

**Town of Montreat  
Board of Commissioners  
Special Meeting Agenda  
March 3, 2016 – 6:30 p.m.  
Walkup Building**

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**I. Call To Order**

- Welcome
- Moment of Silence

**II. Agenda Adoption**

**III. Texas Road Bridge Discussion**

**IV. Adjournment**

**Town of Montreat  
Board of Commissioners  
Meeting Agenda  
March 3, 2016 – 7:00 p.m.  
Walkup Building**

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**I. Call to Order**

- Pledge of Allegiance
- Moment of Silence

**II. Agenda Adoption**

**III. Public Hearings**

- A. Proposed 2016-2021 Capital Improvements Plan

**IV. Mayor's Communications**

**V. Consent Agenda**

- A. Meeting Minutes Adoption

- January 29, 2016, Special Meeting
- February 4, 2016, Agenda Meeting
- February 8, 2016, Annual Board Retreat - Pending
- February 11, 2016, Town Council Meeting

- B. Approve Fiscal Year 2015-2016 Budget Amendment

**Suggested Motion:** To approve Fiscal Year 2015-2016 Budget Amendment #4 to reallocate budget to cover sanitation truck repairs

- C. Montreat Landcare Committee Appointment

**Suggested Motion:** To appoint John Johnson to fill the unexpired term of Shannon Ingersoll on the Montreat Landcare Committee to expire on January 31, 2018

***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
- Architectural Design Studio Letter from Mike Cox dated December 22, 2015
- 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. 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. Texas Road Bridge Project
  - **Suggested Motion:** To move forward with the Texas Road Bridge project by choosing Option \_\_\_\_ from the options listed in KCI Associates letter dated February 4, 2016 and to authorize the Mayor and Town Administrator to execute the necessary contract documents.

**X. New Business**

- A. 2016-2021 Capital Improvement Plan – Materials Pending

**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**

March Town Council Meeting

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

**Montreat Board of Commissioners**  
**Meeting Agenda**  
**March 3, 2016**

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Montreat Tree Board

March 16, 2016, 10:00 a.m.  
Town Service Office

Town Services Office Closed

March 25, 2016  
Good Friday

Agenda Packets Available

April 5, 2016  
Town Services Office

Montreat Landcare

April 6, 2016, 9:00 a.m.  
Kirk Allen Building  
Swannanoa Room

April Agenda Meeting

April 7, 2016, 7:00 p.m.  
Public Forum begins at 6:30 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  
Special Meeting  
January 29, 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: Commissioner Kent Otto

Others Present: Former Commissioner Martha Campbell  
Former Commissioner Jack McCaskill

Town staff present: Ron Nalley, Town Administrator

No members of the public were present. Mayor Helms called the meeting to order at 11:00 a.m. and held a moment of silence.

**Agenda Approval**

Commissioner Vinson moved to adopt the meeting agenda as presented. Commissioner Gilliland seconded and the motion carried 4/0.

**Closed Session – Town Administrator’s Annual Performance Evaluation**

Commissioner Vinson moved to enter into Closed Session in accordance with North Carolina General Statute §143-318.11(6) to conduct the Town Administrator’s annual performance evaluation. Commissioner Gilliland seconded and the motion carried 4/0.

Commissioner Vinson moved to return to Open Session. Commissioner Gilliland seconded and the motion carried 4/0. Upon returning to open session, Mayor Helms thanked Mr. Nalley for his service to the Town. Commissioner Vinson then moved to adjust Mr. Nalley’s annual salary to \$94,245. Mayor Pro Tem Fouche seconded and the motion carried 4/0.

**Adjournment**

Commissioner Standaert moved to adjourn the Town Council Meeting. Commissioner Vinson seconded. The motion carried 4/0 and the meeting was adjourned at 11:43 a.m.

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Tim Helms, Mayor

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Angie Murphy, Town Clerk

**Town of Montreat  
Board of Commissioners  
Town Council Agenda Meeting  
February 4, 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  
Commissioner Kent Otto

Board members absent: None

Town staff present: Ron Nalley, Town Administrator  
Jack Staggs, Chief of Police  
Steve Freeman, Public Works Director  
David Currie, Building Inspector/Code Administrator  
Angie Murphy, Town Clerk

Approximately 17 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 a moment of silence.

**Agenda Approval**

Mayor Helms welcomed everyone to the meeting and commended the Public Services Department for all of their hard work during the snow storm. Mayor Pro Tem Fouche also recognized Martha Campbell and the Dimmock family for opening their home to the crews for rest as they worked long shifts. Mayor Helms asked if there were any changes to the agenda. Commissioner Vinson, at the request of Mr. Nalley, moved to adopt the agenda as amended with the Closed Session rescheduled for the Town Council Meeting on February 11<sup>th</sup>. Commissioner Gilliland seconded and the agenda was approved as amended 5/0.

**Public Hearings**

The Board will hold two Public Hearings at the beginning of next week's meeting to receive comments on Proposed Revisions to Montreat General Ordinance, Chapter K, Article IV-Hillside Development; and Proposed Revisions to Montreat Zoning Ordinance, Article VI-General Provisions.

**Mayor's Communications**

Mayor Helms stated that he had no further communications other than reiterating his gratitude to the Public Works Department for their efforts during the snow.

**Consent Agenda Review**

The proposed Consent Agenda will include the following items:

- January 7, 2016 Agenda Meeting
- January 14, 2016, Town Council Meeting
- Re-appointment of Phillip Arnold to the Audit Committee for a term of four years to expire on January 31, 2020

**Town Administrator's Communications**

- Mr. Nalley provided the Council with an additional document to be added to their Annual Board Retreat Packet from KCI with regards to the Texas Road Bridge Project.
- Mr. Nalley applauded the Public Works crews for their hard work during the snow storm and thanked the Dimmock/Campbell families for their hospitality.
- Mr. Nalley informed Council that Mr. Bill Hollins has requested that he not be reappointed to the Audit Committee therefore another appointment is needed.

**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**

- A. Proposed Revisions to Montreat General Ordinance, Chapter K, Article IV-Hillside Development, Section II: Mayor Helms reported that a public hearing on this matter is scheduled for next week's Town Council Meeting.
- B. Proposed Revisions to Montreat Zoning Ordinance Article VI-General Provisions, Section 612-4-Reasonable Accommodations: Mayor Helms reported that a public hearing on this matter is scheduled for next week's Town Council meeting. Commissioner Standaert requested Mr.

Currie to invite the Planning & Zoning Committee Members to the meeting to be recognized for all their hard work.

### **New Business**

- A. Lookout Road Area-Preliminary Utility Service Plan: 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. Town Ordinances currently allow for three options when utility extensions are requested: (1) petitioners can pay for their own improvements, (2) a phased assessment approach, which mean that the petitioners who will get direct benefit from the improvements will pay for the improvements, or (3) petitioners can wait for the Town to pay for the improvements through the Capital Improvements Plan. The utility service plan indicates the best routes for water, sewer and roads in this area of the Town. Commissioner Standaert emphasized the importance of giving the public ample opportunity to comment on this plan.
  
- B. 2016-2021 Capital Improvements Plan: Following next week's presentation, the Board will be asked to call for a Public Hearing to hear comments on this matter during the March 10, 2016 Town Council Meeting.
  
- C. Street Name Request-Covenant Lane: 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. 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 it is being brought before the Board for their consideration.

### **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.

Mrs. Susanne McCaskill of 114 John Knox Road asked the Council to consider turning the issue of

**Montreat Board of Commissioners  
Town Council Agenda Meeting Minutes  
February 4, 2016**

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Town Hall over to the courts to make unbiased rulings for the citizens of Montreat.

Mr. Wade Burns of 232 North Carolina Terrace would like for the Council to consider the idea that property owners on Lookout Road have been paying taxes for the past thirty years which adds up to a large amount of money that could be pro-rated to go towards their assessment fees.

**Commissioner Communications**

There were no Commissioner Communications at this time.

**Upcoming Meeting Dates**

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

**Annual Board Retreat**

February 8, 2016, 9:00 a.m.  
Montreat College-Black Mountain Campus-The  
Manor House

**Montreat Tree Board**

February 23, 2016 3:00 p.m.  
Town Services Office

**Agenda Items Due:**

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

**Montreat Landcare**

March 2, 2016, 9:00 a.m.  
Kirk Allen Building  
Swannanoa 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

**Closed Session**

The Closed Session has been rescheduled for next week's Town Council Meeting.

**Adjournment**

There being no further business, Commissioner Vinson moved to adjourn the Agenda Meeting. Commissioner Gilliland seconded and the motion carried 5/0. The meeting was adjourned at 7:26 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  
February 11, 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  
Commissioner Kent Otto

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 32 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 advised the Council that the Minutes in this evening's packet were incorrect and to refer to the copy of the Minutes found in the packet for February 4<sup>th</sup>, in which a section of the minutes were revised at the Council's request. Commissioner Standaert moved to adopt the agenda as presented. Commissioner Vinson seconded and the motion carried 5/0.

**Public Hearings**

**Proposed Revisions to Montreat General Ordinance, Chapter K, Article IV-Hillside Development**

Mayor Helms opened the public hearing for comments and requested that Mr. Currie give a summary of the proposed revisions. Mr. Currie 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 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.

Mr. Wade Burns, 232 North Carolina Terrace, stated that the limits on impervious and disturbed areas in the Hillside Development Ordinance may cause a loss of practical use of the property. While Mr. Burns feels that the proposed revision is a good step, he feels that the Ordinance needs to be evaluated to create a fairer environment for property owners. There being no further public comments, Mayor Helms closed the public hearing.

### **Proposed Revisions to Montreat Zoning Ordinance, Article VI-General Provisions**

Mayor Helms opened the public hearing for comments and requested that Mr. Currie give a summary of the proposed revisions. 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.

There being no public comments, Mayor Helms closed the public hearing.

### **Mayor's Communications**

- Mayor Helms stated that beginning in March a public forum will begin at 6:30 p.m. in which the public is encouraged to ask the Board any questions they may have. This public forum will be held on the first Thursday of every month with the Agenda Meeting following at 7:00 p.m. The question and response session is a way to keep the lines of communication open between the Board and the public.
- Mayor Helms announced that he issued a Proclamation in support of the 2016 Women in Construction Week which occurs annually during the second week of March.

- Mayor Helms read a letter from the President of the Arbor Day Foundation announcing that Montreat had earned the recognition of a 2015 Tree City USA. Mayor Helms expressed his gratitude to those instrumental in helping Montreat attain this certification and said that there will be a more formal recognition at the April Town Council Meeting.
- Mayor Helms informed those in attendance that at the March 3<sup>rd</sup> public forum the topic to be discussed will be to revisit options pertaining to the Texas Road Bridge Project. KCI Engineering will be in attendance to make a presentation on the project options.
- Mayor Helms expressed his gratitude to the Public Works Department for their efforts during the snow storm.

### **Consent Agenda Review**

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

- January 7, 2016 Agenda Meeting Minutes
- January 14, 2016 Town Council Meeting Minutes as amended
- Re-appointed Philip Arnold to the Audit Committee for a term of four years to expire on January 31, 2020

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

- Mr. Nalley reminded the public that there is another open seat on the Audit Committee and applications can be dropped off at the Town Services Building.
- Mr. Nalley expressed his appreciation to the Public Works and Police Departments during the snow storm and thanked the Dimmock/Campbell families for their hospitality.
- Mr. Nalley thanked the group who provided Town Employees with the Valentine's Day meal.
- Mr. Nalley thanked the Council for their work at the Annual Board Retreat.

### **Administrative Reports**

**Police:** Chief Staggs reviewed and presented the January 2016 monthly departmental activity report. Chief Staggs expressed his gratitude to the Public Works Department for all of their assistance during the snow storm. The Department assisted with seventeen rescues and escorts and assisted with fallen trees and road closures. The Police Department received several letters of gratitude from people in the community.

#### **Public Works Director:**

- Mr. Freeman reported that an inch of snow is needed on the ground before plowing becomes effective. The Department's first priority is to get one lane open to give emergency personnel access to all homes. Following that, they go back and work on opening another lane. The crews monitor police and fire radios in case an ambulance or fire truck requires access. There is a limited amount of sand and only one sander, so

sanding is reserved for steeper roads, intersections and bridges. Salt is only used sparingly because of its effect on the natural environment. Public Work Crews worked twelve hour shifts, laid down 24 tons of sand and put in over 175 hours in overtime during the weekend event.

- Montreat College contacted Mr. Freeman and Mr. Currie about a wet weather spring on Missouri Road. A contractor, who had previously done work for the College in that area, was asked to dig back into the area and it was discovered that a drain system had been cut which was causing the problem. The drain was repaired and has resolved the issue.

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

- December 2015 Financial Summary Report;
- Final December 2015 Detailed Financial Statement;
- Preliminary January 2016 Detailed Financial Statement;
- January 31, 2016 Cash and investment Earnings Report

Building Inspector/Code Administrator: Mr. Currie presented and reviewed his January 2016 zoning and inspections activity report.

### **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.

There were no comments from the public at this time.

### **Old Business**

A. Montreat General Ordinance, Chapter K, Article IV-Hillside Development:

Commissioner Standaert moved to adopt Ordinance #16-02-0001 amending Montreat General Ordinance, Chapter K, Article IV-Hillside Development. Commissioner Ann Vinson seconded and the motion carried 5/0.

B. Montreat Zoning Ordinance, Article VI-General Provisions:

Commissioner Vinson moved to adopt Ordinance #16-02-0002 amending Montreat Zoning Ordinance, Article VI- General Provisions. Mayor Pro Tem Fouche seconded. Commissioner Standaert asked Mr. Currie to share the names of the Planning & Zoning Committee so they could be acknowledged and thanked for all their hard work. Mayor Helms asked for those in attendance to stand and be recognized. There being no further discussion, the motion carried 5/0.

### **New Business**

A. Lookout Road Area-Preliminary Utility Service Plan:

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. Town Ordinances currently allow for three options when utility extension are requested: (1) petitioners can pay for their own improvements, (2) a phased assessment approach, which means that the petitioners who get direct benefit from the improvements will pay for the improvements, or (3) petitioners can wait for the Town to pay for the improvements through the Capital Improvements Plan.

Commissioner Vinson moved 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. Mayor Pro Tem Fouché seconded.

Commissioner Gilliland asked for further explanation from Mr. Nalley on this proposal with regards to spending the money now rather than later. Mr. Nalley explained that a plan like this can normally take six months to a year to complete. Current Ordinances do not allow for private wells or septic systems so it would be better to have a plan in place if someone were to come forward requesting public water and sewer extensions. Mr. Nalley stated that upon completion, McGill Associates would provide a map, showing where the phased extensions of water, sewer and roads would likely occur and the costs associated with each of those phases.

Commissioner Standaert asked if this vote could be delayed until the next Council meeting to allow more time for public comment. Commissioner Standaert expressed her concern that this may generate more traffic on Oklahoma and Lookout Roads and she has heard a lot about traffic concerns in that area over the past few years. Commissioner Standaert discussed previous tensions between those that want to build and develop the Town and those that want to preserve the Wilderness, so she wants ample time for opinions to be voiced on this matter.

Based on Commissioner Standaert's comments Commissioner Vinson withdrew her motion. Mayor Helms stated that this topic will be brought back to the Council in March for further consideration.

B. 2016-2021 Capital Improvement Plan:

Mayor Pro Tem Kitty Fouche called 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. Commissioner Vinson seconded and the motion carried 5/0.

C. Street Name Request-Covenant Lane:

Commissioner Vinson moved to approve Covenant Lane as the street name for the street extension of Upper Kentucky Road. Commissioner Gilliland 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.

Tanner Pickett, representing the Montreat Conference Center, presented a check to the Town in the amount of \$4,795.20 as part of the Community Service Fee.

Alex Miller, Vice President for Advancement for Montreat College, reported on record enrollments at Montreat College as well as renovations and upgrades to the College facilities.

Rev. Erskine Clarke of 558 Providence Terrace, felt that in the most recent election the people of Montreat showed a successful exercise in democracy and fulfilled their civic duty.

Bill Seaman of 425 Appalachian Way, announced that there was an unexpected resignation from Montreat Landcare and asked the Board for help in filling the vacancy.

Eric Nichols of 527 Suwannee Drive, looks forward to everyone working together for the common good. Mr. Nichols stated that if Council entertains ideas of paying legal costs for the Plaintiffs in the lawsuit it will be unfortunate for all involved.

John Hinkle of 121 Mecklenburg Circle, addressed the representative from Montreat College, thanking the college students that helped shovel driveways during the recent snow storm. Mr. Hinkle recommended that the College compile a list of young men and women willing to assist with shoveling for future weather incidents.

Shannon Ingersoll of 124 Eastminster Terrace, expressed her appreciation for the College students who spent several hours shoveling driveways along her road.

**Commissioner Communications**

**Montreat Board of Commissioners  
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February 11, 2016**

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Mayor Pro Tem Fouche reiterated that the Board was going to strive for more open communication with the public and provide more opportunities this summer for public forums.

Commissioner Vinson, speaking on behalf of the Audit Committee, reported that they have an open seat and applications can be found online. The Audit Committee hopes to meet in March or April so they can consider finalizing a request for qualifications for potential auditing firms.

Commissioner Vinson, speaking on behalf of Montreat Landcare, reported that they also had an unexpected resignation and an application and information is available online. Montreat Landcare is preparing for the Native Plant Sale which will be held on April 30, 2016. The Committee is looking for volunteers. Commissioner Vinson also announced that the Tree Board's Organizational Meeting will be held on February 23<sup>rd</sup> at 3:00 p.m. at the Town Service Building.

Mayor Helms invited anyone who would like to meet with him to please contact him.

**Upcoming Meeting Dates**

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

<u>Montreat Tree Board</u>	February 23, 2016, 3:00 p.m. Town Services Office
<u>Agenda Items Due</u>	February 26, 2016 by 5:00 p.m. Town Services Office
<u>Agenda Packets Available</u>	March 1, 2016 Town Services Office
<u>Montreat Landcare</u>	March 2, 2016, 9:00 a.m. Kirk Allen Building Swannanoa Room
<u>March Agenda Meeting</u>	March 3, 2016, 7:00 p.m. Public Forum will begin at 6:30 p.m. Walkup Building
<u>March Town Council Meeting</u>	March 10, 2016, 7:00 p.m. Walkup Building

**Closed Session**

**Montreat Board of Commissioners  
Town Council Meeting Minutes  
February 11, 2016**

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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 5/0.

Upon a motion by Commissioner Vinson and a second by Commissioner Otto with the motion carrying 5/0, the Board returned to Open Session. No action was taken during the Closed Session.

**Adjournment**

Upon returning to open session, Commissioner Vinson moved to adjourn the meeting. Commissioner Gilliland seconded. The meeting was adjourned at 9:42 p.m.

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Tim Helms, Mayor

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Angela Murphy, Town Clerk

**TOWN OF MONTREAT  
FISCAL YEAR 2015-2016  
BUDGET AMENDMENT #4**

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Be it ordained by the Town of Montreat Board of Commissioners that the following amendment be made to the Budget Ordinance for the fiscal year ending June 30, 2016.

