DEPARTMENT		327,000.00	2,758.90	72,383.82	0.00	254,616.18	22.13
TOTAL FUND: (30) WATER FUND		327,000.00	2,758.90	72,383.82	0.00	254,616.18	22.13
TOTAL EXPENDITURES		2,871,193.00	141,386.36	805,384.67	0.00	2,065,808.33	28.05

**Town of Montreat**  
**January 2016 Zoning & Building Inspections Report**

**Zoning/Building Permit Applications:**

<u>Last Name</u>	<u>First Name</u>	<u>Montreat Address</u>	<u>Zoning Compliance Date</u>	<u>Permit #</u>	<u>Permit Date</u>	<u>Description</u>
Neville	William	226 Alabama Terrace	N/A	5136	1/4/2016	Mechanical-Change Out
Matthews	Aaron	152 Woodland Road	N/A	5137	1/6/2016	Gas Piping - Range Branch
Widmer	Thomas	218 Tennessee Road	1/6/2016	5138	1/6/2016	Residential Addition/Renovation
Swetenburg	Ray	176 Mississippi Road	1/6/2016	5139	1/6/2016	Residential Addition/Renovation
Henry J. Elliott (Heirs)		523 Big Piney Road	1/12/2016*	5140	1/12/2016	Residential-Bathroom Addition*
Schlichenmaier	Matthew	554 New Hope Lane(?)	1/14/2016	5141	1/14/2016	New Single-Family Residence
Freeman	Daniel	510 South Carolina Terrace	N/A	5142	1/21/2016	Mechanical-Change Out
Fouche	Kathryn	129 Virginia Road	N/A	5143	1/21/2016	Residential-Interior Renovation
Barclay	Amy	310 Texas Road	N/A	5144	1/26/2016	Residential-Bathroom Repairs/Remodel

\*Variance Granted for Addition

**ZONING ACTIVITY**

<u>Zoning Permit Applications:</u>	2
<u>Variance/Interpretation Requests:</u>	None
<u>Conditional Use Requests:</u>	None
<u>Permit Extensions Requested:</u>	None
<u>Sign Permit Applications:</u>	None
<u>Violations Reported:</u>	1

**BUILDING INSPECTIONS**

<u>Building Permit Applications:</u>	10
<u>Building Inspections Requested:</u>	13
<u>Re-inspections Requested/Required:</u>	None
<u>Fire Inspections Requested/Required:</u>	None
<u>Fire Permit Applications:</u>	None

<u>Totals</u>	
<u>Approved Zoning Permits:</u>	4
<u>Denied Zoning Permits:</u>	None
<u>Pending Zoning Permits:</u>	None
<u>Variance/Interpretation Granted:</u>	None
<u>Conditional Use Permits Granted:</u>	None
<u>Permit Extensions Granted:</u>	None
<u>Sign Permits Issued:</u>	None
<u>Notice of Violation (NOV):</u>	1

<u>Totals</u>	
<u>Building Permits Issued:</u>	9
<u>Pending Building Permits:</u>	2
<u>Building Inspections Performed:</u>	16
<u>*Stop Work Order Issued:</u>	None
<u>**Defective Building Posted:</u>	None
<u>Denied Building Permits</u>	None
<u>Fire Inspections Performed:</u>	None
<u>Fire Re-Inspections Performed:</u>	None
<u>Fire Permits Issued:</u>	None

# Zoning Permits Report

Permits for 01/01/2016 to 01/29/2016

Report Date 01/29/2016

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Permit: Z2008-0257	Issued: 01/06/2016	Expires: 07/04/2016	Property Owner: THOMAS G. WIDMER
Applicant: THOMAS G. WIDMER		Location: 218 TENNESSEE ROAD	Inspector: DEC
Permit Type: ZONING COMPLIANCE		Details: ADDITION/RENOVATION	Cost: 170000 ID: 100810-Z000271

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Permit: Z2008-0258	Issued: 01/06/2016	Expires: 07/06/2016	Property Owner: R L SWETENBURG
Applicant: R L SWETENBURG		Location: 176 MISSISSIPPI RD	Inspector: DEC
Permit Type: ZONING COMPLIANCE		Details: ADDITION/RENOVATION	Cost: 150000 ID: 100266-Z000272

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Permit: Z2008-0259	Issued: 01/12/2016	Expires: 07/10/2016	Property Owner: HENRY ELLIOTT JR. LAST WILL &
Applicant: HENRY ELLIOTT JR. LAST WILL &		Location: 523 BIG PINEY RD	Inspector: DEC
Permit Type: ZONING COMPLIANCE		Details: VARIANCE GRANTED	Cost: 125000 ID: 100580-Z000273

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Permit: Z2008-0260	Issued: 01/14/2016	Expires: 07/12/2016	Property Owner: MATTHEW SCHLICHENMIER
Applicant: EWING & MCCONNAUGHY, INC.:		Location: 554 NEW HOPE LANE	Inspector:
Permit Type: SINGLE FAMILY RESIDENCE		Details: NEW SINGLE FAMILY	Cost: 350000 ID: 100687-Z000274

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# Basic Violations Report

Report for 01/01/2016 to 01/29/2016

Report Date 01/29/2016

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Next Inspect: 02/05/2016	Location: 234 TEXAS SPUR ROAD	ID: 200027-V000025
Type: HAZARDS AT BUILDING SITES	How Received:	Last Inspect: 01/29/2016
Who: DEC	Violation #: V2013-0024	Status: VIOLATION
Date Entered: 01/08/2016	First Letter Date: 01/19/2016	Citation Date: / /
Comply Date: / /		

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# Combo Basic Report

Permits for 01/01/2016 to 01/29/2016

Report Date 01/29/2016

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Source: Mechanical    Permit: U2012-5136    Date Issued: 01/04/2016    Permit Expires: 01/03/2017    ID:100573-M000235  
Applicant: WHITE & WILLIAMS: LUNSFORD    Location: 226 ALABAMA TERRACE  
Permit Type: CHANGE OUT    Structure: EXISTING SFR/RENTAL    Cost Est: 0  
Property Owner: WILLIAM NEVILLE III    PIN: 071086804600000

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Source: Mechanical    Permit: U2012-5137    Date Issued: 01/06/2016    Permit Expires: 07/05/2016    ID:100808-M000236  
Applicant: BLOSSMAN GAS OF NORTH    Location: 152 WOODLAND RD  
Permit Type: GAS    Structure: EXISTING SFR/RENTAL    Cost Est: 0  
Property Owner: AARON T. & LAUREN MATTHEWS    PIN: 071075134500000