**Department(s):** Sanitation, Streets

**Purpose:** To reallocate budget to cover sanitation truck repairs.

**Section 1.** To amend the General Fund as follows:

Line Item	Account Number	Amount Debit	Amount Credit	Amended Budget
Sanitation – M&R Trucks	10-30-5800-170	\$5,500		\$7,000
Streets – Capital Outlay	10-60-5800-730		\$5,500	\$1,077,800

**Section 2.** I certify that the accounting records provide for this budget amendment, and that the revenue source(s) are available:

_____	_____
Finance Officer	Date

**Section 3.** Copies of this amendment shall be delivered to the Budget/Finance Officer and Town Auditor for their direction.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**Recorded and filed:**

_____	_____
Budget Officer/Town Administrator	Date

_____	_____
Town Clerk	Date

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

**Meeting Date:** March 10, 2016

**SUBJECT:** Montreat Landcare Committee Member Appointment

**AGENDA INFORMATION:**

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

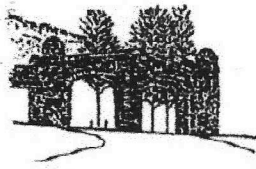
**BRIEF SUMMARY:** Montreat Landcare recently received the unexpected resignation of Shannon Ingersoll. Mr. John Johnson expressed a willingness to serve and has submitted his application for the Board's consideration. If appointed, Mr. Johnson will fill the unexpired term of Mrs. Ingersoll which will expire on January 31, 2018.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** To appoint John Johnson to fill the unexpired term of Shannon Ingersoll on the Montreat Landcare Committee to expire on January 31, 2018.

**FUNDING SOURCE:** Not Applicable

**ATTACHMENTS:** Advisory Board Application – John Johnson

**STAFF COMMENTS AND RECOMMENDATIONS:** None



## TOWN OF MONTREAT

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

### **ADVISORY BOARD/COMMITTEE MEMBERSHIP APPLICATION**

Full Legal Name: Johnson John Robert  
(Last) (First) (Middle)

Physical Address: 131 Shenandoah Terrace

Mailing Address: P.O. Box 309

Home Phone: 828-664-0177 Alternate Phone: \_\_\_\_\_

Email Contact Information: JJMJOHNSON@charter.net

On which Board or Committee do you wish to serve?

- ☐ Board of Adjustment ☐ Open Space Conservation Committee
- ☐ Comprehensive Plan Steering Committee ☐ Planning and Zoning Commission
- ☒ Montreat Landcare Committee

Please explain why you want to be a member of this board/committee:

I have worked with the committee on two projects to save our hemlock trees from the woolly adelgid and attended many of their meetings. Since Landcare is the controlling contact with the Town on these projects, it i would be desirable to be officially involved.

Briefly explain what you believe are the three most important issues facing our community at this time and how you believe serving on the selected board/committee can play a role in addressing each issue:

Montreat has many important issues, however Landcare affects primarily one area, the preservation of our natural environment. Because we are blessed with a wonderful setting of woods, streams and wildlife, we have an obligation to preserve and to improve this distintintive enviroment and to encourage and to inform our citizens on how to be volunteers in the process.

List any abilities, skills, specialized training or interest you have which are applicable to this board/committee:

With the help of many others, I have headed up the fundraising and execution of the two hemlock projects. The release of the Laricobius beetle has required multiple training sessions with North Carolina forestry officials. We are bringing one of those to Montreat.

Have you ever attended a regularly scheduled meeting of the selected board/committee? yes, many

How much time are you able to devote to fulfill this obligation? Several hours each month.

December 22, 2015

Mr. Ron Nalley, Town Administrator  
Town of Montreat  
96 Rainbow Terrace  
Montreat, NC 28757

Re: Montreat Town Hall  
*Agreement Between Montreat, NC and Architectural Design Studio*

Dear Mr. Nalley:

It was with great disappointment that I learned last week that plans for a New Town Hall have been suspended and that our contract with Montreat is being terminated. We came to know the leadership and administration of Montreat as one of our most forward thinking clients and that is a plus for any project. We came to that conclusion despite the fact that we were participating in the most difficult planning effort that we had ever undertaken. It was sometimes suggested by irate citizens that our service to Montreat was driven by the profitability of our work with the town. My unwavering response continues to be that our prime motivation was the development of a successful project for the Town of Montreat. My disappointment derives from the confirmation last week that, not only will this be an unprofitable endeavour, but that there will be no Town Hall for Montreat and that the citizen's and staff of Montreat will be denied the benefit of that facility.

Our anticipated, but unrealized, profit to date is \$24,000. During the past 18 months we were not compensated for researching and addressing direct inquiries from the public. We were not compensated for the redesign of the Town Hall to meet specific public requests. We were not compensated for the additional presentations and the preparation of exhibits that were requested by the Commissioners to engage a non-responsive public. We were not compensated for the extended conversations that followed us to our cars at the end of those meetings. We frequently found ourselves addressing a public whose agenda was insult and disruption, not participation. We hoped then that our compensation would be the production of a facility that we would all be proud of.

As we look to terminate our contract, I have three specific costs for which I am requesting compensation:

1. By our count we attended 5 public meetings that served no real purpose in the design of the Town Hall. They were intended to be public planning meetings, but were hijacked to protest the location of the Town Hall inside the town limits. Each of those meetings cost our company a minimum of 3.5 hours of my time and 3.5 hours

of staff time from when we left our office until we returned in the evening. Per contract, my time is billed at \$165/hour and staff time is billed at \$85/hr. A reasonable number of public meetings are included in our contract, but these specific meetings fall within the additional services summarized in paragraph 4.3.1.7 of our contract.  $(\$165 + \$85) \times 17.5 \text{ hours} = \$4,375$

2. Per contract, we commissioned the professional cost estimate as we were wrapping up construction documents. As you know, the Town of Montreat was prevented by court order from receiving our analysis of the cost estimate, the value engineering recommendations related to the cost estimate and our work related to construction documents. We held off the final billing for construction documents in the amount of \$6,720. Our cost for the cost estimate as prepared by our outside consultant was \$2,600, a cost for which we are entitled to compensation as noted in paragraph 11.8.1 in the amount of \$2,600 without further markup. Our analysis and value engineering recommendations are mute under the current circumstances.
3. Termination of our contract denies Architectural Design Studio the profit on work that would have been performed during the completion of the project (Bidding, Negotiations and Construction Administration). Per the terms of our contract, paragraph 11.8.1, we are entitled to our anticipated profit on that work, which amounts to \$9,500.

It is our position that compensation is due ADS in the amount of  $(\$4,375 + \$2,600 + \$9,500)$  for a total of Sixteen Thousand, Four Hundred and Seventy-Five Dollars (\$16,475) related to the termination of our agreement with the Town of Montreat. I should further note that the plans for this project are available for the Town of Montreat's use for an additional fee of \$23,000, per paragraph 11.9 of our agreement.

It has been a pleasure meeting and working with the people of Montreat and I will miss the police report at town meetings. It is my sincere hope for the people of Montreat that our removal from this project contributes to a resolution of differences and that the town's staff and police can find some relief from their work place challenges. Please do not hesitate to contact me or Amy if we can ever be of service to you in the future or if you renew your efforts to design and build a Town Hall for Montreat.

Sincerely,



Mike Cox, FAIA  
Architectural Design Studio, PA

cc. Amy Dowty, LEED AP BD+C

## NEWS Alert

**Please help us alert the public to the phone drill that** Buncombe Emergency Management will conduct on **March 9** as a test of their emergency notification system. The call will be placed at **1 p.m. to residential and business landlines** with a recorded message requesting everyone sign up for emergency messages by texting “BCAlert” to 888777 on their cell phones. In the case of a true emergency, this is one of the ways that County Emergency Management could notify residents and provide instructions and other crucial information. *(Residents can go to [www.nixle.com](http://www.nixle.com) to sign up with landlines or for email contacts)*

This is part of a larger event scheduled for March 9. Buncombe County Emergency Management will be joined by the Federal Emergency Management Agency (FEMA) and area partners including Asheville City and Buncombe County Schools, A-B Tech, Ingles Markets, Biltmore Estate, City of Asheville, UNC Asheville, National Weather Service and Mission Hospital in an emergency preparedness event. This local effort is a part of FEMA’s PrepareAthon initiative to increase emergency preparedness and resilience. Area schools and some businesses will hold tornado drills that morning as well.

## MONTHLY POLICE STATISTICS REPORT

<b>February</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>
Mileage	3094	2580	2206	2889	2893
Dispatched Calls	110	58	119	90	74
Officer-Initiated Calls	184	182	211	136	243
Fire/EMS Assistance Calls	12F/3E	4F/2E	14F/1E	12	8
Motorist/Other Assistance Calls	59	60	83	29	21
Traffic Stops	25	33	37	31	30
Parking Issues	3	2	5	9	21
Burglar/Fire Alarm Responses	4B/5F	2B	4B/2F	1B,2F	4
Residential/Building Checks	261	232	101	83	499
Ordinance violations	7	10	10	20	13
LE Agency Assistance Calls	14	7	30	17	54
Animal Calls	1	1	4	4	2
Larcenies	0	0	0	0	1
B&E Calls	1	0	0	0	1
Suspicious Person/Vehicle Investigations	19P/8V	8P/7V	5P/23V	3P,3V	21
Disturbance Calls	2	4	1	1	7
Accident Responses	6	3	1	3	0
Auxiliary Hours Worked	32R	32R/16T	32R/24T	32R,54T	128
Truck turns at gate	1	2	2	3	5

- Town service: 380
- MRA service: 122
- College service: 11
- On 02/02/2016, MPD received a call reference a suspicious person, the subject was located and escorted to the Homeless Shelter
- On 02/11/2016, a big thank you to the Montreat residents for providing a Valentine luncheon to the Staff, everyone really enjoyed
- On 02/13/2016, MPD located trees down on Virginia Road and Greybeard Road (thanks to the Street Department for getting roadways back open)
- On 02/15/2016, MPD worked three wrecks on Assembly Drive reference to extremely icy conditions. MPD also had two rescues (motor vehicles stuck) on this date.
- On 02/16/2016, two MPD Officers started their mandatory in-service training, which included Juvenile Sensitivity, Use of Force, and NC Laws Reference Firearms. Also on this date, MPD assisted BMFD with access to Appalachian Trail for a safety sweep.
- On 02/19/2016, MPD responded to a call on Mississippi reference a basement door that had been pushed or kicked open, nothing was disturbed or taken from the residence, a report was declined. We did a canvas of 6 other residences in the area and found all to be secure. On this same date, MPD responded to a disturbance call on Virginia Road, the situation was resolved.
- On 02/22/2016, MPD responded to a box truck that had struck the gate. A report was taken, MRA was called, a structural engineer deemed the gate to be closed until further notice. At the time of this incident, another wreck occurred at the scene, a report was taken.

- On 02/24/2016, MPD day and night shift assisted the Street Department with removal of downed limbs due to high wind throughout the Town.
- On 02/26/2016, MPD assisted the BMFD on staging their gear at Anderson Auditorium parking lot and escorted them to Appalachian Gate reference spending the night to assist runners in the morning. We also taped off the upper section of Appalachian Trail to provide ambulance turn around and the incident commander, Charlie Russell, to stage.
- On 02/27/2016, MPD worked the Mount Mitchell Marathon, following an Incident Action Plan, escorting from the Gate to Rainbow Trail 471 runners with only one incident, a runner had to be transported off the mountain. (Thanks to BMFD and all volunteers!)

Note: On April 16, 2016 a Montreat College Event Health Fair and Fun Run will take place from 8a-12p. Most of the activities for this event will be held on the college campus around Gaither Fellowship Hall. At 8:30a. there is Fun Run from McGregor Dorm to the Montreat Gate and back. No fixed road closures are planned at this time, as the majority of the Fun Run is going to be on Texas Road to the Riverwalk trail and back up the bike lane. We will be working with Montreat College Campus Police and Cassidy O'Brien the student organizing this event, for the safety of both the students and the Town of Montreat.

**General Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
For the Period Ended January, 2016

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	1/31/15
								<b>7</b>		
<b>Revenues:</b>										
Ad valorem taxes	\$ 952,500.00	\$ 612,033.61	\$ -	\$ 612,033.61	\$ 678,105.27	\$ 340,466.39				
Other taxes and licenses	\$ 357,400.00	\$ 137,344.76	\$ 32,295.12	\$ 169,639.88	\$ 154,702.04	\$ 187,760.12				
Unrestricted intergovernmental	\$ 60,500.00	\$ 28,551.63	\$ -	\$ 28,551.63	\$ 23,981.09	\$ 31,948.37				
Permits and Fees	\$ 46,000.00	\$ 20,982.74	\$ 5,690.27	\$ 26,673.01	\$ 15,172.11	\$ 19,326.99				
Community Service Fee	\$ 50,000.00	\$ 40,762.80	\$ -	\$ 40,762.80	\$ 41,075.00	\$ 9,237.20				
Sales and Services	\$ 13,000.00	\$ 5,966.67	\$ 382.00	\$ 6,348.67	\$ 5,156.51	\$ 6,651.33				
Investment earnings	\$ 2,200.00	\$ 481.10	\$ 161.33	\$ 642.43	\$ 500.37	\$ 1,557.57				
Other revenues	\$ 23,718.00	\$ 11,593.20	\$ 163.49	\$ 11,756.69	\$ 746.28	\$ 11,961.31				
Subtotal - Normal Operating	\$ 1,505,318.00	\$ 857,716.51	\$ 38,692.21	\$ 896,408.72	\$ 919,438.67	\$ 608,909.28	59.55%	58.33%	1.22%	3.68%
<i>Restricted intergovernmental</i>	\$ 740,000.00	\$ 156,087.96	\$ -	\$ 156,087.96	\$ 39,442.31	\$ 583,912.04				
<i>Contributions - Landcare</i>	\$ 10,000.00	\$ 14,100.00	\$ -	\$ 14,100.00	\$ -	\$ (4,100.00)				
<i>Contributions - Open Space</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Total Revenues	2,255,318.00	1,027,904.47	38,692.21	1,066,596.68	\$ 958,880.98	1,188,721.32	47.29%	58.33%	-11.04%	-17.28%
<b>Expenditures:</b>										
Governing Body	\$ 104,700.00	\$ 56,080.51	\$ 2,049.84	\$ 58,130.35	\$ 18,593.31	\$ 46,569.65	55.52%	58.33%	2.81%	30.96%
Administration	\$ 282,800.00	\$ 133,181.69	\$ 18,424.01	\$ 151,605.70	\$ 172,620.78	\$ 131,194.30	53.61%	58.33%	4.72%	-3.47%
Public Buildings	\$ 139,950.00	\$ 35,572.72	\$ 1,156.29	\$ 36,729.01	\$ 170,263.82	\$ 103,220.99	26.24%	58.33%	32.09%	-16.99%
Police	\$ 378,943.00	\$ 209,071.28	\$ 21,189.83	\$ 230,261.11	\$ 206,908.54	\$ 148,681.89	60.76%	58.33%	-2.43%	4.30%
Building & Zoning	\$ 82,200.00	\$ 39,582.04	\$ 4,978.07	\$ 44,560.11	\$ 41,104.33	\$ 37,639.89	54.21%	58.33%	4.12%	4.18%
Public Works	\$ 86,100.00	\$ 38,476.24	\$ 4,858.92	\$ 43,335.16	\$ 40,809.10	\$ 42,764.84	50.33%	58.33%	8.00%	3.03%
Streets	\$ 1,271,400.00	\$ 157,993.90	\$ 14,750.08	\$ 172,743.98	\$ 236,852.36	\$ 1,098,656.02	13.59%	58.33%	44.75%	41.96%
Powell Bill	\$ 56,000.00	\$ 2,568.64	\$ 1,970.91	\$ 4,539.55	\$ 4,330.36	\$ 51,460.45	8.11%	58.33%	50.23%	48.38%
Sanitation	\$ 113,600.00	\$ 51,230.86	\$ 5,405.02	\$ 56,635.88	\$ 59,449.95	\$ 56,964.12	49.86%	58.33%	8.48%	-3.62%
Env/Cons/Rec	\$ 28,500.00	\$ 9,302.97	\$ -	\$ 9,302.97	\$ 18.17	\$ 19,197.03	32.64%	58.33%	25.69%	58.12%
Total expenditures	2,544,193.00	\$ 733,060.85	\$ 74,782.97	\$ 807,843.82	\$ 950,950.72	\$ 1,736,349.18	31.75%	58.33%	26.58%	23.12%
<b>Revenues over expenditures</b>	(288,875.00)	\$ 294,843.62	\$ (36,090.76)	\$ 258,752.86	\$ 7,930.26	\$ (547,627.86)				
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	\$ -	\$ 294,843.62	\$ (36,090.76)	\$ 258,752.86	\$ 7,930.26	\$ (258,752.86)				
<b>Expenditure Recap:</b>										
Salaries & Benefits	\$ 922,400.00	\$ 477,146.65	\$ 58,775.21	\$ 535,921.86	\$ 526,175.11	\$ 386,478.14				
Other Operating	\$ 405,318.00	\$ 191,915.87	\$ 16,007.76	\$ 207,923.63	\$ 165,994.40	\$ 197,394.37				
CIP/Grant Projects	\$ 1,216,475.00	\$ 63,998.33	\$ -	\$ 63,998.33	\$ 258,781.21	\$ 1,152,476.67				
Total Expenditures	\$ 2,544,193.00	\$ 733,060.85	\$ 74,782.97	\$ 807,843.82	\$ 950,950.72	\$ 1,736,349.18				

**Water Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
For the Period Ended January, 2016

	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 7	Variance	1/31/15
<b>Revenues:</b>										
Ad valorem taxes			\$ -			\$ -				
Other taxes and licenses	\$ -	\$ 70,298.71	\$ -	\$ 70,298.71		\$ (70,298.71)				
MRA Comm Svc Fee	\$ -		\$ -			\$ -				
Permits and Fees			\$ -			\$ -				
Sales and Services	\$ 300,000.00	\$ 158,002.71	\$ 18,282.11	\$ 176,284.82	\$ 170,844.12	\$ 123,715.18				
Investment earnings	\$ 500.00	\$ 40.49	\$ 12.57	\$ 53.06	\$ 43.87	\$ 446.94				
Other revenues	\$ 26,500.00	\$ 20,581.90	\$ 616.43	\$ 21,198.33	\$ 21,740.89	\$ 5,301.67				
Subtotal - Normal Operating	\$ 327,000.00	\$ 248,923.81	\$ 18,911.11	\$ 267,834.92	\$ 192,628.88	\$ 59,165.08				
<i>Restricted intergovernmental</i>			\$ -			\$ -				
Total revenues	\$ 327,000.00	\$ 248,923.81	\$ 18,911.11	\$ 267,834.92	\$ 192,628.88	\$ 59,165.08	81.91%	58.33%	23.57%	-22.60%
<b>Expenditures:</b>										
Water Department	\$ 327,000.00	\$ 72,383.82	\$ 6,321.77	\$ 78,705.59	\$ 81,804.94	\$ 248,294.41	24.07%	58.33%	34.26%	43.16%
Total expenditures	\$ 327,000.00	\$ 72,383.82	\$ 6,321.77	\$ 78,705.59	\$ 81,804.94	\$ 248,294.41	24.07%	58.33%	34.26%	43.16%
<b>Revenues over expenditures</b>	\$ -	\$ 176,539.99	\$ 12,589.34	\$ 189,129.33	\$ 110,823.94	\$ (189,129.33)				
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	\$ -	\$ 176,539.99	\$ 12,589.34	\$ 189,129.33	\$ 110,823.94	\$ (189,129.33)				
<b>Expenditure Recap:</b>										
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -		\$ -				
Other Operating	\$ 327,000.00	\$ 72,383.82	\$ 6,321.77	\$ 78,705.59	\$ 81,504.94	\$ 248,294.41				
<i>CIP/Grant Projects</i>		\$ -	\$ -	\$ -	\$ 300.00	\$ -				
Total Expenditures	\$ 327,000.00	\$ 72,383.82	\$ 6,321.77	\$ 78,705.59	\$ 81,804.94	\$ 248,294.41				

02/25/16  
17:49:44

Fiscal Year: 2016  
Fiscal Month Range: 7-7

**TOWN OF MONTREAT**  
**Revenue Statement**  
Period Ending: January 31, 2016  
**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	0.00	609,306.97	342,693.03	64.00
TAX INTEREST & PENALTIES	10-00-3050-100	1,000.00	0.00	141.07	858.93	14.10
LOCAL SALES TAX	10-00-3065-100	345,000.00	32,295.12	162,866.58	182,133.42	47.20
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	0.00	6,632.23	4,667.77	58.69
UTILITIES FRANCHISE TAX	10-00-3205-200	55,000.00	0.00	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	0.00	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	0.00	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	5,690.27	26,658.01	18,341.99	59.24
SANITATION FEES	10-10-3435-400	10,000.00	382.00	4,663.09	5,336.91	46.63
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	144.47	528.34	1,471.66	26.41
INTEREST INVESTMNT-POWELL BIL	10-00-3805-800	200.00	16.86	114.09	85.91	57.04
MISC REVENUE	10-00-3815-800	1,000.00	163.49	238.12	761.88	23.81
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

02/25/16  
17:49:44

Fiscal Year: 2016  
Fiscal Month Range:7-7

**TOWN OF MONTREAT**  
**Revenue Statement**  
Period Ending: January 31, 2016  
**10 GENERAL FUND**

Selected Department *Page 2*  
(ALL) All Departments

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
TOTAL FUND REVENUE:		2,544,193.00	38,692.21	1,066,596.68	1,477,596.32	41.92

02/25/16 Fiscal Year: 2016  
17:49:30 Fiscal Month Range:7-7  
(D)

**TOWN OF MONTREAT**  
**Encumbrances & Expenditure Statement**  
Period Ending: January 31, 2016  
**10 GENERAL FUND**

Selected Department Page 1  
(ALL) All Departments

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	0.00	4,900.00	0.00	4,900.00	50.00
PROFESSIONAL SERVICES	10-00-4100-040	79,700.00	800.00	56,621.97	0.00	23,078.03	71.04
FICA EXPENSE	10-00-4100-050	800.00	0.00	374.88	0.00	425.12	46.86
TRAVEL & TRAINING	10-00-4100-140	600.00	890.00	1,380.00	0.00	-780.00	230.00
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	114.84	1,314.10	0.00	1,185.90	52.56
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	245.00	345.00	0.00	155.00	69.00
TOTAL DEPT: (4100) GOVERNING BODY		104,700.00	2,049.84	58,130.35	0.00	46,569.65	55.52

02/25/16 Fiscal Year: 2016  
 17:49:30 Fiscal Month Range: 7-7  
 (D)

**TOWN OF MONTREAT**  
**Encumbrances & Expenditure Statement**  
 Period Ending: January 31, 2016  
**10 GENERAL FUND**

Selected Department *Page 2*  
 (ALL) All Departments

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	13,469.76	93,676.56	0.00	87,423.44	51.72
FICA EXPENSE	10-00-4200-050	13,900.00	1,038.07	7,221.47	0.00	6,678.53	51.95
GROUP INSURANCE	10-00-4200-060	26,500.00	49.08	10,282.23	0.00	16,217.77	38.80
RETIREMENT EXPENSE	10-00-4200-070	23,400.00	1,597.17	10,773.17	0.00	12,626.83	46.03
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	213.27	3,598.59	0.00	401.41	89.96
TRAVEL & TRAINING	10-00-4200-140	3,400.00	671.23	1,384.38	0.00	2,015.62	40.71
M & R EQUIPMENT	10-00-4200-160	24,400.00	1,186.68	17,956.10	0.00	6,443.90	73.59
ADVERTISING	10-00-4200-260	1,800.00	0.00	1,483.77	0.00	316.23	82.43
OFFICE EXPENSE	10-00-4200-320	3,000.00	-108.20	985.89	0.00	2,014.11	32.86
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	1,513.80	0.00	-113.80	108.12
CONTRACT SERVICES	10-00-4200-450	19,500.00	0.00	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	222.00	3,032.00	0.00	68.00	97.80
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	18,424.01	151,605.70	0.00	131,194.30	53.60

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**TOWN OF MONTREAT**  
**Encumbrances & Expenditure Statement**  
 Period Ending: January 31, 2016  
**10 GENERAL FUND**

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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	818.34	1,675.30	0.00	1,824.70	47.86
M & R BUILDINGS & GROU	10-00-5000-150	2,500.00	0.00	655.18	0.00	1,844.82	26.20
M & R EQUIPMENT	10-00-5000-160	5,200.00	149.20	1,369.96	0.00	3,830.04	26.34
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	188.75	35,639.77	0.00	460.23	98.72
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	1,156.29	36,729.01	0.00	103,220.99	26.24

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**TOWN OF MONTREAT**  
**Encumbrances & Expenditure Statement**  
 Period Ending: January 31, 2016  
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Selected Department Page 4  
 (ALL) All Departments

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	17,267.15	143,844.96	0.00	84,155.04	63.09
FICA EXPENSE	10-10-5100-050	17,500.00	1,312.58	10,955.89	0.00	6,544.11	62.60
GROUP INSURANCE	10-10-5100-060	39,700.00	0.00	25,535.23	0.00	14,164.77	64.32
RETIREMENT EXPENSE	10-10-5100-070	28,500.00	2,009.67	16,163.53	0.00	12,336.47	56.71
TELEPHONE	10-10-5100-110	2,000.00	61.26	1,162.89	0.00	837.11	58.14
TRAVEL & TRAINING	10-10-5100-140	500.00	0.00	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	0.00	11,167.19	0.00	2,850.81	79.66
PUBLIC ED - SAFETY SAT	10-10-5100-234	500.00	0.00	140.00	0.00	360.00	28.00
AUTO SUPPLIES (GAS, OI	10-10-5100-310	16,500.00	503.17	4,178.44	0.00	12,321.56	25.32
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	0.00	560.22	0.00	1,539.78	26.67
UNIFORMS	10-10-5100-360	1,700.00	36.00	645.87	0.00	1,054.13	37.99
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	0.00	9,500.00	0.00	9,700.00	49.47
TOTAL DEPT: (5100) POLICE		378,943.00	21,189.83	230,261.11	0.00	148,681.89	60.76

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**TOWN OF MONTREAT**  
**Encumbrances & Expenditure Statement**  
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**10 GENERAL FUND**

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 (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	3,773.18	30,848.45	0.00	18,951.55	61.94
FICA EXPENSE	10-10-5400-050	3,900.00	288.67	2,362.88	0.00	1,537.12	60.58
GROUP INSURANCE	10-10-5400-060	9,100.00	0.00	5,420.75	0.00	3,679.25	59.56
RETIREMENT EXPENSE	10-10-5400-070	6,100.00	444.10	3,542.08	0.00	2,557.92	58.06
TELEPHONE	10-10-5400-110	800.00	43.77	306.20	0.00	493.80	38.27
TRAVEL & TRAINING	10-10-5400-140	2,500.00	343.35	653.35	0.00	1,846.65	26.13
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	0.00	133.46	0.00	666.54	16.68
DEPARTMENT SUPPLIES	10-10-5400-330	1,300.00	0.00	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	25.00	500.00	0.00	750.00	40.00
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	60.00	580.00	0.00	120.00	82.85
TOTAL DEPT: (5400) BUILDING & ZONING		82,200.00	4,978.07	44,560.11	0.00	37,639.89	54.20

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 (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	4,016.40	33,591.83	0.00	20,208.17	62.43
FICA EXPENSE	10-20-5550-050	4,200.00	307.26	2,572.95	0.00	1,627.05	61.26
GROUP HEALTH INSURANCE	10-20-5550-060	9,100.00	0.00	5,203.63	0.00	3,896.37	57.18
RETIREMENT EXPENSE	10-20-5550-070	6,500.00	472.74	3,859.31	0.00	2,640.69	59.37
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	62.52	1,671.59	0.00	2,128.41	43.98
DEPARTMENTAL SUPPLIES	10-20-5550-330	2,000.00	0.00	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	4,858.92	43,335.16	0.00	42,764.84	50.33

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**10 GENERAL FUND**

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 (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	8,189.67	67,068.69	0.00	42,031.31	61.47
FICA EXPENSE	10-20-5600-050	8,400.00	626.76	5,131.01	0.00	3,268.99	61.08
GROUP INSURANCE	10-20-5600-060	18,800.00	0.00	14,902.71	0.00	3,897.29	79.27
RETIREMENT EXPENSE	10-20-5600-070	13,200.00	963.92	7,776.56	0.00	5,423.44	58.91
TRAVEL & TRAINING	10-20-5600-140	1,800.00	338.25	2,012.20	0.00	-212.20	111.78
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	41.95	2,669.11	0.00	830.89	76.26
AUTO SUPPLIES (GAS, OI	10-20-5600-310	9,500.00	534.72	3,464.17	0.00	6,035.83	36.46
DEPARTMENT SUPPLIES -	10-20-5600-330	5,500.00	160.42	2,499.29	0.00	3,000.71	45.44
UNIFORMS	10-20-5600-360	2,000.00	0.00	1,264.28	0.00	735.72	63.21
CONTRACT SERVICE	10-20-5600-450	14,000.00	138.00	1,768.00	0.00	12,232.00	12.62
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	0.00	59,918.71	0.00	1,023,381.29	5.53
STREET LIGHTING	10-20-5600-740	23,500.00	3,816.39	15,586.87	0.00	7,913.13	66.32
TOTAL DEPT: (5600) STREET DEPARTMENT		1,271,400.00	14,810.08	172,743.98	0.00	1,098,656.02	13.58

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TOWN OF MONTREAT  
**Encumbrances & Expenditure Statement**  
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**10 GENERAL FUND**

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(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	1,855.00	1,855.00	0.00	1,145.00	61.83
ROAD MAINTENANCE	10-20-5700-750	4,000.00	115.91	1,086.35	0.00	2,913.65	27.15
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	1,970.91	4,539.55	0.00	51,460.45	8.10

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**TOWN OF MONTREAT**  
**Encumbrances & Expenditure Statement**  
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**10 GENERAL FUND**

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 (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	2,469.44	20,531.31	0.00	21,268.69	49.11
CONTRACT SERVICES	10-30-5800-040	15,000.00	744.00	9,972.00	0.00	5,028.00	66.48
FICA EXPENSE	10-30-5800-050	3,300.00	188.93	1,570.65	0.00	1,729.35	47.59
GROUP HEALTH INSURANCE	10-30-5800-060	12,100.00	0.00	5,452.65	0.00	6,647.35	45.06
RETIREMENT - LOCAL GOV	10-30-5800-070	4,000.00	290.66	2,358.48	0.00	1,641.52	58.96
TELEPHONE	10-30-5800-110	750.00	43.77	306.20	0.00	443.80	40.82
UTILITIES	10-30-5800-130	500.00	86.89	332.73	0.00	167.27	66.54
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	0.00	777.89	0.00	722.11	51.85
AUTO SUPPLIES	10-30-5800-310	5,000.00	366.72	2,340.26	0.00	2,659.74	46.80
SUPPLIES/TOOLS	10-30-5800-330	4,000.00	0.00	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	300.86	6,705.73	0.00	5,794.27	53.64
TIPPING FEES	10-30-5800-550	12,000.00	913.75	5,777.19	0.00	6,222.81	48.14
TOTAL DEPT: (5800) SANITATION		113,600.00	5,405.02	56,635.88	0.00	56,964.12	49.85

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**TOWN OF MONTREAT**  
**Encumbrances & Expenditure Statement**  
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**10 GENERAL FUND**

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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	0.00	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	0.00	9,302.97	0.00	19,197.03	32.64
TOTAL FUND: (10) GENERAL FUND		2,544,193.00	74,842.97	807,843.82	0.00	1,736,349.18	31.75

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**TOWN OF MONTREAT**  
**Revenue Statement**  
Period Ending: January 31, 2016  
**30 WATER FUND**

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(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	0.00	13,938.32	6,061.68	69.69
WATER SALES	30-91-3500-500	140,000.00	4,536.11	80,364.93	59,635.07	57.40
WATER ACCESS FEES	30-91-3500-600	160,000.00	13,746.00	95,919.89	64,080.11	59.95
BILLING FEE REVENUE	30-91-3500-800	1,000.00	91.00	633.15	366.85	63.31
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	25.00	525.00	475.00	52.50
SPECIAL ASSESSMENTS REVENUE	30-91-3610-600	0.00	0.00	70,298.71	-70,298.71	0.00
INTEREST ON INVESTMENTS	30-91-3805-800	500.00	12.57	53.06	446.94	10.61
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	500.43	1,987.73	12.27	99.38
CASH OVER/ CASH SHORT	30-91-3825-800	0.00	0.00	189.13	-189.13	0.00
TOTAL FUND REVENUE:		327,000.00	18,911.11	267,834.92	59,165.08	81.90
TOTAL REVENUE:		2,871,193.00	57,603.32	1,334,431.60	1,536,761.40	46.47%

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**TOWN OF MONTREAL**  
**Encumbrances & Expenditure Statement**  
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**30 WATER FUND**

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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	0.00	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	1,391.81	0.00	1,608.19	46.39
TELEPHONE	30-91-8100-110	2,500.00	43.77	1,043.27	0.00	1,456.73	41.73
UTILITIES	30-91-8100-130	30,000.00	5,026.56	18,589.87	0.00	11,410.13	61.96
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	545.34	7,127.19	0.00	20,872.81	25.45
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	233.85	1,244.64	0.00	4,255.36	22.63
DEPARTMENT SUPPLIES	30-91-8100-330	2,500.00	273.42	1,418.42	0.00	1,081.58	56.73
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	0.00	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	6,321.77	78,705.59	0.00	248,294.41	24.06
TOTAL FUND: (30) WATER FUND		327,000.00	6,321.77	78,705.59	0.00	248,294.41	24.06
TOTAL EXPENDITURES		2,871,193.00	81,164.74	886,549.41	0.00	1,984,643.59	30.87

**Town of Montreat**  
**February 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>
Rogers	Sally	129 Assembly Drive	2/1/2016	5145	2/1/2015	Residential-Retaining Wall
Ransford	Paul	305 North Carolina Terrace	N/A	5146	2/2/2016	Residential Repairs
Woodward Montreat Home LLC		435 Kentucky Road	N/A	5147	2/2/2016	Residential Bathroom Renovation
McCaskill	William	114 John Knox Road	N/A	5148	2/3/2016	Mechanical-Change Out
Scheau	William	146 Eastminster Terrace	2/5/2016	5149	2/5/2016	Residential-Basement Addition
MRA		318 Assembly Drive	N/A	5150	2/12/2016	Commercial Re-roof
Montreat College		405 Assembly Circle	N/A	5151	2/23/2016	Commercial Improvements-Replace Glazing
Brock	Douglas	102 Kanawha Drive	N/A	5061-G	2/25/2016	Add Gas Piping to Permit

**ZONING ACTIVITY**

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

**BUILDING INSPECTIONS**

**Building Permit Applications:** 9  
**Building Inspections Requested:** 48  
**Re-inspections Requested/Required:** 6  
**Fire Inspections Requested/Required:** None  
**Fire Permit Applications:** None

**Totals**

**Approved Zoning Permits:** 2  
**Denied Zoning Permits:** None  
**Pending Zoning Permits:** None  
**Variance/Interpretation Granted:** None  
**Conditional Use Permits Granted:** None  
**Permit Extensions Granted:** None  
**Sign Permits Issued:** 1  
**Notice of Violation (NOV):** None

**Totals**

**Building Permits Issued:** 8  
**Pending Building Permits:** 1  
**Building Inspections Performed:** 54  
**\*Stop Work Order Issued:** None  
**\*\*Defective Building Posted:** None  
**Denied Building Permits** None  
**Fire Inspections Performed:** None  
**Fire Re-Inspections Performed:** None  
**Fire Permits Issued:** None

# Zoning Permits Report

Permits for 02/01/2016 to 02/26/2016

Report Date 02/26/2016

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Permit: Z2008-0261	Issued: 02/01/2016	Expires: 07/30/2016	Property Owner: SALLY OTTS ROGERS
Applicant: FRANK GENTRY	Location: 129 ASSEMBLY DR		Inspector: DEC
Permit Type: ZONING COMPLIANCE	Details: RETAINING	Cost: 5995	ID: 100234-Z000275

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Permit: Z2008-0262	Issued: 02/05/2016	Expires: 08/03/2016	Property Owner: WILLIAM E SCHEU
Applicant: LIVING STONE CONSTRUCTION, INC	Location: 146 EASTMINSTER TERRACE		Inspector: DEC
Permit Type: ZONING COMPLIANCE	Details: BASEMENT ADDITION	Cost: 100000	ID: 100905-Z000276

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Permit: Z2008-0263	Issued: 02/11/2016	Expires: / /	Property Owner: MOUNTAIN RETREAT
Applicant: MOUNTAIN RETREAT ASSOCIATION	Location: ASSEMBLY DRIVE CORRIDOR		Inspector:
Permit Type: SIGN PERMIT- EDUCATIONAL	Details: WOOLY ADELGID SIGN	Cost: 0	ID: 200102-Z000277

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# Combo Basic Report

Permits for 02/01/2016 to 02/26/2016

Report Date 02/26/2016

Source: Mechanical	Permit: U2012-5061-	Date Issued: 02/25/2016	Permit Expires: 08/25/2016	ID: 100036-M000239
Applicant: WEAVERVILLE PLUMBING CO. INC.: Location: 102 KANAWHA DR				
Permit Type: GAS	Structure: SINGLE FAMILY RES.		Cost Est:	0
Property Owner: DOUGLAS M. & MARCIA C. BROCK			PIN:	071054043600000
Source: Building	Permit: U2012-5145	Date Issued: 02/01/2016	Permit Expires: 01/31/2017	ID: 100234-B000609
Applicant: FRANK GENTRY Location: 129 ASSEMBLY DR				
Permit Type: RETAINING WALL	Structure: EXISTING HOME		Cost Est:	5995
Property Owner: SALLY OTTS ROGERS			PIN:	071064877900000
Source: Building	Permit: U2012-5146	Date Issued: 02/02/2016	Permit Expires: 02/01/2017	ID: 100408-B000610
Applicant: EWING & MCCONNAUGHY, INC.: Location: 305 NORTH CAROLINA TER				
Permit Type: RES. REPAIRS	Structure: EXISTING HOME/RENTAL		Cost Est:	5000
Property Owner: PAUL RANSFORD JR			PIN:	071086974900000
Source: Building	Permit: U2012-5147	Date Issued: 02/02/2016	Permit Expires: 08/02/2016	ID: 100501-B000611
Applicant: EWING & MCCONNAUGHY, INC.: Location: 435 KENTUCKY RD				
Permit Type: RES. IMPROVEMENTS	Structure: EXISTING HOME		Cost Est:	8000
Property Owner: WOODWARD MONTREAT HOME LLC			PIN:	072007793600000
Source: Mechanical	Permit: U2012-5148	Date Issued: 02/03/2016	Permit Expires: 02/02/2017	ID: 100413-M000238
Applicant: BULLMAN HEATING & AIR, INC.: B Location: 114 JOHN KNOX RD				
Permit Type: CHANGE OUT	Structure: EXISTING SFR/RENTAL		Cost Est:	0
Property Owner: WM C MCCASKILL			PIN:	071055816400000
Source: Building	Permit: U2012-5149	Date Issued: 02/05/2016	Permit Expires: 08/05/2016	ID: 100905-B000612
Applicant: LIVING STONE CONSTRUCTION, INC Location: 146 EASTMINSTER TERRACE				
Permit Type: RES. IMPROVEMENTS	Structure: EXISTING HOME		Cost Est:	100000
Property Owner: WILLIAM E SCHEU			PIN:	071074810100000
Source: Building	Permit: U2012-5150	Date Issued: 02/12/2016	Permit Expires: 08/12/2016	ID: 200015-B000615
Applicant: BONITZ CO. OF CAROLINA-TENN.: Location: 318 ASSEMBLY DRIVE				
Permit Type: COMMERCIAL REROOF	Structure: FREELAND HALL		Cost Est:	42100
Property Owner: MOUNTAIN RETREAT ASSOCIATION			PIN:	071096657800000
Source: Building	Permit: U2012-5151	Date Issued: 02/23/2016	Permit Expires: 08/17/2016	ID: 200066-B000616
Applicant: WHOLESALE GLASS & MIRROR CO. Location: 405 ASSEMBLY CIRCLE				
Permit Type: COMM. IMPROVEMENTS	Structure: MCALLISTER GYMNASIUM		Cost Est:	8670
Property Owner: MONTREAT COLLEGE			PIN:	072006490700000