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Source: Building    Permit: U2012-5138    Date Issued: 01/06/2016    Permit Expires: 07/06/2016    ID:100810-B000603  
Applicant: SINEATH CONSTRUCTION CO. INC.:    Location: 218 TENNESSEE ROAD  
Permit Type: RES. IMPROVEMENTS    Structure: EXISTING HOME    Cost Est: 170000  
Property Owner: THOMAS G. WIDMER    PIN: 071085464800000

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Source: Building    Permit: U2012-5139    Date Issued: 01/06/2016    Permit Expires: 07/08/2016    ID:100266-B000604  
Applicant: STAFFORD HOMEBUILDERS, LLC: ST    Location: 176 MISSISSIPPI RD  
Permit Type: RES. IMPROVEMENTS    Structure: EXISTING HOME    Cost Est: 150000  
Property Owner: R L SWETENBURG    PIN: 071064694000000

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Source: Building    Permit: U2012-5140    Date Issued: 01/12/2016    Permit Expires: 07/12/2016    ID:100580-B000605  
Applicant: ROB ROBINSON BUILDER, INC.: RO    Location: 523 BIG PINEY RD  
Permit Type: RES. IMPROVEMENTS    Structure: EXISTING HOME    Cost Est: 125000  
Property Owner: HENRY ELLIOTT JR. LAST WILL & TESTMT    PIN: 072009110800000

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Source: Building    Permit: U2012-5141    Date Issued: 01/14/2016    Permit Expires: 01/13/2017    ID:100687-B000606  
Applicant: EWING & MCCONNAUGHY, INC.:    Location: 554 NEW HOPE LANE  
Permit Type: SINGLE FAMILY RES    Structure: NEW SINGLE FAMILY    Cost Est: 350000  
Property Owner: MATTHEW SCHLICHENMIER    PIN: 072019624300000

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Source: Mechanical    Permit: U2012-5142    Date Issued: 01/21/2016    Permit Expires: 01/20/2017    ID:100315-M000237  
Applicant: APPALACHIAN REFRIGERATION:    Location: 510 SOUTH CAROLINA TER  
Permit Type: CHANGE OUT    Structure: EXISTING SFR/RENTAL    Cost Est: 0  
Property Owner: DANIEL C FREEMAN    PIN: 072008964500000

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Source: Building    Permit: U2012-5143    Date Issued: 01/21/2016    Permit Expires: 07/21/2016    ID:100428-B000607  
Applicant: SINEATH CONSTRUCTION CO. INC.:    Location: 129 VIRGINIA RD  
Permit Type: RES. IMPROVEMENTS    Structure: EXISTING HOME    Cost Est: 165000  
Property Owner: FOUCHE KATHERYN KIRK    PIN: 071065237400000

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Source: Building    Permit: U2012-5144    Date Issued: 01/26/2016    Permit Expires: 07/26/2016    ID:100216-B000608  
Applicant: DSH CONSTRUCTION LLC: HENSLEY    Location: 310 TEXAS RD  
Permit Type: RES. IMPROVEMENTS    Structure: EXISTING HOME    Cost Est: 3900  
Property Owner: AMY W. & SEAN BARCLAY    PIN: 071095473400000

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# Fee Detail Subsort Report

Report for 01/01/2016 to 01/29/2016

Sorted by Permit Number

Report Date 01/29/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Mechanical	U2012-5136	01/04/2016	CHANGE OUT	MECHANICAL		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
Mechanical	U2012-5137	01/06/2016	GAS	GAS	21928072	\$75.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$75.00</b>	
Building	U2012-5138	01/06/2016	RES.	PLUMBING		\$200.00	
Building	U2012-5138	01/06/2016	RES.	MECHANICAL		\$200.00	
Building	U2012-5138	01/06/2016	RES.	HR FUND		\$10.00	
Building	U2012-5138	01/06/2016	RES.	PERMIT		\$1,020.00	
Building	U2012-5138	01/06/2016	RES.	CERT OF OCC		\$60.00	
Building	U2012-5138	01/06/2016	RES.	ELECTRICAL		\$200.00	
<b>Item Count</b>	<b>6</b>				<b>Fee Totals</b>	<b>\$1,690.00</b>	
Building	U2012-5140	01/12/2016	RES.	HR FUND		\$10.00	
Building	U2012-5140	01/12/2016	RES.	PERMIT		\$750.00	
Building	U2012-5140	01/12/2016	RES.	PLUMBING		\$100.00	
Building	U2012-5140	01/12/2016	RES.	MECHANICAL		\$100.00	
Building	U2012-5140	01/12/2016	RES.	ELECTRICAL		\$100.00	
<b>Item Count</b>	<b>5</b>				<b>Fee Totals</b>	<b>\$1,060.00</b>	
Mechanical	U2012-5142	01/21/2016	CHANGE OUT	MECHANICAL	22125852	\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
Building	U2012-5143	01/21/2016	RES.	MECHANICAL		\$200.00	
Building	U2012-5143	01/21/2016	RES.	PLUMBING		\$200.00	
Building	U2012-5143	01/21/2016	RES.	ELECTRICAL		\$200.00	
Building	U2012-5143	01/21/2016	RES.	HR FUND		\$10.00	
Building	U2012-5143	01/21/2016	RES.	PERMIT		\$990.00	
Building	U2012-5143	01/21/2016	RES.	CERT OF OCC		\$60.00	
<b>Item Count</b>	<b>6</b>				<b>Fee Totals</b>	<b>\$1,660.00</b>	
Building	U2012-5144	01/26/2016	RES.	PLUMBING		\$100.00	
Building	U2012-5144	01/26/2016	RES.	PERMIT		\$50.00	
<b>Item Count</b>	<b>2</b>				<b>Fee Totals</b>	<b>\$150.00</b>	
<b>Item Count</b>	<b>22</b>				<b>Fee Totals</b>	<b>\$4,835.00</b>	