# Fee Detail Subsort Report

Report for 01/01/2016 to 02/26/2016

Sorted by Permit Number

Report Date 02/26/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Mechanical	U2012-5061-G	02/25/2016	GAS	GAS		\$75.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$75.00</b>	
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.	ELECTRICAL		\$200.00	
Building	U2012-5138	01/06/2016	RES.	PLUMBING		\$200.00	
Building	U2012-5138	01/06/2016	RES.	CERT OF OCC		\$60.00	
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.	MECHANICAL		\$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.	ELECTRICAL		\$100.00	
Building	U2012-5140	01/12/2016	RES.	MECHANICAL		\$100.00	
Building	U2012-5140	01/12/2016	RES.	HR FUND		\$10.00	
Building	U2012-5140	01/12/2016	RES.	PLUMBING		\$100.00	
Building	U2012-5140	01/12/2016	RES.	PERMIT		\$750.00	
<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.	ELECTRICAL		\$200.00	
Building	U2012-5143	01/21/2016	RES.	HR FUND		\$10.00	
Building	U2012-5143	01/21/2016	RES.	MECHANICAL		\$200.00	
Building	U2012-5143	01/21/2016	RES.	CERT OF OCC		\$60.00	
Building	U2012-5143	01/21/2016	RES.	PLUMBING		\$200.00	
Building	U2012-5143	01/21/2016	RES.	PERMIT		\$990.00	
<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>	
Building	U2012-5145	02/01/2016	RETAINING	PERMIT	22359418	\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
Building	U2012-5146	02/02/2016	RES. REPAIRS	RES. REPAIRS		\$50.00	

# Fee Detail Subsort Report

Report for 01/01/2016 to 02/26/2016

Sorted by Permit Number

Report Date 02/26/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Building	U2012-5146	02/02/2016	RES. REPAIRS	ELECTRICAL		\$100.00	
Item Count	2				Fee Totals	\$150.00	
Building	U2012-5147	02/02/2016	RES.	ADJUSTMENT		\$2.00	
Building	U2012-5147	02/02/2016	RES.	PLUMBING		\$100.00	
Building	U2012-5147	02/02/2016	RES.	PERMIT		\$48.00	
Item Count	3				Fee Totals	\$150.00	
Mechanical	U2012-5148	02/03/2016	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5150	02/12/2016	COMMERCIAL	COMMERCIAL		\$421.00	
Item Count	1				Fee Totals	\$421.00	
Building	U2012-5151	02/23/2016	COMM.	COMM.		\$300.00	
Item Count	1				Fee Totals	\$300.00	
Item Count	32				Fee Totals	\$6,131.00	

# Fee Detail Subsort Report

Report for 01/01/2015 to 02/28/2015

Sorted by Permit Number

Report Date 02/26/2016

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.	PLUMBING		\$200.00	
Building	U2012-5034	01/16/2015	RES.	PERMIT		\$132.00	
Building	U2012-5034	01/16/2015	RES.	HR FUND		\$10.00	
Building	U2012-5034	01/16/2015	RES.	ELECTRICAL		\$100.00	
<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>	
Building	U2012-5038	02/03/2015	COMM. REPAIRS	COMM. REPAIRS		\$620.00	
Building	U2012-5038	02/03/2015	COMM. REPAIRS	ADJUSTMENT		\$-100.00	
<b>Item Count</b>	<b>2</b>				<b>Fee Totals</b>	<b>\$520.00</b>	
Building	U2012-5039	02/04/2015	RES.	MECHANICAL		\$200.00	
Building	U2012-5039	02/04/2015	RES.	ELECTRICAL		\$200.00	
Building	U2012-5039	02/04/2015	RES.	HR FUND		\$10.00	
Building	U2012-5039	02/04/2015	RES.	PLUMBING		\$200.00	
Building	U2012-5039	02/04/2015	RES.	CERT OF OCC		\$60.00	
Building	U2012-5039	02/04/2015	RES.	PERMIT		\$1,606.52	
<b>Item Count</b>	<b>6</b>				<b>Fee Totals</b>	<b>\$2,276.52</b>	
Mechanical	U2012-5040	02/10/2015	CHANGE OUT	MECHANICAL		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
Building	U2012-5042	02/19/2015	RES. REPAIRS	RES. REPAIRS		\$60.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$60.00</b>	
Project	U2012-5043	02/25/2015	DEMOLITION	DEMOLITION		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	

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**Item Count**    20

**Fee Totals**

**\$4,937.32**

# Fee Detail Subsort Report

Report for 01/01/2014 to 02/28/2014

Sorted by Permit Number

Report Date 02/26/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Building	U2012-4930	01/13/2014	RES.	ELECTRICAL		\$100.00	
Building	U2012-4930	01/13/2014	RES.	PERMIT		\$660.00	
Building	U2012-4930	01/13/2014	RES.	HR FUND		\$10.00	
<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.	MECHANICAL		\$100.00	
Building	U2012-4931	01/17/2014	RES.	ELECTRICAL		\$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.	HR FUND		\$10.00	
Building	U2012-4932	01/16/2014	RES.	PLUMBING		\$100.00	
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.	MECHANICAL		\$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	RES. REPAIRS		\$300.00	
Building	U2012-4934	01/30/2014	RES. REPAIRS	MECHANICAL		\$100.00	
<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	U2012-4936	02/04/2014	CHANGE OUT	MECHANICAL		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
Building	U2012-4937	02/10/2014	RES. REPAIRS	RES. REPAIRS		\$48.00	
Building	U2012-4937	02/10/2014	RES. REPAIRS	ADJUSTMENT		\$2.00	
Building	U2012-4937	02/10/2014	RES. REPAIRS	ELECTRICAL		\$100.00	
<b>Item Count</b>	<b>3</b>				<b>Fee Totals</b>	<b>\$150.00</b>	
Electrical	U2012-4938	02/14/2014	SERVICE	ELECTRICAL		\$100.00	
<b>Item Count</b>	<b>1</b>				<b>Fee Totals</b>	<b>\$100.00</b>	
Building	U2012-4940	02/21/2014	RES.	PERMIT		\$36.00	
Building	U2012-4940	02/21/2014	RES.	ADJUSTMENT		\$64.00	

# Fee Detail Subsort Report

Report for 01/01/2014 to 02/28/2014

Sorted by Permit Number

Report Date 02/26/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
<b>Item Count</b> 2						<b>Fee Totals</b>	\$100.00
Building	U2012-4941	02/21/2014	RES.	PERMIT		\$234.00	
Building	U2012-4941	02/21/2014	RES.	MECHANICAL		\$200.00	
Building	U2012-4941	02/21/2014	RES.	ELECTRICAL		\$100.00	
<b>Item Count</b> 3						<b>Fee Totals</b>	\$534.00
Mechanical	U2012-4942	02/24/2014	NEW	INSPECTION FEE		\$200.00	
<b>Item Count</b> 1						<b>Fee Totals</b>	\$200.00
Mechanical	U2012-4943	02/25/2014	NEW	HEAT RECOVERY		\$737.50	
<b>Item Count</b> 1						<b>Fee Totals</b>	\$737.50
Mechanical	U2012-5001	01/16/2014	ADD HEAT PUMP	ELECTRICAL		\$100.00	
Mechanical	U2012-5001	01/16/2014	ADD HEAT PUMP	MECHANICAL		\$100.00	
<b>Item Count</b> 2						<b>Fee Totals</b>	\$200.00
<b>Item Count</b> 32						<b>Fee Totals</b>	\$4,964.52

# Last Inspect Records

Report for 02/01/2016 to 02/26/2016

Report Date 02/26/2016

Permit	Location	Applicant	Permit Type	Insp Detail	Source	Last Insp	Time	Result	Next Insp	Who
J2012-5144	310 TEXAS RD	DSH	RES.	PLUMBING FINAL	Building	02/02/2016	_3:00 PM	APPROVED	//	DEC
J2012-5144	310 TEXAS RD	DSH	RES.	TILE SURROUND	Building	02/02/2016	_3:15 PM	APPROVED	//	DEC
J2012-5132	161 VIRGINIA RD	EWING &	RES	ELECTRICAL R.I.	Building	02/03/2016	09:30 AM	FAILED	//	DEC
J2012-5132	161 VIRGINIA RD	EWING &	RES	FRAMING	Building	02/03/2016	10:00 AM	FAILED	//	DEC
J2012-5132	161 VIRGINIA RD	EWING &	RES	PLUMBING R.I.	Building	02/03/2016	10:45 AM	APPROVED	//	DEC
J2012-5070	401 ASSEMBLY DR	DSH	COMM. REPAIRS	FINAL	Building	02/03/2016	_4:30 PM	APPROVED	//	DEC
J2012-5132	161 VIRGINIA RD	EWING &	RES	ELEC. RE-INSPECT	Building	02/04/2016	11:00 AM	APPROVED	//	DEC
J2012-5132	161 VIRGINIA RD	EWING &	RES	FRMNG.	Building	02/04/2016	11:30 AM	APPROVED	//	DEC
J2012-5112	406 APPALACHIAN WAY	MOUNTAIN	SINGLE FAMILY	GLAZING-NCEEC	Building	02/04/2016	_4:30 PM	APPROVED	//	DEC
J2012-5139	176 MISSISSIPPI RD	STAFFORD	RES.	SLAB PLUMBING	Building	02/05/2016	09:30 AM	APPROVED	//	DEC
J2012-5142	510 SOUTH CAROLINA	APPALACHIAN	CHANGE OUT	MECH.	Mechanical	02/05/2016	_4:30 PM	FAILED	//	DEC
J2012-5132	161 VIRGINIA RD	EWING &	RES	INSULATION	Building	02/09/2016	09:30 AM	APPROVED	//	DEC
J2012-5142	510 SOUTH CAROLINA	APPALACHIAN	CHANGE OUT	MECH.	Mechanical	02/09/2016	_3:30 PM	APPROVED	//	DEC
J2012-5143	129 VIRGINIA RD	SINEATH	RES.	FOOTING	Building	02/10/2016	10:00 AM	APPROVED	//	DEC
J2012-5141	554 COVENANT LANE	EWING &	SINGLE FAMILY	SUPERIOR WALLS	Building	02/10/2016	11:00 AM	APPROVED	//	DEC
J2012-5131	310 GAITHER CIRCLE	NORTHSTAR	COMM.	PARTIAL FRAMING	Building	02/10/2016	11:30 AM	APPROVED	//	DEC
J2012-5131	310 GAITHER CIRCLE	NORTHSTAR	COMM.	PLUMBING R.I.	Building	02/10/2016	11:45 AM	FAILED	//	DEC
J2012-5139	176 MISSISSIPPI RD	STAFFORD	RES.	SLAB PREP. INSP.	Building	02/10/2016	_3:00 PM	INCOMPLET	//	DEC
J2012-5131	310 GAITHER CIRCLE	NORTHSTAR	COMM.	PLUMBING	Building	02/11/2016	12:00 PM	APPROVED	//	DEC
J2012-5139	176 MISSISSIPPI RD	STAFFORD	RES.	SLAB PREP.	Building	02/11/2016	_1:00 PM	APPROVED	//	DEC
J2012-5144	310 TEXAS RD	DSH	RES.	FINAL	Building	02/11/2016	_3:30 PM	APPROVED	//	DEC
J2012-5110	533 MAGILL DR	DSH	RES.	ELECTRICAL	Building	02/11/2016	_3:45 PM	FAILED	//	DEC
J2012-5110	533 MAGILL DR	DSH	RES.	BUILDING FINAL	Building	02/11/2016	_3:50 PM	APPROVED	//	DEC
J2012-5110	533 MAGILL DR	DSH	RES.	PLUMBING FINAL	Building	02/11/2016	_4:00 PM		//	DEC
J2012-5135	177 MISSISSIPPI RD	EWING &	RES.	FRAMING	Building	02/12/2016	08:30 AM	FAILED	//	DEC
J2012-5135	177 MISSISSIPPI RD	EWING &	RES.	ELECTRICAL R.I.	Building	02/12/2016	08:45 AM	FAILED	//	DEC
J2012-5135	177 MISSISSIPPI RD	EWING &	RES.	PLUMBING R.I.	Building	02/12/2016	09:00 AM	FAILED	//	DEC
J2012-5061	102 KANAWHA DR	AARON VOIGT:	SINGLE FAMILY	ELECTRICAL R.I.	Building	02/12/2016	_2:00 PM	FAILED	//	DEC
J2012-5061	102 KANAWHA DR	AARON VOIGT:	SINGLE FAMILY	FRAMING	Building	02/12/2016	_2:30 PM	FAILED	//	DEC
J2012-5061	102 KANAWHA DR	AARON VOIGT:	SINGLE FAMILY	MECHANICAL R.I.	Building	02/12/2016	_3:00 PM	INCOMPLET	//	DEC
J2012-5061	102 KANAWHA DR	AARON VOIGT:	SINGLE FAMILY	PLUMBING R.I.	Building	02/12/2016	_3:30 PM	FAILED	//	DEC
J2012-5135	177 MISSISSIPPI RD	EWING &	RES.	FRMNG.	Building	02/16/2016	11:30 AM	APPROVED	//	DEC
J2012-5135	177 MISSISSIPPI RD	EWING &	RES.	ELEC. RE-INSPECT	Building	02/16/2016	11:40 AM	APPROVED	//	DEC
J2012-5135	177 MISSISSIPPI RD	EWING &	RES.	PLUMBING	Building	02/16/2016	11:50 AM	APPROVED	//	DEC
J2012-5140	523 BIG PINEY RD	ROB ROBINSON	RES.	FOOTING	Building	02/17/2016	10:30 AM	FAILED	//	DEC

# Last Inspect Records

Report Date 02/26/2016

Report for 02/01/2016 to 02/26/2016

Permit	Location	Applicant	Permit Type	Insp Detail	Source	Last Insp	Time	Result	Next Insp	Who
J2012-5140	523 BIG PINEY RD	ROB ROBINSON	RES.	SLAB PREP. INSP.	Building	02/17/2016	10:45 AM	FAILED	//	DEC
J2012-5061	102 KANAWHA DR	AARON VOIGT:	SINGLE FAMILY	ELEC. RE-INSPECT	Building	02/17/2016	1:30 PM	APPROVED	//	DEC
J2012-5140	523 BIG PINEY RD	ROB ROBINSON	RES.	FOOTING RE-INSPE.	Building	02/17/2016	1:30 PM	APPROVED	//	DEC
J2012-5061	102 KANAWHA DR	AARON VOIGT:	SINGLE FAMILY	MECH.	Building	02/17/2016	2:00 PM	APPROVED	//	DEC
J2012-5061	102 KANAWHA DR	AARON VOIGT:	SINGLE FAMILY	PLUMBING	Building	02/17/2016	2:15 PM	APPROVED	//	DEC
J2012-5061	102 KANAWHA DR	AARON VOIGT:	SINGLE FAMILY	FRMNG.	Building	02/17/2016	3:00 PM	APPROVED	//	DEC
J2012-5108	145 WOODLAND RD	HOMES	RES. REPAIRS	FINAL RE-INSPE.	Building	02/18/2016	4:30 PM	APPROVED	//	DEC
J2012-5061	102 KANAWHA DR	AARON VOIGT:	SINGLE FAMILY	PARTIAL	Building	02/22/2016	10:00 AM	APPROVED	//	DA
J2012-5138	218 TENNESSEE ROAD	SINEATH	RES.	FOOTING	Building	02/24/2016	10:30 AM	FAILED	//	DEC
J2012-5138	218 TENNESSEE ROAD	SINEATH	RES.	FOOTING RE-INSPE.	Building	02/24/2016	2:30 PM	APPROVED	//	DEC
J2012-5148	114 JOHN KNOX RD	BULLMAN	CHANGE OUT	MECHANICAL	Mechanical	02/24/2016	3:00 PM	APPROVED	//	DEC
J2012-5147	435 KENTUCKY RD	EWING &	RES.	PLUMBING R.I.	Building	02/25/2016	2:00 PM	APPROVED	//	DEC
J2012-5147	435 KENTUCKY RD	EWING &	RES.	FRAMING	Building	02/25/2016	2:15 PM	FAILED	//	DEC
J2012-5146	305 NORTH CAROLINA	EWING &	RES. REPAIRS	FRAMING	Building	02/25/2016	2:30 PM	APPROVED	//	DEC
J2012-5112	406 APPALACHIAN WAY	MOUNTAIN	SINGLE FAMILY	PLUMBING R.I.	Building	02/25/2016	4:00 PM	APPROVED	//	DEC
J2012-5146	305 NORTH CAROLINA	EWING &	RES. REPAIRS	ELECTRICAL R.I.	Building	02/26/2016	09:00 AM	*APPROVED	//	DEC
J2012-5061	102 KANAWHA DR	AARON VOIGT:	SINGLE FAMILY	GAS PIPING	Building	02/26/2016	11:30 AM	APPROVED	//	DEC
J2012-5112	406 APPALACHIAN WAY	MOUNTAIN	SINGLE FAMILY	FRAMING	Building	02/26/2016	3:00 PM	FAILED	//	DEC
J2012-5112	406 APPALACHIAN WAY	MOUNTAIN	SINGLE FAMILY	MECHANICAL R.I.	Building	02/26/2016	3:30 PM	APPROVED	//	DEC

Inspection Count 54

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

**Meeting Date:** March 10, 2016

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

**AGENDA INFORMATION:**

**Agenda Location:** Old 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. At their February meeting, the Board of Commissioners requested additional time to review the proposal and to receive any additional public input on the project.