# Fee Detail Subsort Report

Report for 01/01/2015 to 01/31/2015

Sorted by Permit Number

Report Date 01/29/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Electrical	U2012-5031	01/13/2015	ADD BRANCH	ELECTRICAL		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
Building	U2012-5032	01/15/2015	COMM.	COMM.		\$1,020.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$1,020.00</b>	
Project	U2012-5033	01/16/2015	DEMOLITION	DEMOLITION		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
Building	U2012-5034	01/16/2015	RES.	HR FUND		\$10.00	
Building	U2012-5034	01/16/2015	RES.	ELECTRICAL		\$100.00	
Building	U2012-5034	01/16/2015	RES.	PERMIT		\$132.00	
Building	U2012-5034	01/16/2015	RES.	PLUMBING		\$200.00	
<b>Item Count</b>	<b>4</b>				<b>Fee Totals</b>	<b>\$442.00</b>	
Building	U2012-5035	01/16/2015	RETAINING	PERMIT		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
Building	U2012-5036	01/30/2015	RES. REPAIRS	RES. REPAIRS		\$118.80	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$118.80</b>	
<b>Item Count</b>	<b>9</b>				<b>Fee Totals</b>	<b>\$1,880.80</b>	

# Fee Detail Subsort Report

Report for 01/01/2014 to 01/31/2014

Sorted by Permit Number

Report Date 01/29/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Building	U2012-4930	01/13/2014	RES.	HR FUND		\$10.00	
Building	U2012-4930	01/13/2014	RES.	ELECTRICAL		\$100.00	
Building	U2012-4930	01/13/2014	RES.	PERMIT		\$660.00	
<b>Item Count</b>	<b>3</b>				<b>Fee Totals</b>	<b>\$770.00</b>	
Building	U2012-4931	01/17/2014	RES.	PERMIT		\$506.02	
Building	U2012-4931	01/17/2014	RES.	ELECTRICAL		\$100.00	
Building	U2012-4931	01/17/2014	RES.	MECHANICAL		\$100.00	
Building	U2012-4931	01/17/2014	RES.	GAS		\$75.00	
Building	U2012-4931	01/17/2014	RES.	HR FUND		\$10.00	
<b>Item Count</b>	<b>5</b>				<b>Fee Totals</b>	<b>\$791.02</b>	
Building	U2012-4932	01/16/2014	RES.	MECHANICAL		\$100.00	
Building	U2012-4932	01/16/2014	RES.	HR FUND		\$10.00	
Building	U2012-4932	01/16/2014	RES.	ELECTRICAL		\$100.00	
Building	U2012-4932	01/16/2014	RES.	PERMIT		\$132.00	
Building	U2012-4932	01/16/2014	RES.	PLUMBING		\$100.00	
<b>Item Count</b>	<b>5</b>				<b>Fee Totals</b>	<b>\$442.00</b>	
Building	U2012-4933	01/28/2014	RES. RE-ROOF	METAL		\$40.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$40.00</b>	
Building	U2012-4934	01/30/2014	RES. REPAIRS	PLUMBING		\$100.00	
Building	U2012-4934	01/30/2014	RES. REPAIRS	MECHANICAL		\$100.00	
Building	U2012-4934	01/30/2014	RES. REPAIRS	RES. REPAIRS		\$300.00	
<b>Item Count</b>	<b>3</b>				<b>Fee Totals</b>	<b>\$500.00</b>	
Building	U2012-4935	01/31/2014	COMM. REPAIRS	COMM. REPAIRS		\$300.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$300.00</b>	
Mechanical	U2012-5001	01/16/2014	ADD HEAT PUMP	MECHANICAL		\$100.00	
Mechanical	U2012-5001	01/16/2014	ADD HEAT PUMP	ELECTRICAL		\$100.00	
<b>Item Count</b>	<b>2</b>				<b>Fee Totals</b>	<b>\$200.00</b>	
<b>Item Count</b>	<b>20</b>				<b>Fee Totals</b>	<b>\$3,043.02</b>	

# Last Inspect Records

Report for 01/01/2016 to 01/29/2016

Report Date 01/29/2016

Permit	Location	Applicant	Permit Type	Insp Detail	Source	Last Insp	Time	Result	Next Insp	Who
U2012-5103	145 WOODLAND RD	EWING &	RES.	ELECTRICAL	Building	01/04/2016	10:30 AM	APPROVED	//	DEC
U2012-5103	145 WOODLAND RD	EWING &	RES.	PLUMBING FINAL	Building	01/04/2016	11:00 AM	FAILED	//	DEC
U2012-5103	145 WOODLAND RD	EWING &	RES.	MECH. FINAL	Building	01/04/2016	11:30 AM	FAILED	//	DEC
U2012-5077	191 MISSISSIPPI RD	HAYNES HEATING	ADD HEAT PUMP	MECH.	Mechanical	01/05/2016	11:30 AM	APPROVED	//	DEC
U2012-5072	191 MISSISSIPPI RD	CLEGG ELECTRIC	ADD OUTDOOR	ELEC. RE-INSPECT	Electrical	01/05/2016	12:00 PM	APPROVED	//	DEC
U2012-5081	191 MISSISSIPPI RD	T.P. HOWARD'S	PLUMBING	PLUMBING	Plumbing	01/05/2016	12:00 PM	FAILED	//	DEC
U2012-5095	780 FOREMAN SIDING	TIM SMITH	RES.	PARTIAL	Building	01/08/2016	11:30 AM	APPROVED	//	DEC
U2012-5139	176 MISSISSIPPI RD	STAFFORD	RES.	E & S CONTROL	Building	01/11/2016	_2:45 PM	APPROVED	//	DEC
U2012-5061	102 KANAWHA DR	AARON VOIGT:	SINGLE FAMILY	SHEATHING/FASTE	Building	01/12/2016	11:30 AM	FAILED	//	DEC
U2012-5061	102 KANAWHA DR	AARON VOIGT:	SINGLE FAMILY	SHEATHING	Building	01/14/2016	_2:30 PM	APPROVED	//	DEC
U2012-5061	102 KANAWHA DR	AARON VOIGT:	SINGLE FAMILY	ROOFING	Building	01/14/2016	_2:45 PM	INCOMPLET	//	DEC
U2012-5095	780 FOREMAN SIDING	TIM SMITH	RES.	INSULATION	Building	01/15/2016	11:00 AM	APPROVED	//	DA
U2012-5119	152 WOODLAND RD	AARON T. &	RES.	ELECTRICAL INSP.	Building	01/21/2016	11:30 AM	APPROVED	//	DEC
U2012-5129	216 TENNESSEE RD	GENTRY HEATING	NEW	MECH.	Mechanical	01/21/2016	12:30 PM	APPROVED	//	DEC
U2012-5139	176 MISSISSIPPI RD	STAFFORD	RES.	FOOTING	Building	01/25/2016	_1:30 PM	*APPROVED	//	DEC
U2012-5061	102 KANAWHA DR	AARON VOIGT:	SINGLE FAMILY	PARTIAL	Building	01/29/2016	11:30 AM	APPROVED	//	DEC

Inspection Count 16



## TOWN OF MONTREAT

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P. O. Box 423  
Montreat, NC 28757  
Tel: (828)669-8002 Fax: (828)669-3810  
[www.townofmontreat.org](http://www.townofmontreat.org)

### **ORDINANCE 16-02-0001 AMENDING MONTREAT GENERAL ORDINANCE CHAPTER K – ENVIRONMENT, ARTICLE IV: HILLSIDE DEVELOPMENT**

**WHEREAS**, the Town of Montreat General Ordinances were adopted by the Board of Commissioners of the Town of Montreat, North Carolina on May 13, 1999 and amended on several occasions since the date of their adoption; and

**WHEREAS**, Montreat General Ordinance Chapter K – Environment, Article IV: Hillside Development was adopted by the Board of Commissioners on June 11, 2009; and

**WHEREAS**, in following with the current procedures, regulations and policies, changes within the Ordinances have been recommended;

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF MONTREAT**, that the Montreat General Ordinances be amended as follows:

#### **Section II. Administration and Procedures.**

**(4)(b) Front Yard Setback Reduction.** Owners of previously-platted ~~smaller~~ parcels ~~defined as 0.30 acre or less~~ with an existing grade of forty percent (40%) or greater may request up to a fifty percent (50%) reduction in the required front yard building setback for the associated Zoning District. Requests will be evaluated on a case-by-case basis, and permission must be evidenced by written approval bearing signatures of both the Zoning and Town Administrators.

**READ, APPROVED, AND ADOPTED**, this the 11<sup>th</sup> day of February, 2016.

---

Tim Helms, Mayor

ATTEST:

I hereby certify this is a true and correct copy of this Ordinance, duly adopted by the Town of Montreat on the 11<sup>th</sup> day of February, 2016 as it appears of record in the official minutes.

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Angela Murphy  
Town Clerk



**ORDINANCE #16-02-0002 TO AMEND  
MONTREAT ZONING ORDINANCE ARTICLE VI**

**WHEREAS**, the Town of Montreat Zoning Ordinance was adopted by the Board of Commissioners of the Town of Montreat, North Carolina on October 14, 1999 and amended on several occasions since the date of its adoption; and

**WHEREAS**, in following with the current procedures, regulations and policies, changes within the Ordinances have been recommended; and

**WHEREAS**, the Montreat Planning and Zoning Commission has reviewed the proposed revisions and presented to the Board of Commissioners its recommendation that the suggested amendments are consistent with the Town's adopted land use policies; and

**WHEREAS**, the Board of Commissioners concludes that the proposed ordinance amendments necessary in order to support the policies embodied in the Town of Montreat Comprehensive Plan;

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF MONTREAT**, that the Montreat Zoning Ordinance be amended as follows, such amendments to become effective upon the date of their adoption:

612.4 ~~Accessibility Features~~ Reasonable Accommodation. In addition to meeting the general requirements of Section 612.1, a property owner may request approval to erect or install accessibility features within the required yard setback, subject to meeting all the following conditions:

- 1) The proposed accessibility improvements shall be demonstrated to be the least possible modification of the setback(s) that provides "reasonable accommodations" within the zoning ordinance to avoid discrimination against individuals with disabilities.
- 2) Expansion of, or addition to, decks and other appurtenant structures beyond what is deemed necessary by the Zoning Official to provide reasonable accommodation for accessibility shall not be permitted.
- 3) Accessibility improvements designed and sited to occupy a portion of street right-of-way fronting the property served are also subject to review for Administrative Approval by the Zoning Official and Town Administrator prior to application for the associated construction permits.
- 4) The applicant must provide the minimum documentation in accordance with U.S. Department of Justice guidelines under the Fair Housing Act, which verifies the

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associated disability or medical condition(s) justify the need to modify provisions of the zoning ordinance.

- 5) The applicant may apply for a conditional use permit if requesting reasonable accommodation for individuals with disabilities.

**READ, APPROVED, AND ADOPTED**, this the 11<sup>th</sup> day of February, 2016.

---

Tim Helms, Mayor

ATTEST:

I hereby certify this is a true and correct copy of this Ordinance, duly adopted by the Town of Montreat on the 11<sup>th</sup> day of February, 2016 as it appears of record in the official minutes.

---

Angela Murphy  
Town Clerk

**TOWN OF MONTREAT BOARD OF COMMISSIONERS  
REQUEST FOR BOARD ACTION**

**Meeting Date:** February 11, 2016

**SUBJECT:** Lookout Road Area - Preliminary Utility Service Plan

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** A  
**Department:** Public Works  
**Contact:** Steve Freeman, Public Works Director  
**Presenter:** Steve Freeman, Public Works Director

**BRIEF SUMMARY:** In April 2015, the Board of Commissioners agreed to complete a utility service plan for the Oklahoma Road and Lookout Road area. At that time, McGill Associates submitted a proposal in the amount of \$8,500 for conceptual planning and budget estimating to extend public utilities and street improvements to this area. It is anticipated that these extensions would be undertaken as phased public assessment projects, similar to those in the Upper Kentucky Road area.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** To approve a contract for preliminary utility service and engineering planning with McGill Associates in the amount of \$8,500 and to authorize the Mayor and Town Administrator to execute the necessary contract documents.

**FUNDING SOURCE:** Public Works - Capital Outlay

**ATTACHMENTS:** McGill Associates Contract Proposal, Area Map, and Lot Ownership Map

**ADMINISTRATOR'S COMMENTS AND RECOMMENDATIONS:** Although the Town has not yet received a petition or written request for public utility or street improvements to this area, Town staff feels that such a request is very likely in the near future. The cost of the extensions would initially be financed by the Town, and reimbursed over a ten-year period through annual payments from benefitted lot owners.