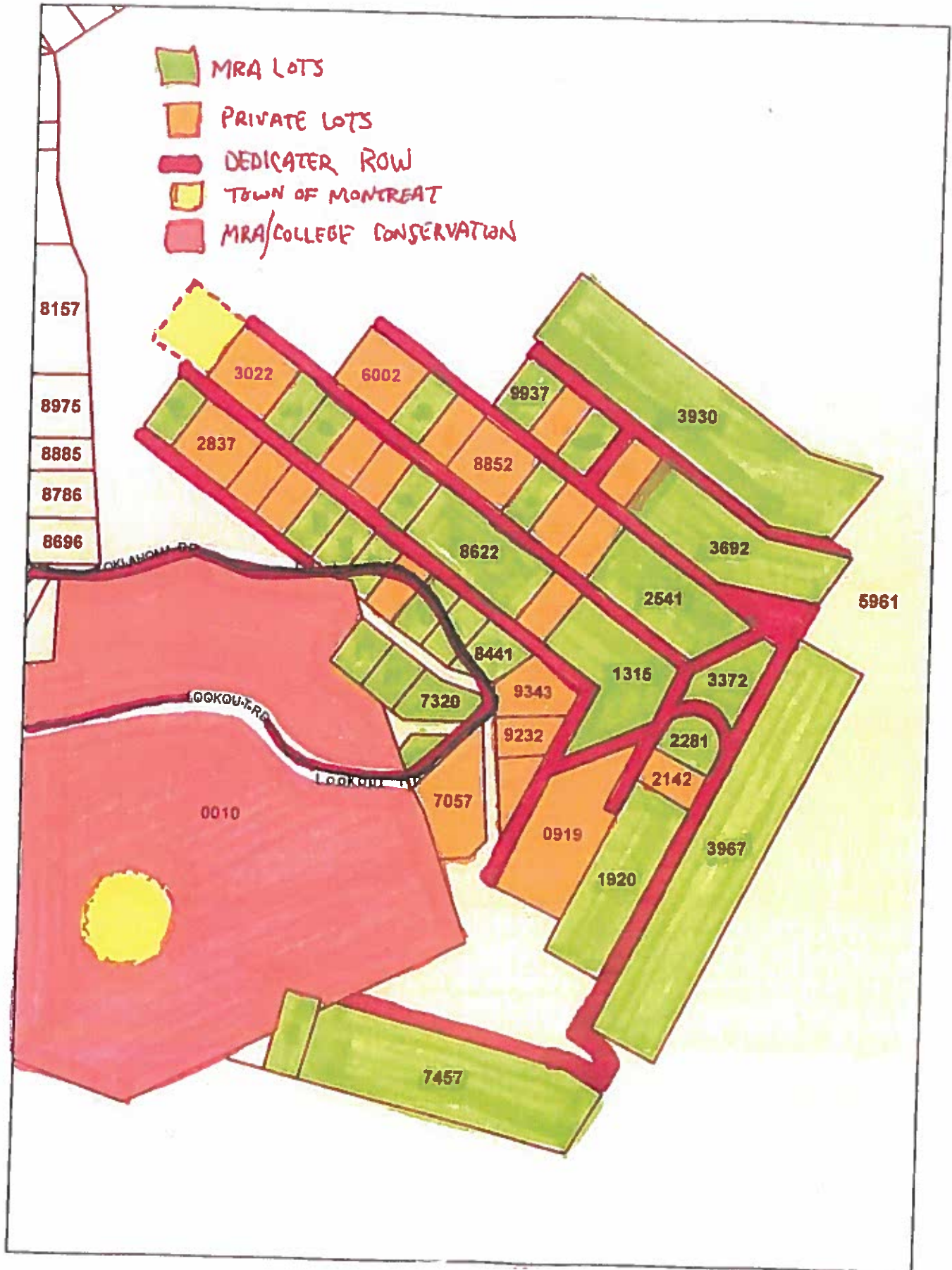
**RECOMMENDED MOTION AND REQUESTED ACTIONS:** To approve a contract for preliminary utility service and engineering planning with McGill Associates in the amount of \$8,500 and to authorize the Mayor and Town Administrator to execute the necessary contract documents.

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

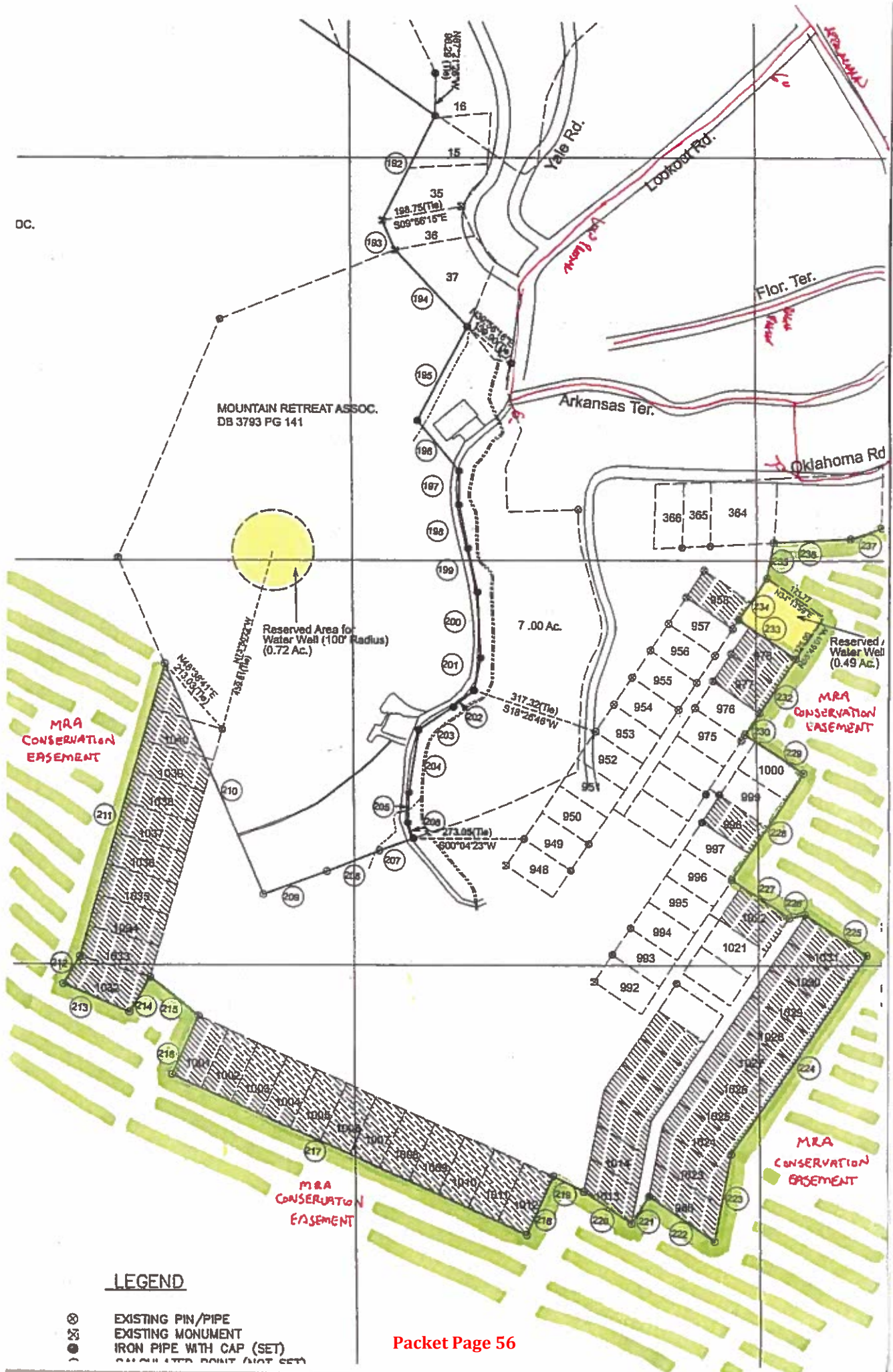
**ATTACHMENTS:** McGill Associates Contract Proposal, Area Map, and Lot Ownership Map

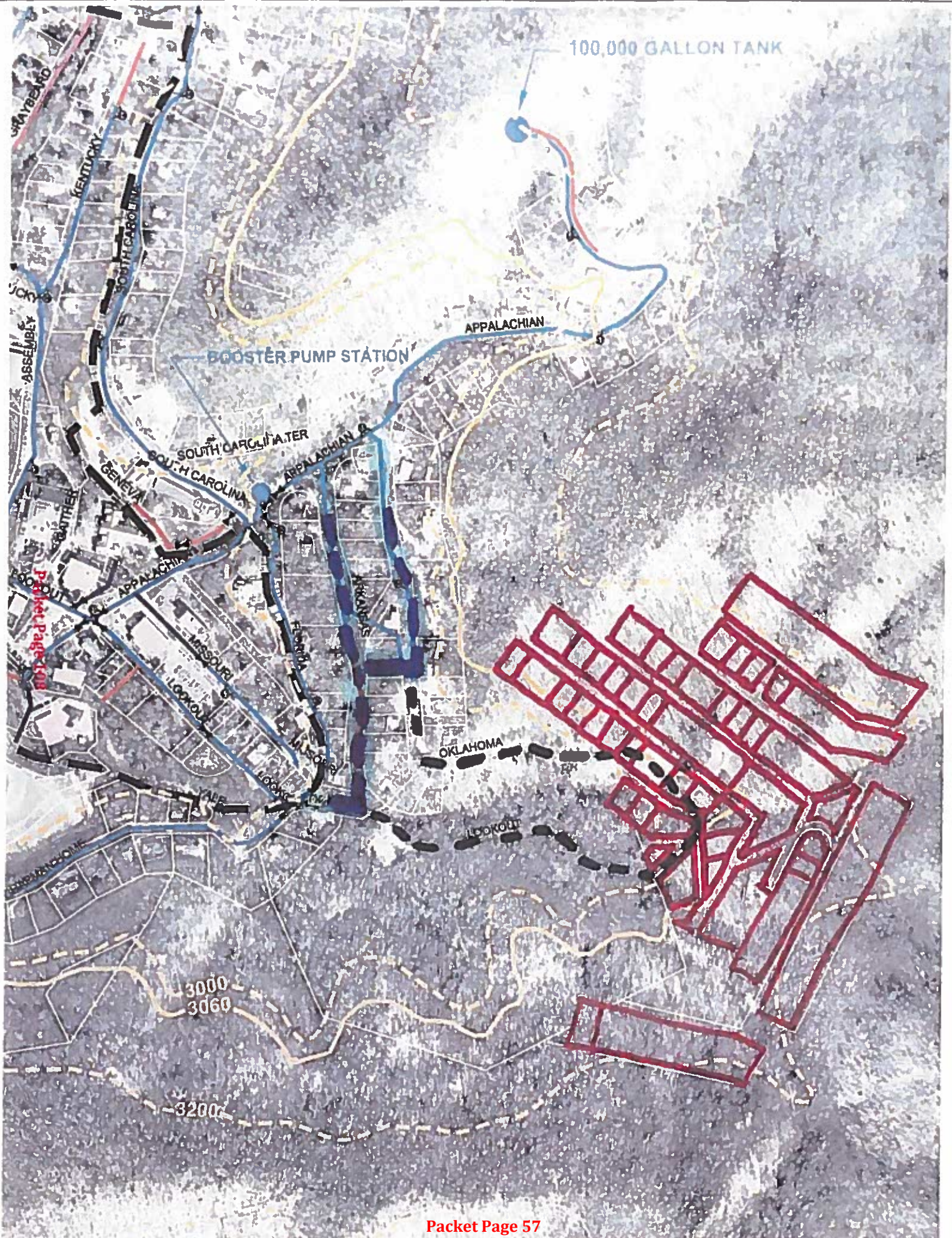
**ADMINISTRATOR'S COMMENTS AND RECOMMENDATIONS:** Although the Town has not yet received a petition or written request for public utility or street improvements to this area, Town staff feels that such a request is very likely in the near future. The cost of the extensions would initially be financed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

# Buncombe County



DC.







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

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

**Meeting Date:** March 10, 2016

**SUBJECT:** Texas Road Bridge Project

**AGENDA INFORMATION:**

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

**BRIEF SUMMARY:** At the formal request of a Commissioner, this item has been added to the agenda for consideration and possible action. In a letter dated February 4, 2016, Dewayne Sykes with KCI Associates, discussed four options for proceeding with the construction of Texas Road Bridge. The Texas Road Bridge is currently closed to vehicular traffic due to safety concerns related to its state of deterioration.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** To move forward with the Texas Road Bridge project by choosing Option \_\_\_\_ from the options listed in KCI Associates letter dated February 4, 2016 and to authorize the Mayor and Town Administrator to execute the necessary contract documents.

**FUNDING SOURCE:** Capital Outlay – Bridge Construction

**ATTACHMENTS:** KCI Associates letter dated February 4, 2016; Project Background; and the final Categorical Exclusion Document

**STAFF COMMENTS AND RECOMMENDATIONS:** In the letter from KCI Associates, Dewayne Sykes offers four options for proceeding with the construction of the Texas Road Bridge project. Option A, leaves the design and location of the bridge as is and the Town proceeds with the plans as currently designed. Option B, leaves the horizontal location of the bridge, but lowers the bridge elevation significantly requiring the Town to accept up to a one foot rise in flood elevation. Option C, selects one of the previously studied alternates and reopens design and right-of-way acquisition. Option D, creates and selects a new alternate/project, which creates a new planning document, design and need for right-of-way acquisition. The letter goes on to discuss the planning and design cost and additional time associated with each option.



## **Town of Montreat**

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

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

### **Texas Road Bridge Replacement Project**

#### **Project Background:**

The Town closed the Texas Road bridge to vehicular traffic in 2008, when an engineering inspection report revealed widespread timber decay. Texas Road was opened to two-way traffic from Lookout Road to Community Center Circle to improve safety near the child care center.

The Board added replacement of the bridge to the Town's five-year Capital Improvements Plan in 2009, and staff began seeking funding opportunities through the American Recovery and Reinvestment Act (ARRA) and the North Carolina Transportation Plan Distribution Fund. Neither funding option proves viable. Also in 2009, the Town's engineering firm discovered that replacing the bridge in the same location would require raising the new structure between five to seven feet in order to avoid construction within the floodway and surrounding non-encroachment areas. The Board at that time agrees by consensus to construct a replacement bridge farther upstream near Well B, and maintain the existing structure for pedestrian use.

In 2010, the Town then applied for and was accepted into the Municipal Bridge Program, a joint venture between the North Carolina Department of Transportation (NCDOT) and Federal Highway Administration to provide 80% of the bridge's replacement costs through a reimbursement grant. A Request for Letters of Interest for an approved engineering firm was published in April 2011, followed by several months of contract price negotiations with the selected firm. Town staff attended a scoping meeting in September 2011 with NCDOT staff and KCI Associates representatives, and KCI began work on an initial project cost estimate for NCDOT approval. The Board formally approved an engineering contract with KCI Associates in August 2012.

The Board held a citizen's informational workshop in late November 2012 and mailed out comment forms to receive input from community members who were unable to attend. The presentation summarized the project's history, purpose, study area, replacement options, state and federal agency coordination efforts, resource considerations, and completion schedule. NCDOT officials and KCI Associates representatives began preparing a Categorical Exclusion (CE) document, which is used in accordance with state and federal laws to analyze the potential community and environmental effects of the project and help the Board select from one of five potential replacement options:

**Option A (No-Build):** Allowing the bridge to remain in its current state. The bridge would be closed to vehicular traffic indefinitely.

- Option B (Replace in Place): Replacement of the bridge with a new structure in the same location as the existing bridge. Both the roadway and new bridge structure would be elevated slightly to improve the existing roadway grade.
- Option C (Welch Field): Creation of a new crossing of Flat Creek approximately 60 feet northeast of the existing structure along a realigned Texas Road. This option would require either an easement or the use of a portion of Welch Field.
- Option D (Tennessee Road Alignment): Replacement of the bridge at a new location approximately 185 feet northeast. The roadway would be realigned to create a four-way intersection at Tennessee Road.
- Option E (Montreat Playing Field): Construction of a new bridge approximately 310 feet northeast of the current structure. This option would require either an easement or the use of a portion of the Town's playing field area between Welch Field and the Patricia Cornwall Tennis Courts.

The Board agreed by consensus in November 2012 to eliminate Options A and C from consideration. Town staff learned in March 2013 that historical and archeological studies would be required for replacement Options B, D and E. A change order to the engineering contract with KCI Associates to include these additional studies was approved in May 2013. In June 2013, the North Carolina State Historic Preservation Office (NC SHPO) determined that the bridge was located within an eligible National Historic District, and that replacement Options B, D and E would be considered to have an adverse effect on the area. As a result, NC SHPO required a more detailed historical study and an archeological dig. The Town approved a second Supplemental Agreement for these studies in September 2013, and the studies were completed in October 2013.

The Board received an initial draft CE document for review in February 2014. At their February 26, 2014 Annual Retreat, the Board agreed by consensus to select Option B as the preferred bridge replacement location. This decision was formalized by an official vote during the March 13, 2014 Town Council Meeting. The archeological and historic structure reports were then sent to NC SHPO for review and approval in April and May 2014, and the CE document was sent to the Federal Highway Administration for review in early June 2014. KCI Associates gave an initial project design presentation during the Board's August 14, 2014 Town Council Meeting, and the final Categorical Exclusion (CE) document was prepared and submitted in January 2015.

**Current Status:**

Design plans are at 100% completion.

**Next Steps:**

Right-of-way agreements are currently being developed between the utility companies and the Montreat Conference Center.

**Buncombe County  
Bridge No. 528 on Texas Road  
over Flat Creek  
Federal Aid Project No. BRZ-1329(6)  
W.B.S. No. 45252.1.1  
T.I.P. No. B-5196**

**CATEGORICAL EXCLUSION**

**UNITED STATES DEPARTMENT OF TRANSPORTATION**

**FEDERAL HIGHWAY ADMINISTRATION**

**AND**

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION**

**DIVISION OF HIGHWAYS**

**Prepared By:**

12/29/14  
**DATE**

*Dewayne Sykes*  
Dewayne Sykes, PE, Project Manager  
KCI Associates of North Carolina, P.A./919-783-9214

**Prepared for:**

1/7/2015  
**DATE**

*Letta Oax Saylor*  
Town of Montreat, North Carolina

**Reviewed:**

1/09/15  
**DATE**

*John L. Williams*  
Unit Head, NCDOT - Project Development &  
Environmental Analysis

**Approved:**

1-12-15  
**DATE**

*Michael J. Estep*  
for Division Administrator, Federal Highway Administration

## **PROJECT COMMITMENTS**

**Buncombe County  
Bridge No. 528 on Texas Road  
Over Flat Creek  
Federal Aid Project No. BRZ-1329(6)  
W.B.S. No. 45252.1.1  
T.I.P. No. B-5196**

### **Structure Design – HPO Coordination**

The proposed project is located in the National Register-eligible Montreat Historic District. The Preferred Alternative was determined to have no adverse effect on the Montreat Historic District with the following commitments:

- Exterior bridge rails, wing walls, and retaining wall (side facing recreational field) will be stamped and stained concrete to match the appearance of the Lookout Road bridge treatment as closely as possible.
- The side of the bridge with the pedestrian sidewalk will have a railing, and the design will be coordinated with NCDOT Structure Design and approved by HPO.
- All plant materials needed to restore the disturbed areas will be native plants.
- Standard metal guardrail will be used.
- The final design will be provided to the HPO for review and comment.

### **Hydraulic Unit – FEMA Coordination**

The Hydraulics Unit will coordinate with the NC Floodplain Mapping Program (FMP), to determine status of project with regard to applicability of NCDOT'S Memorandum of Agreement, or approval of a Conditional Letter of Map Revision (CLOMR) and subsequent final Letter of Map Revision (LOMR).

### **Division Construction-FEMA**

This project involves construction activities on or adjacent to FEMA-regulated stream(s). Therefore, the Division shall submit sealed as-built construction plans to the Hydraulics Unit upon completion of project construction, certifying that the drainage structure(s) and roadway embankment that are located within the 100-year floodplain were built as shown in the construction plans, both horizontally and vertically.

### **Structure Design – TVA Permit**

The proposed project is located in the Tennessee Valley Authority's (TVA) Land Management District. The project will require approval under Section 26a of the TVA Act.

Buncombe County  
Bridge No. 528 on Texas Road  
over Flat Creek  
Federal Aid Project No. BRZ-1329(6)  
W.B.S. No. 45252.1.1  
S.T.I.P. No. B-5196

**INTRODUCTION:** Improvements to Bridge No. 528 are included in the latest approved North Carolina Department of Transportation (NCDOT) State Transportation Improvement Program (STIP) as project B-5196 and is eligible for the Federal-Aid Highway Bridge Program. The location is shown in Figure 1. No substantial environmental impacts are anticipated; therefore, the project is classified as a Federal "Categorical Exclusion."

## **I. PURPOSE AND NEED STATEMENT**

NCDOT Bridge Management Unit records indicate Bridge No. 528 has a sufficiency rating of 21.9 out of a possible 100 for a new structure. It was constructed in 1960 and has reached the end of its useful life, exhibiting a degree of deterioration that can no longer be addressed by maintenance activities; therefore, the existing bridge is currently closed to vehicular traffic due to safety concerns related to its state of deterioration. Replacement of the bridge is needed to provide safer access and mobility in the study area as well as to improve community connections. The project is needed to support event circulation and ongoing access to Montreat College and the Montreat Conference Center, a retreat and conference center around which the Town of Montreat was founded and which remains a focus of activity for the community. Additionally, the replacement would maintain safe pedestrian access across Flat Creek and between several adjacent recreation areas, supporting an existing pedestrian path that crosses the bridge.