January 27, 2016

Mr. Ron Nalley, Town Manager  
Town of Montreat  
Post Office Box 423  
Montreat, North Carolina 28757

RE: Request for Proposal  
Conceptual Planning and Budget Estimating  
Oklahoma Road Area Development  
Town of Montreat, North Carolina

Dear Ron:

R.L. Haynes and I appreciated the opportunity to meet with you and Steve Freeman on Tuesday, April 14, 2015 to discuss the planning efforts the Town is undertaking in the Oklahoma Road area. It was very helpful for us to meet with you both and we appreciate the background information you were able to share with us to assist us with the preparation of this scope of work.

I have met with our staff internally to develop a proposed scope of work that we believe will provide the Town with the information you are looking for. Specifically, we propose the following scope of work:

1. Obtain publicly available GIS based property boundary and topographic information for the basis of our evaluation.
2. Develop a conceptual schematic layout of the proposed improvements necessary to provide vehicular access and water and sewer utilities to the MRA and other privately owned lots generally up-slope from Oklahoma and Lookout Roads. The sketches will clearly indicate any proposed phasing of the project.
3. Based upon these conceptual layouts, prepare cost estimates for the proposed roads and water and sewer system extensions, including storm drainage improvements. Fees for professional services will also be estimated.
4. Group the proposed improvements into logical phases (typically by street) in order to facilitate the appropriate allocation of costs to the underlying property owners.
5. Identify a list of the anticipated permits that must be obtained for each phase of the development as it moves to detailed design.
6. Present the results of our work in letter format to Town Staff.

Mr. Ron Nalley, Town Manager

January 27, 2016

Page 2

We do want to emphasize, as we discussed when we met, that our work will be conceptual in nature, suitable for establishing general planning budgets. More accurate work cannot be performed without detailed boundary and topographic information. For this exercise, we plan to utilize publicly available GIS and LIDAR based survey information which has limitations in accuracy. As you know there will remain substantial details to be worked out during an actual design process that could result in changes to the conceptual layouts and budgets that we prepare as part of this work.

McGill Associates proposes to provide the above scope of work for a lump sum fee of \$8,500.00, and proposes completion of the effort within 60 days of the receipt of an executed proposal.

Ron, McGill Associates appreciates this opportunity to present you with this proposal for professional engineering services. If you have any questions about the information contained herein, please do not hesitate to call me.

Sincerely,  
McGILL ASSOCIATES, P.A.

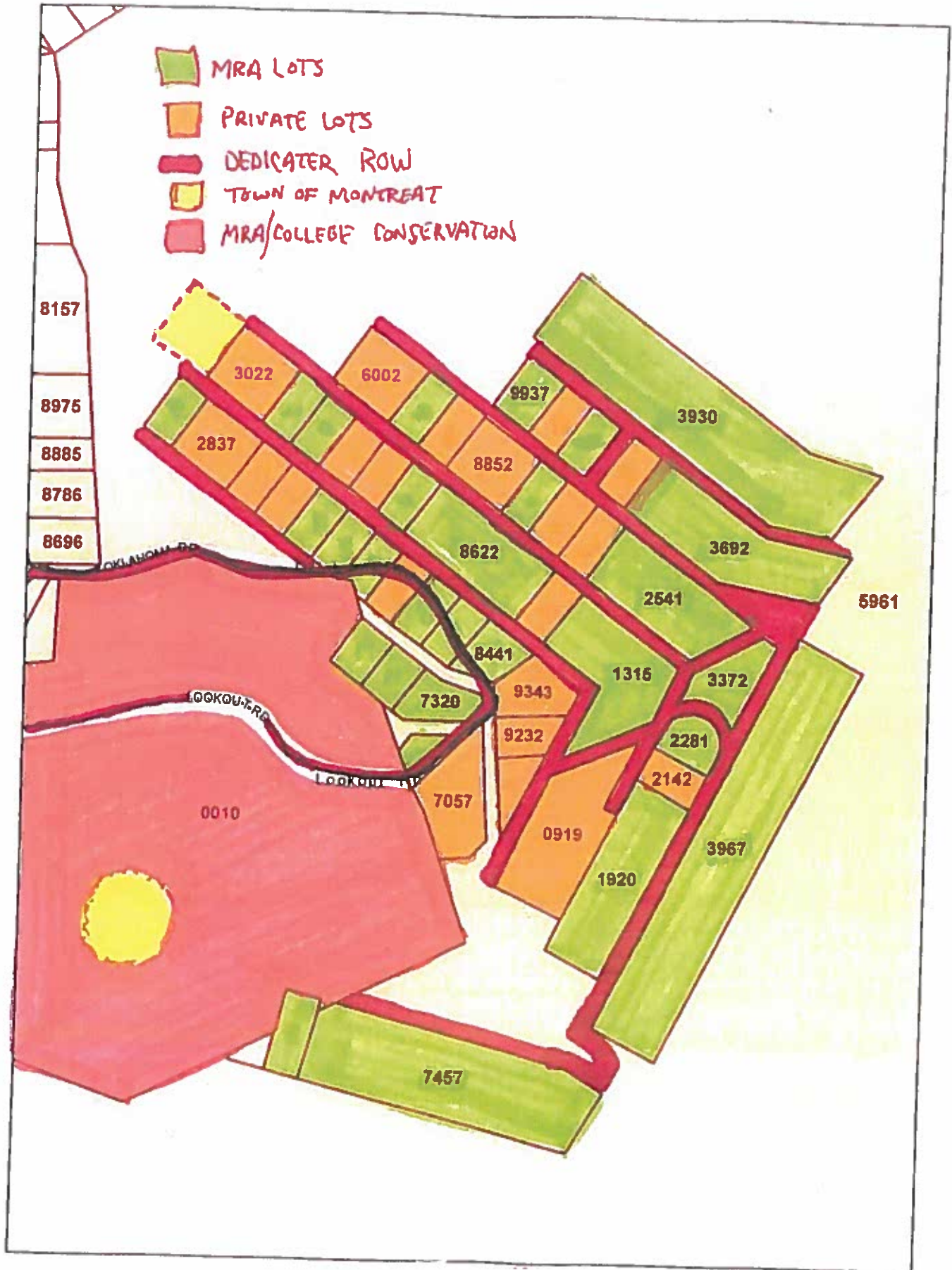
A handwritten signature in black ink, appearing to read "Harry B. Buckner".

HARRY B. BUCKNER, PE  
Project Manager

HBB/hbb

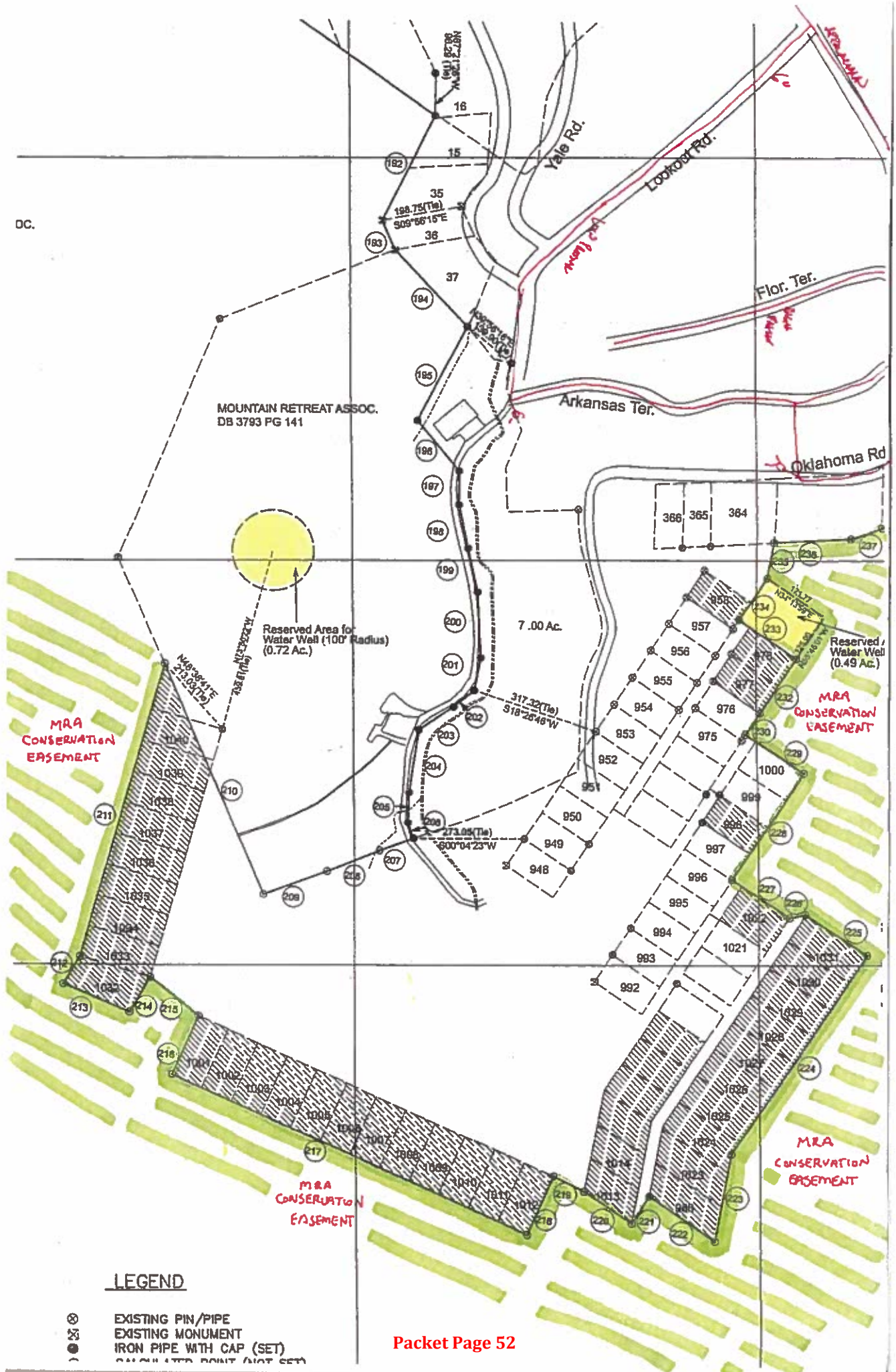
cc: Steve Freeman, Director of Public Works, Town of Montreat  
Mark Cathey, PE, McGill Associates  
RL Haynes, McGill Associates