## **II. EXISTING CONDITIONS**

The project is located within the limits of the Town of Montreat in Buncombe County, near the intersections of Texas Road with Texas Spur Road and Assembly Drive (see Figure 1). An existing bridge (Bridge No. 528) crosses Flat Creek. Land use in the project study area consists primarily of a maintained park interspersed with forestland and streams, along with residential and institutional development along surrounding roadways. Montreat College is located 1,500 feet to the northeast of the existing bridge. The Montreat Conference Center, a large facility that hosts approximately 35,000 visitors per year, is located 1,450 feet northeast of the bridge and uses Texas Road to provide additional access during events.

The area immediately surrounding the bridge contains a number of park and recreational facilities that are integral to the community, including youth during summer programs hosted by the Montreat Conference Center. Welch Field, which includes a baseball field, is owned by the Montreat Conference Center and is located immediately to the west of the bridge. East of the bridge is Robert Lake Park, a recreational resource with a variety of facilities including the Patricia Cornwell Tennis Center, the Bill Wilde Youth Center, the Updike Child Care Center, a playing field, playground, and recreational trail. The majority of this property is owned by the Montreat Conference Center; however, the Town of Montreat has two small inholding parcels in this area (see Figure 1).

Bridge No. 528 is on Texas Road, which is not classified in the Statewide Functional Classification System as it is not a state road or a National Highway System Route. The 1981 traffic volume of 150 vehicles per day (VPD) is projected to increase to 300 VPD by the year 2025. As noted above, the bridge is currently closed to vehicular traffic, but the posted speed limit in the project area is 20 miles per hour.

Bridge No. 528 is a single-span structure that consists of a timber deck on steel beams supported by timber abutments. The overall length of the structure is 27.5 feet. The clear roadway width is 19.5 feet. The bridge is currently closed to vehicular traffic due to its deteriorated condition. There are no utilities attached to the existing structure, but an existing sewer crosses Flat Creek in an aerial crossing just south of the existing bridge. Overhead power and communication lines also cross directly above the bridge.

In the vicinity of the bridge, Texas Road has a 16-foot pavement width with 2-foot unpaved shoulders (see Figures 2 and 3). The existing roadway alignment includes a poorly aligned intersection with steep gradients (Texas Road Spur) just east of the bridge, and severe curvature just west of the bridge. Texas Road intersects with Assembly Drive approximately 185 feet north of Bridge No. 528.

Assembly Drive is the primary north-south roadway through the Town of Montreat. In the vicinity of the project, it is a two-lane paved roadway with a 2-foot paved shoulder on the west side and a 4-foot paved shoulder on the east side. This wider shoulder is marked for use by bicycles. There are concrete sidewalks on the west side of Assembly Drive and a gravel pull off area on the east side of Assembly Drive immediately north of its intersection with Texas Road. Several intersections are located along Assembly Drive within a short distance. Approximately 100 feet north of the intersection of Texas Road and Assembly Drive, Tennessee Road intersects Assembly Drive. Georgia Terrace Drive intersects with Assembly Drive another 250 feet to the north.

This section of Texas Road, including Bridge No. 528, is not part of a designated bicycle route, nor is it listed in the STIP as needing incidental bicycle accommodations. Pedestrian activity in the vicinity of the bridge is heavy. Although sidewalks are not currently present on the existing bridge, a recreational trail parallels Flat Creek from Assembly Drive just north of its intersection with Texas Road Extension through Robert Lake Park and uses existing bridge #528 to cross Flat Creek. The trail is actively used by youth summer camps associated with the Montreat Conference Center, as well as by residents who access the park and its amenities year round.

### **III. ALTERNATIVES**

Multiple alternatives were considered for the project, including the no-build alternative, rehabilitation of the existing bridge, replacing the existing bridge in its current location, and constructing a new bridge on a new alignment. Options for pedestrian access across Flat Creek were also considered.

#### **A. Alternatives Eliminated From Further Consideration**

The **no-build alternative (Option A)** would include continued closure of the existing bridge. This would not be acceptable due to the traffic service provided by Texas Road, the surrounding road network, and pedestrian facilities in the project vicinity.

**Rehabilitation** of the existing bridge would not be practical due to its age and deteriorated condition. The bridge has a sufficiency rating of 21.9 out of a possible 100 for a new structure and is currently closed to vehicular traffic due to safety concerns related to its state of deterioration.

**Staged construction** is not feasible or applicable for this bridge, as the bridge is currently closed to traffic and traffic need not be maintained on the bridge during construction.

One preliminary alternative to **replace the bridge** was eliminated from further consideration.

**Option C** (New Location at Welch Field) would cross Flat Creek upstream of the existing bridge at Welch Field. This alternative was eliminated early in the planning process due to public comments regarding impacts to the Field.

## **B. Reasonable and Feasible Alternatives**

Three alternatives for replacing Bridge No. 528 were studied and are described below (see Figure 2).

**Option B** involves replacement of the existing structure along the current roadway alignment. Based on preliminary hydraulic modeling, the existing bridge would be replaced with a 1 @ 65-foot 24" cored slab bridge on a 90 degree skew. Since the proposed bridge is a tangent structure located along a curved alignment, the bridge would need to be significantly wider than the other alternate bridges. The minimum grade across the bridge would be 0.3% and vertical sags should not be located on the structure or approach slab. The minimum low chord would be set above elevation 2,594.6 feet based on preliminary hydraulic modeling. The size of the proposed bridge and the recommended roadway elevation may be adjusted (increased or decreased) to accommodate design floods as determined in the final hydraulic design. A retaining wall would be installed along the side of Texas Road to avoid impacts to the adjacent recreational field. A pedestrian sidewalk would be included on one side of the bridge.

**Option D** involves construction of a new bridge approximately 170 feet upstream of the existing bridge, intersecting Assembly Drive directly opposite Tennessee Road. The existing bridge would be retained for pedestrian use. Based on preliminary hydraulic modeling, the proposed bridge should be a 1 @ 100-foot 39" box beam bridge on a 70 degree skew. The minimum grade across the bridge should be 0.3% and vertical sags should not be located on the structure or either approach slab. The minimum grade should be set above elevation 2,600.0 feet based on preliminary hydraulic modeling. The length of the proposed bridge and the recommended roadway elevation may be adjusted (increased or decreased) to accommodate design floods as determined in the final hydraulic design.

**Option E** would be a new bridge located approximately 300 feet upstream of the existing bridge. Based on preliminary hydraulic modeling, the proposed bridge should be a 1 @ 80-foot 33" box beam bridge on a 90 degree skew. The minimum grade across the bridge should be 0.3% and vertical sags should not be located on the structure or approach slab. The minimum low chord should be set above elevation 2,605.8 feet based on preliminary hydraulic modeling. The length of the proposed bridge and the recommended roadway elevation may be adjusted (increased or decreased) to accommodate design floods as determined in the final hydraulic design.

This alignment would cross the Robert Lake Park adjacent to the Patricia Cornwell Tennis Center and in close proximity to other recreational resources at the park, including the Youth Center and playground areas. This alternative would also create a new intersection with Assembly Drive that is offset from the existing intersection of Assembly Drive and Tennessee Road.

### **C. Preferred Alternative**

Bridge No. 528 will be replaced in place as shown by Option B in Figure 2. No detour would be required during construction, as the bridge is currently closed to vehicular traffic, and travelers are using alternate routes. This alternative is preferred by the Town of Montreat and was selected because it would have the lowest environmental and community impacts and would not impact adjacent recreational areas. In addition, as described in Section VI below, the replacement bridge would better reflect the character of the National Register-eligible Montreat Historic District than the current bridge with some commitments, including use of stamped and stained concrete on some surfaces and use of native plant materials to revegetate disturbed areas.

## **IV. ESTIMATED COSTS**

The estimated construction cost of the project, based on 2013 prices, is as follows:

	<b>Option B</b>	<b>Option D</b>	<b>Option E</b>
Structure & Utilities	\$ 378,000	\$ 451,000	\$ 345,000
Roadway Approaches	\$ 165,000	\$ 133,000	\$ 102,000
Misc. & Mob.	\$ 135,000	\$ 128,000	\$ 97,000
<u>Eng. &amp; Contingencies</u>	<u>\$ 102,000</u>	<u>\$ 107,000</u>	<u>\$ 82,000</u>
<b>Total Construction Cost</b>	<b>\$ 780,000</b>	<b>\$ 819,000</b>	<b>\$ 626,000</b>

## V. NATURAL ENVIRONMENT

Natural resources in the project study area were reviewed in the field in October 2012 and documented in a Natural Resources Technical Report (NRTR) (KCI, January 2013), incorporated by reference. This section includes a summary of the existing conditions, as well as the potential environmental impacts of the alternatives.

### A. Physical Characteristics

#### Water Resources

Water resources in the study area are part of the French Broad Basin [U.S. Geological Survey (USGS) Hydrologic Unit 06010105]. Two streams were identified in the study area – Flat Creek [NCDWQ Index Number 6-78-6-(4)] and an unnamed tributary (UT) to Flat Creek.

Stream Name	Map ID	Bank Height (ft)	Bankful Width (ft)	Water Depth (in)	Channel Substrate	Velocity	Clarity
Flat Creek	Flat Creek	9	20	2	Gravel/Cobble	Fast	Clear
UT to Flat Creek	SA	3	4	1	Sand/Gravel	Moderate	Clear

Flat Creek has been designated as Class C from Big Piney Branch to its confluence with Swannanoa River (NCDENR, 2006). The North Carolina Wildlife Resources Commission (NCWRC) has not identified Flat Creek as a trout water, however Swannanoa River located approximately 2 miles downstream of the project site is classified as a hatchery supported trout water. There are no designated anadromous fish waters or Primary Nursery Areas (PNA) present in the study area and no designated High Quality Waters (HQW) or water supply watersheds (WS-I or WS-II) within 1.0 mile downstream of the study area. There are no benthic/or fish monitoring data available for any streams in the study area. Flat Creek is not listed on the North Carolina 2012 Draft 303(d) list of impaired waters. However, the list identifies the Swannanoa River downstream of the study area as an impaired water due to ecological/biological integrity benthos (NCDENR, 2012).

#### Floodplains/Floodways

The proposed bridge replacement would not adversely affect the floodplain and therefore, floodway modification is not required. Buncombe County is a participant in the National Flood Insurance Program. As shown in the Flood Insurance Rate Map (FIRM) for Buncombe County (panel 0710, dated January 6, 2010), the proposed project is located in an area within the 100-year flood (Zone AE), and where base flood elevations have been determined.

### B. Biotic Resources

Terrestrial communities in the study area can be classified as maintained/disturbed, mixed hardwood, or Acidic Cove Forest (typic subtype). Detailed descriptions of these community types and species observed in the study area can be found in the NRTR.

Community	Coverage (ac)
Maintained/Disturbed	1.7
Mixed Hardwood	0.2
Acidic Cove Forest (Typic Subtype)	0.9
Total	2.8

## C. Jurisdictional Topics

### Surface Waters and Wetlands

As noted above, two jurisdictional streams were identified in the study area (Flat Creek and Puncheon Branch). The location of these streams is shown on Figure 1. These streams are both perennial and have been designated as cold water streams for the purposes of stream mitigation.

Based on a review of waters of the US in the office and in the field, no jurisdictional wetlands were identified within the study area.

### Permits

The proposed project has been designated as a Categorical Exclusion (CE) for the purposes of National Environmental Policy Act (NEPA) documentation. As a result, a Nationwide Permit (NWP) 23 will likely be applicable. A NWP No. 33 may also apply for temporary construction activities such as stream dewatering, work bridges, or temporary causeways that are often used during bridge construction or rehabilitation.

### Federally Protected Species

As of January 14, 2014, the United States Fish and Wildlife (USFWS) lists thirteen federally-protected species for Buncombe County. However, there are no habitats for these protected species within the study area; therefore, the biological conclusion for each is No Effect.

Scientific Name	Common Name	Federal Status	Habitat Present	Biological Conclusion
<i>Glyptemys muhlenbergii</i>	Bog turtle	T(S/A)	No	Not Required
<i>Glaucomys sabrinus coloratus</i>	Carolina northern flying squirrel	E	No	No Effect
<i>Myotis grisescens</i>	Gray bat	E	No	No Effect
<i>Erimonax monachus</i>	Spotfin chub/turquoise shiner	T	No	No Effect
<i>Alasmidonta raveneliana</i>	Appalachian elktoe	E	No	No Effect
<i>Microhexura montivaga</i>	Spruce-fir moss spider	E	No	No Effect
<i>Epioblasma florentina walkeri</i>	Tan riffleshell	E	No	No Effect
<i>Solidago spithamea</i>	Blue Ridge goldenrod	T	No	No Effect
<i>Sagittaria fasciculata</i>	Bunched arrowhead	E	No	No Effect
<i>Sarracenia rubra ssp. jonesii</i>	Mountain sweet pitcherplant	E	No	No Effect
<i>Geum radiatum</i>	Spreading avens	E	No	No Effect
<i>Spiraea virginiana</i>	Virginia spiraea	T	No	No Effect
<i>Gymnoderma lineare</i>	Rock gnome lichen	E	No	No Effect

A USFWS proposal for listing the Northern Long-eared Bat (*Myotis septentrionalis*) as an endangered species was published in the Federal register in October 2013. The listing will become effective on or before April 2015. NCDOT is working closely with the USFWS to understand how this proposed listing may impact NCDOT projects. NCDOT will continue to coordinate appropriately with USFWS to determine if this project will incur effects to the Northern long-eared bat, and how to address these potential effects if necessary.

### Bald Eagle and Golden Eagle Protection Act

Habitat for the bald eagle primarily consists of mature forest in proximity to large bodies of open water for foraging. Large dominant trees are utilized for nesting sites, typically within one mile of

open water. There are no large bodies of open water within one mile of the project study area. Suitable habitat for bald eagle does not exist within the project study area.

## **VI. HUMAN ENVIRONMENT**

### **A. Section 106 Compliance Guidelines**

This project is subject to compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, and implemented by the Advisory Council on Historic Preservation's Regulations for Compliance with Section 106, codified at Title 36 CFR Part 800. Section 106 requires Federal agencies to take into account the effect of their undertakings (federally funded, licensed, or permitted) on properties included in or eligible for inclusion in the National Register of Historic Places and afford the Advisory Council a reasonable opportunity to comment on such undertakings.

#### **Historic Architecture**

A survey of historic resources was conducted within the preliminary viewshed of the proposed options in June 2013. Findings were presented to the HPO on June 25, 2013. At this meeting, the HPO recognized a potential Montreat National Register Historic District with as-yet undetermined boundaries, and stated that a reconnaissance-level architectural survey should seek to identify potential contributing resources to this district within the visual Area of Potential Effect (APE) of the bridge project, but without surveying the remainder of the Town of Montreat. The HPO defined the APE for this project and its three build alternatives (Options B, D, and E) as an area within Montreat comprising 32 tax parcels and their associated structures.

In September 2013, TRC conducted archival research and field survey of those 32 parcels. One previously surveyed architectural resource, the Community Building (BN 0340), and 29 newly surveyed resources (including the Texas Road Bridge) were recorded, mapped, and photographed during the survey. Two properties within the survey area, 310 Texas Road and 239 Assembly Drive, contained buildings constructed in 1988 and 2009, respectively, and were not surveyed due to age. Of the 30 surveyed properties, 23 are recommended as contributing to the potential Montreat Historic District. One property, the former Community Building, is recommended as individually eligible for listing in the National Register under Criteria A and C. The existing Texas Road Bridge is not eligible as an individual resources and is not a contributing resource to the historic district. The findings of this study are documented in a Historic Structures Report and National Register Evaluation (November 2013).

There would be no direct impacts to any of the properties that contribute to the potential Montreat Historic District. Based on coordination with the HPO, a replacement bridge would better reflect the character of the historic district than the current bridge with some commitments, including use of stamped and stained concrete on some surfaces and use of native plant materials to revegetate disturbed areas.

The Preferred Alternative was determined to have no adverse effect on the Montreat Historic District with the following commitments:

- Exterior bridge rails, wing walls, and retaining wall (side facing recreational field) will be stamped and stained concrete to match the appearance of the Lookout Road bridge treatment as closely as possible.

- The side of the bridge with the pedestrian sidewalk will have a one-bar metal rail set on the parapet, with a minimum height of 42 inches. The final design of the rail will be coordinated with NCDOT Structure Design and approved by HPO.
- All plant materials needed to restore the disturbed areas will be native plants.
- Standard metal guardrail will be used.
- The final design will be provided to the HPO for review and comment.

A copy of the HPO's determination of effects dated October 28, 2014, is included in the appendix.

### **Archaeology**

An archaeological survey of a 500 by 200 foot area encompassing the three build alternatives considered (Options B, D, and E) was conducted in September 2013 (*Archaeological Survey for the Proposed Replacement of Bridge No. 528 on Texas Road over Flat Creek*, November 2013). Some historic artifacts, likely related to the former Montreat post office, general store, and other commercial buildings that once stood in the area, were found on the north side of Flat Creek. However, the site (31BN989) is ineligible for the National Register. Additionally, much of the proposed project will be constructed on fill, and construction activities will not impact any intact soils that might exist along Flat Creek beneath existing fill. Therefore, no further archaeological investigations are required.

### **B. Community Impacts**

Potential community impacts are documented in a Community Impact Assessment (November 2013). No adverse impact on families or communities is anticipated. No adverse effect on public facilities or services is expected. The project is not expected to adversely affect social, economic, or religious opportunities in the area. Right-of-way acquisition will be limited, and no relocatees are expected with implementation of any alternative.

As the existing bridge is closed, there is no risk of direct impact on traffic flows and no transit, school, or -S concerns should arise from construction. Reopening of the bridge will improve access and traffic flows around the Updike Child Care Center and Robert Lake Park, as well as provide additional connection via Texas Road to Montreat College and the Montreat Conference Center.

The project is not in conflict with any plan, existing land use, or zoning regulation. No change in land use is expected to result from the construction of the project.

The project will not have a disproportionately high and adverse human health and environmental effect on any minority or low-income population.

### **C. Section 4(f) Resources**

The Preferred Alternative would not result in any use of Section 4(f) resources. As discussed above, the study area includes privately-owned lands that are used for recreational purposes; however, these resources are part of Robert Lake Park, which is privately-owned by the Montreat Conference Center. While the Town of Montreat owns property adjacent to this park, the town's property is not considered to be part of the park. Therefore, Section 4(f) does not apply to the park. Also, as discussed above, the Texas Road Bridge is not a contributing element to the potential Montreat Historic District, and because the town owns all property associated with the construction of the

replacement bridge, there is no direct, temporary, or constructive use, and therefore Section 4(f) does not apply.

#### **D. Noise & Air Quality**

The project is located in Buncombe County, which is in compliance with the National Ambient Air Quality Standards. The proposed project is located in an attainment area; therefore, 40 CFR Parts 51 and 93 are not applicable. This project is not anticipated to create any adverse effects on the air quality of this attainment area.

This project will not result in any meaningful changes in traffic volume, vehicle mix, location of the existing facility, or any other factor that would cause an increase in emissions impacts relative to the no-build alternative. As such FHWA has determined that this project will generate minimal air quality impacts for Clean Air Act criteria pollutants and has not been linked with any special mobile source air toxics (MSAT) concerns. Consequently this effort is exempt from analysis for MSATs.