# Buncombe County

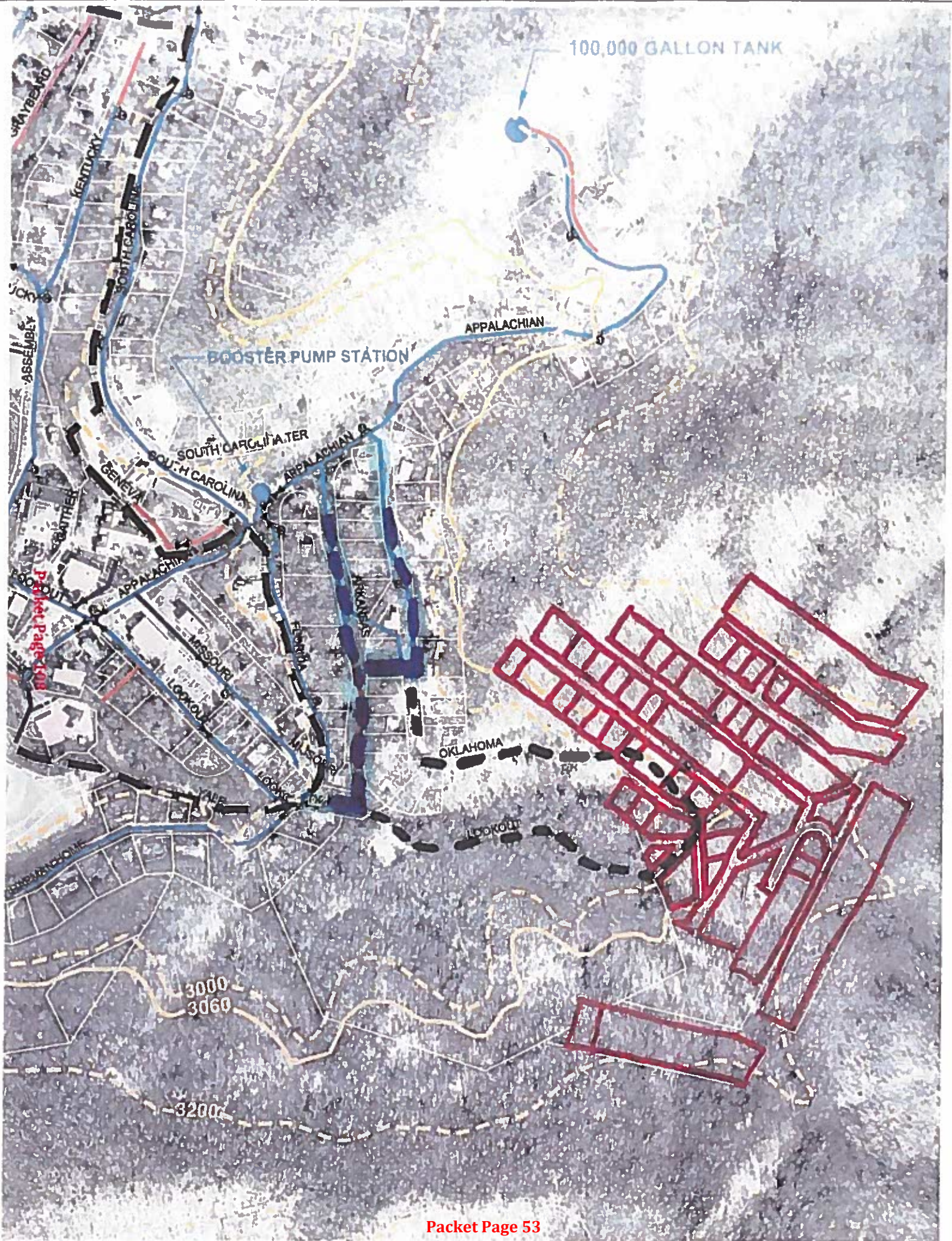




DC.









**TOWN OF MONTREAT BOARD OF COMMISSIONERS  
REQUEST FOR BOARD ACTION**

**Meeting Date:** February 11, 2016

**SUBJECT:** 2016-2021 Capital Improvements Plan

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** B  
**Department:** Administration  
**Contact:** Ron Nalley  
**Presenter:** Ron Nalley

**BRIEF SUMMARY:** At your meeting on February 11<sup>th</sup>, staff will present a draft of the 2016-2021 Capital Improvement Plan (CIP). As a reminder, the CIP is a financial planning tool that looks into the future to forecast the Town's equipment, building and infrastructure needs. Generally speaking, an item is included in the Town's CIP if it has a life expectancy of greater than one year and a value of greater than \$5,000.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** To call for a Public Hearing on March 10, 2016 at 7:00 p.m. or as soon thereafter as possible to discuss the proposed 2016-2021 Capital Improvements Plan.

**FUNDING SOURCE:** General Fund/Water Fund

**ATTACHMENTS:** The Draft 2016-2021 Capital Improvement Plan will be distributed at your meeting.

**ADMINISTRATOR'S COMMENTS AND RECOMMENDATIONS:** At your meeting in January, I gave a brief presentation about the CIP and to determine if there are projects that board members or the public feel need to be added, modified or even deleted from the plan. I plan to do a short presentation at the February meeting. The Board will then have a month to review the CIP and to meet as often as you feel is necessary to finalize the plan. I have asked the Board to schedule a public hearing on the plan for March 10 and following the public hearing if you feel it is appropriate consider it for adoption. As always, if you have questions concerning any of the plan or specific projects please do not hesitate to see me.

**TOWN OF MONTREAT BOARD OF COMMISSIONERS  
REQUEST FOR BOARD ACTION**

**Meeting Date:** February 11, 2016

**SUBJECT:** Street Name Request – Covenant Lane

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** C  
**Department:** Administration  
**Contact:** Ron Nalley, Town Administrator  
**Presenter:** Ron Nalley, Town Administrator

**BRIEF SUMMARY:** Montreat has had a street naming process in place for many years with names being historically taken from Synods and Presbyteries. Buncombe County passed an Ordinance that states if a street name is already in use somewhere else in the County that it will not be allowed as a new street name. For example, last year Whitewater Cove Road and New Hope Lane were chosen as new street names in Montreat; while Whitewater Cove Road was accepted, New Hope Lane already existed elsewhere in the County and was rejected. Because New Hope Lane was rejected, a new name has now been suggested for that road – Covenant Lane.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** To approve Covenant Lane as the street name for the street extension of Upper Kentucky Road.

**FUNDING SOURCE:** None

**ATTACHMENTS:** List of Synods and Presbyteries; Buncombe County Street Names and Street Addresses Ordinance

**ADMINISTRATOR'S COMMENTS AND RECOMMENDATIONS:** The Eckard family, who owns the majority of the lots along this street, had originally suggested four names: New Hope Lane; Grace Lane; Living Waters Way and Covenant Lane. Unfortunately, New Hope Lane, Grace Lane, and Living Waters Way were all rejected by Buncombe County. Because Covenant Lane is the last of their original request, staff has brought only one street name for your consideration. If you would prefer an alternative, staff will need to check those with Buncombe County prior to Board approval.

# Synods and Presbyteries

Presbyterian Church (U.S.A.)

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## ARTICLE II. - STREET NAMES AND STREET ADDRESSES

### FOOTNOTE(S):

--- (2) ---

**Cross reference**— Any ordinance naming any street or public way in the county saved from repeal, § 1-10(6).

**State Law reference**— Authority to name roads and assign street numbers, G.S. 153A-240.

Sec. 66-26. - Title of article.

This article shall be known and may be cited as the "Street Name, Street Address and Address Display Ordinance of Buncombe County, North Carolina."

(Ord. No. 20351, art. 2, 11-30-93)

Sec. 66-27. - Intent of article.

The purpose and objectives for which this article is adopted and enacted are as follows:

- (1) Provide a uniform system of assigning street addresses throughout the county.
- (2) Facilitate provision of adequate public safety and emergency response services.
- (3) Minimize difficulty in locating buildings for public service agencies and the general public.

(Ord. No. 20351, art. 1, 11-30-93)

Sec. 66-28. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*BCMSAL (Buncombe County Master Street Address List)* means the official listing of all streets and roads within the county.

*End point* means a point at either end of a street where the street either begins or ends.

*Plat* means a map representing a lot, parcel, or a tract of land showing the boundaries and location of streets, and other information required by this article.

*Point of origin* means:

- (1) For dead-end streets, the point of origin is located at the end point from which the street emanates.
- (2) For all streets which are not dead-end streets, the point of origin shall be the end point of the street closest to the center of the intersection of Patton Avenue and Broadway Street.
- (3) Where the point of origin is questionable and for all other conditions not defined in subsections (1) and (2) of this definition, the determination of the point of origin is left to the discretion of the street address administrator.

*Street address administrator* means an official or designated person of the county responsible for the administration of this article.