Noise levels may increase during project construction; however, these impacts are not expected to be substantial considering the relatively short-term nature of construction noise and the limitation of construction to daytime hours. The transmission loss characteristics of nearby natural elements and man-made structures are believed to be sufficient to moderate the effects of intrusive construction noise.

### **VII. GENERAL ENVIRONMENTAL EFFECTS**

The project is expected to have an overall positive impact. Construction of a new bridge will result in safer traffic operations and improve circulation and access in Montreat and around the Montreat Conference Center.

The replacement of Bridge No. 528 will not have an adverse effect on the quality of the human or natural environment with the use of the current North Carolina Department of Transportation standards and specifications.

No sites presently or formerly containing petroleum underground storage tanks (UST's) have been identified within the project limits.

Buncombe County is a participant in the National Flood Insurance Program. There are no practical alternatives to crossing the floodplain area. Any shift in alignment will result in an impact area of about the same magnitude. The proposed project is not anticipated to increase the level or extent of upstream flood potential.

### **VIII. COORDINATION & AGENCY COMMENTS**

NCDOT has sought input from the following agencies as a part of the project development:

- Federal Highway Administration
- North Carolina Department of Cultural Resources State Historic Preservation Office
- U.S. Environmental Protection Agency
- North Carolina Department of Environment and Natural Resources Natural Heritage Program

- North Carolina Division of Environmental Assistance and Outreach
- U.S. Fish & Wildlife Service
- North Carolina Department of Public Safety Division of Emergency Management
- Buncombe County
- Town of Montreat

A Scoping Letter for this project was distributed to these agencies, as well as other state agencies through the State Environmental Clearinghouse, on October 26, 2012. Below is a summary of comments received in response to these letters and responses to comments, if appropriate (comments which were responded to are underlined). Responses of "No Comment" were received from NC Department of Agriculture and NCDOT-Statewide Planning. Copies of all letters are included in the appendix.

The North Carolina Department of Environment and Natural Resources (Natural Heritage Program) in a letter dated November 14, 2012, indicated that the State Special Concern Hellbender (*Cryptobranchus alleganiensis*) is present in Flat Creek approximately one-half mile southwest of the bridge site and could potentially be present closer to the bridge. Additionally, as drainage from the bridge site flows toward the identified Hellbender location, the Natural Heritage Program recommends that proper sedimentation controls be implemented during construction to avoid creek and species impacts. This response further noted that while much of the forested area near the bridge site is part of a large North Carolina Clean Water Management Trust Fund easement, no direct impacts are anticipated to these lands.

The North Carolina Department of Natural Resources (Division of Environmental Assistance and Outreach) also submitted a project review form with permit information. According to this form, the project will require a 401 Water Quality Certification and the regional office should be notified if "orphan" underground storage tanks are discovered during any excavation operation.

The North Carolina Department of Cultural Resources (State Historic Preservation Office (HPO)) in a letter dated November 20, 2012, indicated that no recorded archaeological sites are located within the project study area. If the replace-in-place alternative is selected, SHPO anticipates that no significant archaeological resources will be impacted and that no investigations will be needed. However, if a new location is selected, HPO would like to receive a map of the new alignment in order to evaluate potential effects on archaeological resources.<sup>1</sup>

This response also indicated that the Community Building (BN 0340), a structure of historical or architectural importance, is located in the general project area. This building was placed on the State Study List in 1980. HPO recommends that any structures over fifty (50) years of age within the area of potential effect be evaluated by a qualified architectural historian, and that the findings of this analysis be reported to HPO.<sup>2</sup>

**RESPONSE 1:** An archaeological survey of a 500 by 200 foot area encompassing the three build alternatives considered (Options B, D, and E) was conducted by TRC in September 2013 (*Archaeological Survey for the Proposed Replacement of Bridge No. 528 on Texas Road over Flat Creek*, TRC, November 2013) and submitted to HPO.

**RESPONSE 2:** As described above, a Historic Structures Report and National Register Evaluation (TRC, November 2013) was completed and submitted to HPO.

The North Carolina Department of Crime Control and Public Safety (Geospatial and Technology Management (GTM) Office) in a letter dated December 7, 2012, indicated that the project will cross the Special Flood Hazard Area and Floodway of Flat Creek into Swannanoa River, and a hydraulic analysis is required for any new, replacement, or modification to an existing hydraulic structure within the regulatory floodway of this area.<sup>1</sup>

This response further recommends that the project team coordinate with Mr. David Chang, NCDOT Hydraulics, to determine whether the project falls within the NC Floodplain Mapping Program MOA. Finally, the respondent noted that new or replacement structures that cause an increase in the Base Flood Elevation (BFE) require approval of a Conditional Letter of Map Revision (CLOMR) prior to construction, while those structures that do not cause an increase in the BFE would be reviewed under the MOA.<sup>2</sup>

**RESPONSE 1:** A preliminary hydraulic analysis was completed to determine approximate bridge characteristics; however, length of the proposed bridge and the recommended roadway elevation may be adjusted (increased or decreased) to accommodate design floods as determined in the final hydraulic design.

**RESPONSE 2:** The proposed bridge replacement would not adversely affect the floodplain and therefore, floodway modification is not required.

## **IX. PUBLIC INVOLVEMENT**

A public meeting was held from 4:00 to 7:00 p.m. on November 27, 2012 at the Walkup Building (300 Community Center Circle) in Montreat, North Carolina. A public notice/press release about the public meeting was published in two local newspapers, including the Asheville Citizen Times (November 14, 18, and 25) and the Mountain Xpress (November 14 and 21). In addition to the press releases, approximately 100 newsletters were mailed to property and business owners within the project study area, as well as to local officials and area stakeholders. The Town of Montreat also distributed meeting announcements and information to the Town's "Sunshine List" and via social media channels, including Facebook, Twitter, and the Town's event calendar.

The public meeting offered an opportunity for the general public to learn about the project and its objectives, review information on existing conditions and general locations for alternatives, and provide input and feedback. The workshop was held in open house format with no formal presentation or opening remarks. Materials included comment forms, informational handouts, study area maps, boards displaying the build alternatives, and large map printouts for participants to mark up. A total of 39 individuals attended the public meeting, including Town residents, local officials, and Montreat Conference Center representatives. The project team collected 14 comment forms at the meeting, while an additional 24 comments were received via email during the comment period following the public meeting.

Commenters most frequently cited a preference for Option B or Option D. Reasons provided for selecting Option B included minimization of property and environmental impacts, maintenance of access and traffic flow, use of the existing right of way, preservation of recreational resources, and perceived lower costs. Several respondents commented that although the existing design/alignment is not ideal, it has not been a traffic hazard in the past due to slow speeds and low traffic volumes.

Those expressing opposition to Option B primarily cited safety and visibility concerns with the existing alignment and intersection with Assembly Drive.

Among those selecting Option D as their preferred option, respondents indicated that this alternative would protect recreational resources, provide safer travel for vehicles and pedestrians, have limited property impacts, provide a four-way (rather than offset) intersection, and clear invasive vegetation. Those not in favor of Option D primarily cited impacts to specific properties along Texas Road and open space at the proposed replacement site.

Although Options B and D were the most frequently preferred alternatives, several respondents expressed support for Option A (No Build). These respondents cited cost concerns and traffic impacts and noted that residents have adapted to closure of the bridge. However, a greater number of respondents expressed opposition to Option A—which would leave the bridge closed indefinitely—due to safety and aesthetic concerns as well as the need to provide greater connectivity and emergency vehicle access.

No respondents indicated a preference for Option C (New Location at Welch Field), and comments about Option C most frequently addressed impacts to Welch Field as well as to specific residential properties along Texas Road. Option E was also not widely supported; however, some indicated it would be their second choice to Option D over Option B. Those who expressed opposition to Option E noted its impacts to recreational resources—including the Patricia Cromwell Tennis Center and a Town of Montreat playing field—and to specific residential properties on Texas Road.

## **X. CONCLUSION**

On the basis of the above discussion, it is concluded that no substantial adverse environmental impacts will result from implementation of the Preferred Alternative (Option B). The project is therefore considered to be a federal “Categorical Exclusion” due to its limited scope and lack of substantial environmental consequences.

## FIGURES

Figure 1: B-5196 Project Study Area

Figure 2: B-5196 Alternatives

**Figure 1: B-5196 Project Study Area**

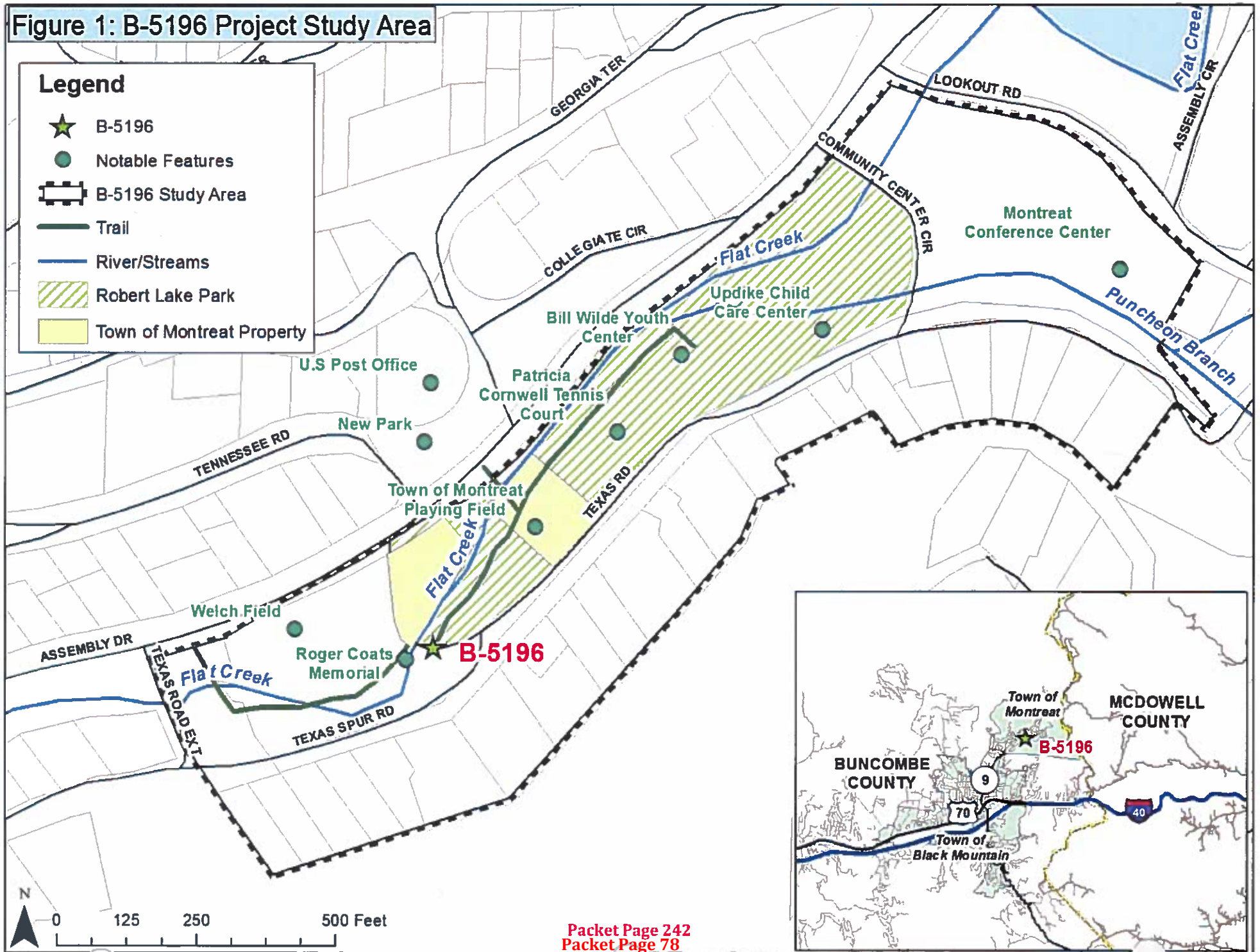
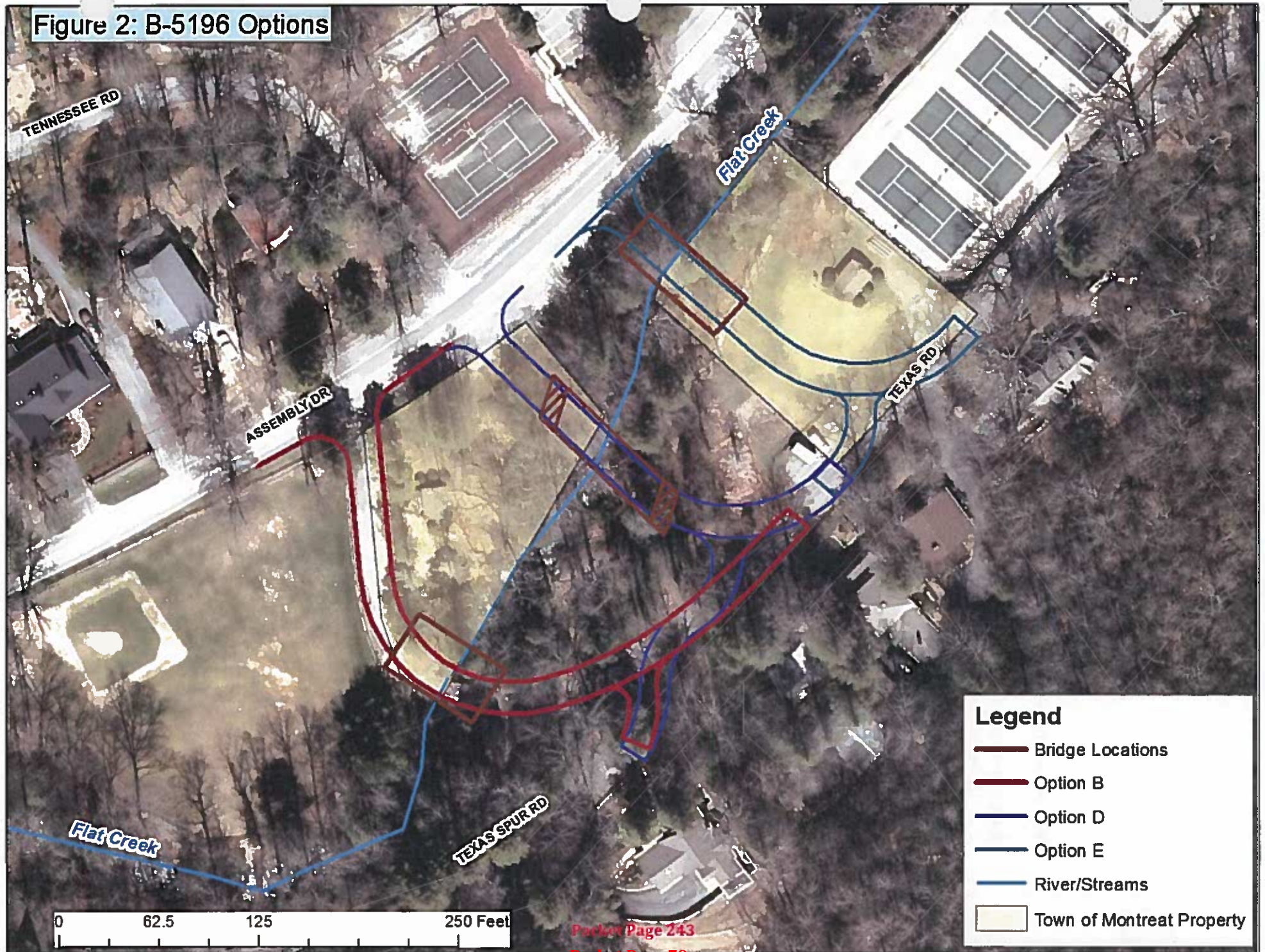
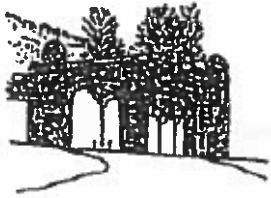


Figure 2: B-5196 Options



## **APPENDIX**

Start of Study Letter (with distribution list)	October 26, 2012
State Environmental Clearinghouse NC Department of Public Safety	December 12, 2012 December 7, 2012
State Environmental Review Clearinghouse <ul style="list-style-type: none"><li>• State Historic Preservation Office</li></ul>	November 29, 2012 November 20, 2012
State Environmental Review Clearinghouse <ul style="list-style-type: none"><li>• NC Department of Environment &amp; Natural Resources</li><li>• NC Natural Heritage Program</li><li>• NC DENR – Asheville Regional Office</li><li>• NC Department of Agriculture</li><li>• NCDOT – Statewide Planning</li></ul>	November 26, 2012 November 19, 2012 November 14, 2012 November 15, 2012 November 9, 2012 November 13, 2012
Concurrence Form for Assessment of Effects	October 28, 2014



## Town of Montreat

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

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

October 26, 2012

State Environmental Clearinghouse  
1301 MSC  
Raleigh, NC 27699-1301

SUBJECT: Start of Study, Proposed Bridge Replacement on Texas Road (TIP # B-5196), Montreat, Buncombe County, North Carolina

To Whom it May Concern,

The Town of Montreat, the North Carolina Department of Transportation (NCDOT), and the Federal Highway Administration (FHWA) propose to replace Bridge No. 528 on Texas Road over Flat Creek in Montreat, North Carolina. The existing bridge is currently closed to vehicular traffic due to safety concerns related to its state of deterioration. Replacement of the bridge is needed to provide safer access and mobility in the study area, to support pedestrian connectivity, and to improve access to community facilities. A map of the project study area is included as an attachment to this letter.

The proposed project will consider a set of build and no-build scenarios to replace the bridge and provide safe mobility and access. Alternatives other than replacing the structure in its existing location may be considered in the planning process. The build alternatives currently being considered include replacing the bridge at the existing location and a new bridge location approximately 50 feet east of the existing bridge on an improved alignment.

A Federally-funded Categorical Exclusion (CE) document is being prepared in coordination with FHWA. This document is intended to satisfy the requirements of both the National Environmental Policy Act (NEPA) and the North Carolina Environmental Policy Act (SEPA).

In an effort to expedite the environmental clearance process, we are asking your agency to provide any information you might have that would be helpful in evaluating the potential environmental impacts of the proposed bridge replacement project. If applicable, please also identify any permits or approvals that may be required by your agency. We ask that you please respond in writing by **November 26, 2012**.

The Town invites your participation in an upcoming informational workshop tentatively scheduled for November 27. Details for this workshop will be forthcoming.

We appreciate your time and cooperation on this project. If you have any questions or need any additional information concerning this project, please contact the project subconsultant, Planning Communities, via email at [ttownsend@planningcommunities.com](mailto:ttownsend@planningcommunities.com) or by phone at (919) 803-6862.

Sincerely,

Ron Nalley  
Town Administrator  
Town of Montreat, North Carolina

cc Teresa Townsend, Planning Communities

Mitch Batuzich, PE  
Western Preconstruction & Environmental  
Specialist  
(Divisions 10-14)  
Federal Highway Administration  
310 New Bern Avenue, Suite 410  
Raleigh, NC 27601-1418

Rence Gledhill-Earley  
State Historic Preservation Office  
NC Department of Cultural Resources  
4617 MSC  
Raleigh, NC 27601-1418

Chris Militscher  
US Environmental Protection Agency  
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Atlanta, GA 30303

Rob Ridings  
NC Division of Water Quality  
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Raleigh, NC 27699-1650

Brian Cole  
US Fish and Wildlife Service  
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Asheville, NC 28801

Wanda Greene  
Buncombe County Manager  
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Asheville, NC 28801

Letta Jean Taylor  
Mayor, Town of Montreat  
PO Box 95  
Montreat, NC 28757

Stephen L. Freeman  
Public Works Director  
PO Box 423  
Montreat, NC 28757

David Currie  
Building Inspector/Code Administrator  
PO Box 423  
Montreat, NC 28757

Ricky A. Tipton, PE, PLS  
13<sup>th</sup> Division Construction Engineer  
55 Orange Street  
Asheville, NC 28801

State Environmental Clearinghouse  
1301 MSC  
Raleigh, NC 27699-1301



## North Carolina Department of Administration

Beverly Eaves Perdue, Governor

Moses Carey, Jr., Secretary

December 12, 2012

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

**Re: SCH File # 13-E-0000-0143; SCOPING; Proposed project would replace bridge no. 528 on Texas Road over Flat Creek in Montreat, NC.**

Dear Mr. Nalley:

The above referenced environmental impact information has been submitted to the State Clearinghouse under the provisions of the National Environmental Policy Act. According to G.S. 113A-10, when a state agency is required to prepare an environmental document under the provisions of federal law, the environmental document meets the provisions of the State Environmental Policy Act. Attached to this letter for your consideration are **additional comments** made by agencies in the course of this review.