*Street address number* means the address number assigned to a property or building by the street address administrator.

*Street naming and numbering proposal* means a proposal submitted to the street address administrator prior to subdividing and recording subdivided parcels.

(Ord. No. 20351, art. 3, 11-30-93)

**Cross reference**— Definitions generally, § 1-2.

**Sec. 66-29. - Enforcement.**

- (a) No building permit shall be issued until an official street address has been assigned to the lot.
- (b) Power shall not be released nor shall a certificate of occupancy be issued until the assigned street address number has been properly displayed.
- (c) Owners or occupants of buildings already constructed, which do not comply with street address display requirements described in this article, will be notified by registered or certified mail and requested to meet these requirements within 60 days from the date of notification. A warning notice will be issued after 60 days if the requirements have not been met. If the owner or occupant does not comply voluntarily with this article within 30 days of the delivery of the warning notice by registered or certified mail, or by hand delivery, a \$25.00 civil penalty shall be assessed.
- (d) The street address administrator shall have the authority to issue warning notices, to collect civil penalties and to coordinate the enforcement activities of this article.

(Ord. No. 20351, art. 7, 11-30-93)

**Sec. 66-30. - Street names.**

- (a) *On file*. The street names listed in the BCMSAL kept on file with the county planning department, are hereby declared the official names of streets in the county, unless hereafter changed by action of the county board of commissioners.
- (b) *Determination of need for names and changes*. The street address administrator is hereby authorized to determine the need for street names and name changes and to recommend such additions or changes to the county board of commissioners for both private and public streets outside the jurisdiction of any municipality within the county.
- (c) *Public hearing*. A public hearing is required and shall be held before the naming or renaming of a street or road is official in accordance with G.S. 153A-240.
- (d) *Duplication*. There shall be no assignment of duplicate street names. Street names should not closely approximate phonetically the name of any street within the county, irrespective of the use of a suffix (street, avenue, boulevard, drive, place, court, etc.).
- (e) *Extensions of existing streets*. Where proposed streets are the extension of existing streets, the existing street names shall be used.

(Ord. No. 20351, art. 4, 11-30-93)

**Sec. 66-31. - Street addresses.**

- (a) *Duties of street address administrator*. The street address administrator is hereby authorized to:
  - (1) Assign street addresses on streets which are not presently addressed; and

- (2) Resolve conflicts in numbers, assign and reassign numbers, or propose any changes which are deemed necessary and in accordance with G.S. 153A-240.
- (b) *Inclusions and exclusions.* Street addressing includes the assignment of street numbers to residences, businesses and other property within the county and outside the jurisdiction of any municipality within the county. It shall not include the assignment of numbers to interior offices and rooms in existing or future houses, buildings and other structures.
- (c) *Assignment procedures.* Addresses shall be assigned to buildings and property according to the following procedures:
  - (1) Address numbers shall follow in numerical sequence from low to high, beginning at the point of origin of the street.
  - (2) For all address assignments, beginning at the street's point of origin, even numbers shall be assigned on the left side of the street and odd numbers shall be assigned on the right side of the street.
  - (3) Allowances shall be made for vacant properties in order that numbers may be assigned to future structures on such properties. For all new streets and roads and all streets receiving new street addresses, two numbers shall be assigned, one on either side of the street, at 50-foot intervals.
  - (4) The street address administrator will have the right to authorize and approve alternate methods of street address numbering which meet the intent of this article when strict adherence to these standards cannot reasonably be met.
- (d) *New street naming and numbering; proposal.* For all subdivisions where new streets are proposed, a street naming and numbering proposal shall be submitted to the street address administrator for approval before any property can be subdivided and recorded. The proposal shall include:
  - (1) A scaled plat of the overall tract illustrating street layout;
  - (2) The name proposed for each street identified on the map;
  - (3) The proposed address scheme for the subdivision identified on the map; and
  - (4) An alphabetical list of the proposed street names, together with an alternate name for each name proposed.

The street address administrator will review the proposed street naming and numbering proposal for duplicate names, appropriateness of names, and for overall compliance with the street naming and numbering policy and make a recommendation to the county commissioners to accept or deny the proposal. Approved street names and addresses shall be included in the final plat submitted for recordation.

- (e) For all presently unnamed streets or roads, whenever there is a need to name said street or road for 911 purposes the procedure shall be as follows:
  - (1) The street address administrator shall send by certified mail a notice to all property owners on the unnamed street or road informing them of the need to name said street or road, and of their right to select a name for the street or road within 30 days;
  - (2) If within 30 days of the sending of said notice, the street address administrator receives a petition signed by the majority of the property owners stating a preference for the name, the street or road shall be named accordingly unless the chosen name is already in use for another street or road within the county or otherwise objectionable;
  - (3)

In the event the name chosen by the property owners is already in use or otherwise objectionable, the street address administrator shall notify the property owners that the name they have selected cannot be used and the process specified in the foregoing paragraphs (1) and (2) shall be repeated;

- (4) That in the event the property owners shall fail to respond to the street address administrator's notice within 30 days, the street address administrator shall be authorized to choose a name for the street or road.

(Ord. No. 20351, art. 5, 11-30-93; Ord. No. 96-1-1, 1-2-96)

**Sec. 66-32. - Display of street address numbers.**

- (a) It shall be the duty of every owner or occupant of a house, building or mobile home to erect or cause to be erected the assigned street address number of the property so that the location can be easily identified from the street. Rural route box numbers shall be substituted for street address numbers only in areas where street addresses have not been assigned.
- (b) The official street address number shall be displayed on the front of or at the entrance to the structure so as to be clearly legible from the street on which the property fronts.
- (c) If the structure is situated so that reasonably sized numerals cannot be clearly seen from the street, the address number shall also be displayed at the end of the driveway or easement nearest the street which provides access to the building.
- (d) Numerals indicating the address number of a single-family dwelling shall be at least three inches in height, shall be in a contrasting color to the background on which they are applied and shall be posted and maintained so as to be legible from the street.
- (e) Numerals for multiple dwelling units and nonresidential buildings shall be at least six inches in height, shall be in a contrasting color to the background on which they are applied and shall be placed on the front of the building facing the street or on the end of the building nearest the street.
- (f) Street address numbers of all mobile home lots must be clearly displayed on each lot so as to be legible from the street or service street.

(Ord. No. 20351, art. 6, 11-30-93)