If any further environmental review documents are prepared for this project, they should be forwarded to this office for intergovernmental review.

Should you have any questions, please do not hesitate to call.

Sincerely,

*Crystal Best*  
Crystal Best

State Environmental Review Clearinghouse

Attachments

cc: Region B

**Mailing Address:**  
1301 Mail Service Center  
Raleigh, NC 27699-1301

**Telephone:** (919)807-2425  
Fax (919)733-9571  
State Courier #51-01-00  
e-mail [state\\_clearinghouse@doa.nc.gov](mailto:state_clearinghouse@doa.nc.gov)

**Location Address:**  
116 West Jones Street  
Raleigh, North Carolina

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**Packet Page 83**

NORTH CAROLINA STATE CLEARINGHOUSE  
DEPARTMENT OF ADMINISTRATION  
INTERGOVERNMENTAL REVIEW

COUNTY: BUNCOMBE

F02: HIGHWAYS AND ROADS

STATE NUMBER: 13-E-0000-0143  
DATE RECEIVED: 11/05/2012  
AGENCY RESPONSE: 11/16/2012  
REVIEW CLOSED: 11/21/2012

MS CAROLYN PENNY  
CLEARINGHOUSE COORDINATOR  
CC&PS - DIV OF EMERGENCY MANAGEMENT  
FLOODPLAIN MANAGEMENT PROGRAM  
MSC # 4719  
RALEIGH NC



**REVIEW DISTRIBUTION**

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DENR LEGISLATIVE AFFAIRS  
DEPT OF AGRICULTURE  
DEPT OF CULTURAL RESOURCES  
DEPT OF TRANSPORTATION  
LAND OF SKY REGIONAL COUNCIL

**PROJECT INFORMATION**

APPLICANT: Town of Montreat  
TYPE: National Environmental Policy Act  
Scoping

DESC: Proposed project would replace bridge no. 528 on Texas Road over Flat Creek in Montreat, NC.

The attached project has been submitted to the N. C. State Clearinghouse for intergovernmental review. Please review and submit your response by the above indicated date to 1301 Mail Service Center, Raleigh NC 27699-1301.

If additional review time is needed, please contact this office at (919)807-2425.

AS A RESULT OF THIS REVIEW THE FOLLOWING IS SUBMITTED: ☒ NO COMMENT ☒ COMMENTS ATTACHED

SIGNED BY:

DATE:

12/10/12



# North Carolina Department of Public Safety

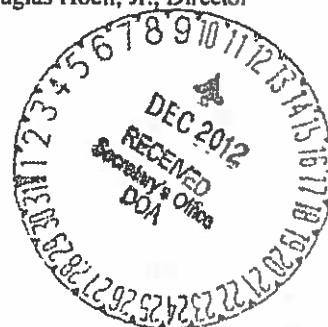
## Emergency Management

Beverly Eaves Perdue, Governor  
Reuben F. Young, Secretary

H. Douglas Hoell, Jr., Director

December 7, 2012

State Clearinghouse  
N.C. Department of Administration  
1301 Mail Service Center  
Raleigh, North Carolina 27699-1301



Subject: Intergovernmental Review State Number: 13-E-0000-0143  
Replace Bridge 528 on Texas Road over Flat Creek, Montreat

As requested by the North Carolina State Clearinghouse, the North Carolina Department of Crime Control and Public Safety Division of Emergency Management Office of Geospatial and Technology Management (GTM) reviewed the proposed project listed above and offer the following comments:

- 1) North Carolina Executive Order 123 directs NCDOT to coordinate with and follow the FHWA floodplain management requirements which are found in the Federal Executive Order 11988. To ensure NCDOT compliance with EO 11988 and 44 CFR the NCDOT Hydraulics Section and the NC Floodplain Mapping Program have a MOA. Please coordinate with Mr. David Chang, NCDOT Hydraulics, to determine if this project is eligible to fall within the MOA.
- 2) The proposed project will cross the Special Flood Hazard Area and Floodway of Flat Creek into Swannanoa River (Panel 0710). A hydraulic analysis is required for any new, replacement or modification to an existing hydraulic structure that is within the regulatory floodway of this SFHA.
- 3) New or replacement structures that do not cause an increase in the Base Flood Elevation (BFE) would be reviewed under the MOA. New or replacement structures that cause an increase in the Base Flood Elevation (BFE) will require approval of a Conditional Letter of Map Revision prior to construction.

Thank you for your cooperation and consideration. If you have any questions concerning the above comments, please contact Dan Brubaker, P.E., CFM, the NC NFIP Engineer at (919) 825-2300, by email at [dan.brubaker@ncdps.gov](mailto:dan.brubaker@ncdps.gov) or at the address shown on the footer of this documents.

Sincerely,

Kenneth W. Ashe, P.E., CFM  
Assistant Director  
Geospatial and Technology Management Office

cc: John Gerber, NFIP State Coordinator  
Dan Brubaker, NFIP Engineer

**MAILING ADDRESS:**  
4218 Mail Service Center  
Raleigh NC 27699-4218  
[www.ncem.org](http://www.ncem.org)



**GTM OFFICE LOCATION:**  
4105 Reedy Creek Road  
Raleigh, NC 27607  
Telephone: (919) 825-2341  
Fax: (919) 825-0408

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## North Carolina Department of Administration

Beverly Eaves Perdue, Governor

Moses Carey, Jr., Secretary

November 29, 2012

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

**Re: SCH File # 13-E-0000-0143; SCOPING; Proposed project would replace bridge no. 528 on Texas Road over Flat Creek in Montreat, NC.**

Dear Mr. Nalley:

The above referenced environmental impact information has been submitted to the State Clearinghouse under the provisions of the National Environmental Policy Act. According to G.S. 113A-10, when a state agency is required to prepare an environmental document under the provisions of federal law, the environmental document meets the provisions of the State Environmental Policy Act. Attached to this letter for your consideration are additional comments made by agencies in the course of this review.

If any further environmental review documents are prepared for this project, they should be forwarded to this office for intergovernmental review.

Should you have any questions, please do not hesitate to call.

Sincerely,

A handwritten signature in cursive script that reads "Crystal Best".

Crystal Best  
State Environmental Review Clearinghouse

Attachments

cc: Region B

*Mailing Address:*  
1301 Mail Service Center  
Raleigh, NC 27699-1301

*Telephone:* (919)807-2425  
*Fax:* (919)733-9571  
*State Courier:* #51-01-00  
*e-mail:* [state\\_clearinghouse@doa.nc.gov](mailto:state_clearinghouse@doa.nc.gov)

*Location Address:*  
116 West Jones Street  
Raleigh, North Carolina

*An Equal Opportunity/Affirmative Action Employer*

**Packet Page 250**

**Packet Page 86**

NORTH CAROLINA STATE CLEARINGHOUSE  
DEPARTMENT OF ADMINISTRATION  
INTERGOVERNMENTAL REVIEW

COUNTY: BUNCOMBE

F02: HIGHWAYS AND ROADS

STATE NUMBER: 13-E-0000-0143

DATE RECEIVED: 11/05/2012

AGENCY RESPONSE: 11/16/2012

REVIEW CLOSED: 11/21/2012

NOV 06 2012

MS RENEE GLEDHILL-EARLEY  
CLEARINGHOUSE COORDINATOR  
DEPT OF CULTURAL RESOURCES  
STATE HISTORIC PRESERVATION OFFICE  
MSC 4617 - ARCHIVES BUILDING  
RALEIGH NC

REVIEW DISTRIBUTION

CC&PS - DIV OF EMERGENCY MANAGEMENT  
DENR LEGISLATIVE AFFAIRS  
DEPT OF AGRICULTURE  
DEPT OF CULTURAL RESOURCES  
DEPT OF TRANSPORTATION  
LAND OF SKY REGIONAL COUNCIL

PROJECT INFORMATION

APPLICANT: Town of Montreat  
TYPE: National Environmental Policy Act  
Scoping

DESC: Proposed project would replace bridge no. 528 on Texas Road over Flat Creek in Montreat, NC.

The attached project has been submitted to the N. C. State Clearinghouse for intergovernmental review. Please review and submit your response by the above indicated date to 1301 Mail Service Center, Raleigh NC 27699-1301.

If additional review time is needed, please contact this office at (919)807-2425.

AS A RESULT OF THIS REVIEW THE FOLLOWING IS SUBMITTED: ☐ NO COMMENT ☒ COMMENTS ATTACHED

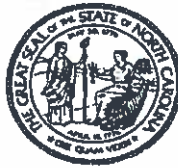
SIGNED BY:

Renee Gledhill-Earley

DATE:

11.27.12





**North Carolina Department of Cultural Resources  
State Historic Preservation Office**

Ramona M. Bartos, Administrator

Beverly Eaves Perdue, Governor  
Linda A. Carlisle, Secretary  
Jeffrey J. Crow, Deputy Secretary

Office of Archives and History  
Division of Historical Resources  
David Brook, Director



November 20, 2012

Ron Nalley  
Town of Montreat  
PO Box 423  
Montreat, NC 28757

Re: Bridge 528 on Texas Road over Flat Creek, Montreat, B-5196, Buncombe County, ER 12-2013

Dear Mr. Nalley:

Thank you for your letter of October 26, 2012, concerning the above project.

There are no recorded archaeological sites within the proposed project area. If the replacement is to be located along the existing alignment, it is unlikely that significant archaeological resources would be affected and no investigations would be recommended. If, however, the replacement is to be in a new location, please forward a map to this office indicating the location of the new alignment so we may evaluate the potential effects of the replacement upon archaeological resources.

We have conducted a search of our maps and files and located the following structures of historical or architectural importance within the general area of this project:

- Community Building (BN 0340), placed on the State Study List in 1980.

We recommend that a qualified architectural historian identify and evaluate any structures over fifty (50) years of age within the area potential effect, and report the findings to us. The last architectural survey of Montreat was part of the 1980 Buncombe County survey.

The location of the above property is available on our GIS website: <http://gis.ncdcr.gov/hpoweb/>.

The above comments are made pursuant to Section 106 of the National Historic Preservation Act and the Advisory Council on Historic Preservation's Regulations for Compliance with Section 106 codified at 36 CFR Part 800.

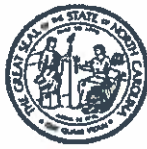
Thank you for your cooperation and consideration. If you have questions concerning the above comment, please contact Renee Gledhill-Earley, environmental review coordinator, at 919-807-6579. In all future communication concerning this project, please cite the above-referenced tracking number.

Sincerely,

*Renee Gledhill-Earley*

for Ramona M. Bartos

cc: Matt Wilkerson, NCDOT  
Mary Pope Furr, NCDOT



## North Carolina Department of Administration

Beverly Eaves Perdue, Governor

Moses Carey, Jr., Secretary

November 26, 2012

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

**Re: SCH File # 13-E-0000-0143; SCOPING; Proposed project would replace bridge No. 528 on Texas Road over Flat Creek in Montreat, NC.**

Dear Mr. Nalley:

The above referenced environmental impact information has been submitted to the State Clearinghouse under the provisions of the National Environmental Policy Act. According to G.S. 113A-10, when a state agency is required to prepare an environmental document under the provisions of federal law, the environmental document meets the provisions of the State Environmental Policy Act. Attached to this letter for your consideration are the comments made by agencies in the course of this review.

If any further environmental review documents are prepared for this project, they should be forwarded to this office for intergovernmental review.

Should you have any questions, please do not hesitate to call.

Sincerely,

*Crystal Best*  
Crystal Best

State Environmental Review Clearinghouse

Attachments

cc: Region B

**Mailing Address:**  
1301 Mail Service Center  
Raleigh, NC 27699-1301

**Telephone:** (919)807-2425  
**Fax** (919)733-9571  
**State Courier** #51-01-00  
**e-mail** [state.clearinghouse@doa.nc.gov](mailto:state.clearinghouse@doa.nc.gov)

**Location Address:**  
116 West Jones Street  
Raleigh, North Carolina

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**Packet Page 254**

**Packet Page 90**




North Carolina Department of Environment and Natural Resources

Beverly Hayes Perdue  
Governor

Dee Freeman  
Secretary

MEMORANDUM

TO: Crystal Best  
State Clearinghouse

FROM: Lyn Hardison   
Division of Environmental Assistance and Outreach  
Permit Assistance & Project Review Coordinator

RE: 13-0143 Scoping  
Proposed Project would replace bridge no. 528 on Texas Road over Flat Creek in  
Montreat, NC  
Buncombe County

Date: November 19, 2012

The Department of Environment and Natural Resources has reviewed the proposal for the referenced project. Several of the agencies have provided comments that will help the applicant facilitate the preparation of an environmental document. These comments are attached for the applicant's consideration.

If the applicant needs further guidance on addressing secondary and cumulative impact, please refer the applicant to the Department's guidance manual entitled 'Guidance for Preparing SEPA Documents and Addressing Secondary and Cumulative Impacts'. The purpose of the manual is to assist applicants in preparing their environmental documentation, which leads to better decision-making. The guidance manual can be found on the Department's web page <http://portal.ncdenr.org/web/guest/rules-policies-laws-and-regulations> or a copy can be provided at no cost to the applicant.

To better understand NCDENR permitting processes, please suggest to the applicant to contact Alison Davidson, Permit Assistance Coordinator, in the Department's Asheville Regional Office, (828) 296-4500. The proposed project is located within their geographic working territory.

The Department will provide more specific comments during the environmental review process.

Thank you for the opportunity to respond.

Attachment

1601 Mail Service Center, Raleigh, North Carolina 27699-1601  
Phone: 919-707-8600 \ Internet: <http://portal.ncdenr.org>  
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North Carolina  
*Naturally*



North Carolina Department of Environment and Natural Resources  
Office of Conservation, Planning, and Community Affairs

Beverly Eaves Perdue  
Governor

Linda Pearsall  
Director

Dee Freeman  
Secretary

November 14, 2012

MEMORANDUM

TO: Lyn Hardison, DENR Environmental Coordinator  
FROM: <sup>H/L</sup> Harry LeGrand, Natural Heritage Program  
SUBJECT: Scoping – Proposed Bridge Replacement on Texas Road; Montreat, Buncombe County; TIP # B-5196  
REFERENCE: 13-0143

The Natural Heritage Program database contains several locations of rare species, significant natural communities, significant natural heritage areas, and conservation/managed areas within a mile of the project area. However, only two features are worth mention for the project. Our database shows the presence of the State Special Concern Hellbender (*Cryptobranchus alleganiensis*) in Flat Creek, with a survey location (in 2009) about ½-mile southwest of the bridge site. Thus, this rare amphibian could certainly be present farther northeastward toward the bridge. In addition, drainage from the bridge site flows southwestward toward the location of the Hellbender. Thus, proper sedimentation controls should be in place during construction to avoid impacts to this creek and to the Hellbender population.

Much of the forested lands near the construction site, including lands within 0.1-mile to the south, are part of a large NC Clean Water Management Trust Fund easement. No impacts, at least direct ones, are expected to these lands.

You may wish to check the Natural Heritage Program database website at [www.ncnhp.org](http://www.ncnhp.org) for a listing of rare plants and animals and significant natural communities in the county and on the quad map. Our Program also has a new website that allows users to obtain information on element occurrences and significant natural heritage areas within two miles of a given location:

<[http://nhpweb.enr.state.nc.us/public/virtual\\_workroom.phptml](http://nhpweb.enr.state.nc.us/public/virtual_workroom.phptml)>. The user name is "guest" and the password is your e-mail address (see instructions on log-in screen). You may want to click "Help" for more information.

Mailing address: 1601 Mail Service Center, Raleigh, North Carolina 27699-1601  
Location: 217 W. Jones Street, Raleigh NC 27604  
Phone: 919-707-8600 Webpage: [www.oneNCAaturally.org](http://www.oneNCAaturally.org)  
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One  
North Carolina  
*Naturally*  
Natural Resources Planning and Conservation

For a quicker response to your query, visit the Natural Heritage Program's data services website (<http://portal.ncednr.org/web/nhp/data-services>). Use the NHP Map Viewer to search for records within 2 miles of your project area or the database search tool for record summaries by county and USGS 7.5-minute topo map. You can also download GIS shapefiles of our data; see the GIS Download page for details.

Please do not hesitate to contact me at 919-707-8603 if you have questions or need further information.

# Department of Environment and Natural Resources Project Review Form

Project Number: 13-0143

County: Buncombe

Date Received: 11/06/2012

Due Date: 11/16/2012

**Project Description:** Scoping - Proposed project would replace bridge no. 528 on Texas Road over Flat Creek in Montreat, NC.

This Project is being reviewed as indicated below:

Regional Office	Regional Office Area	In-House Review
<input checked="" type="checkbox"/> Asheville	<input checked="" type="checkbox"/> Air	<input type="checkbox"/> Marine Fisheries
<input type="checkbox"/> Fayetteville	<input checked="" type="checkbox"/> Water	<input type="checkbox"/> Coastal Management
<input type="checkbox"/> Monroeville	<input checked="" type="checkbox"/> Aquifer Protection	<input type="checkbox"/> Water Resources Mgmt
<input type="checkbox"/> Raleigh	<input checked="" type="checkbox"/> Land Quality Engineer	<input checked="" type="checkbox"/> Water Supply Section
<input type="checkbox"/> Washington	<input checked="" type="checkbox"/> USF	<input checked="" type="checkbox"/> Parks & Recreation
<input type="checkbox"/> Wilmington		<input type="checkbox"/> Water Quality
<input type="checkbox"/> Winston-Salem		<input checked="" type="checkbox"/> Water Quality - DOT
		<input type="checkbox"/> Wildlife
		<input checked="" type="checkbox"/> Wildlife - DOT <u>Marla</u>
		<input type="checkbox"/> Waste Mgmt
		<input type="checkbox"/> Air Quality

**RECEIVED**  
Asheville Regional Office

NOV 7 2012

NC Dept. of Environment &  
Natural Resources

Manager Sign-Off/Region: <i>Linda Starnes</i>	Date: <i>11-15-2012</i>	In-House Reviewer/Agency:
--	----------------------------	---------------------------

Response (check all applicable)

- ☐ No objection to project as proposed.      ☐ No Comment  
☐ Insufficient information to complete review      ☐ Other (specify or attach comments)

If you have any questions, please contact:

Lyn Hardison at [lyn.hardison@ncdenr.gov](mailto:lyn.hardison@ncdenr.gov) or (252) 948-3842.

PERMITS		SPECIAL APPLICATION PROCEDURES or REQUIREMENTS	Normal Process Time (statutory time limit)	
<input type="checkbox"/>	Permit to drill exploratory oil or gas well	File surety bond of \$5,000 with ENR running to State of NC conditional that any well opened by drill operator shall, upon abandonment, be plugged according to ENR rules and regulations.	10 days N/A	
<input type="checkbox"/>	Geophysical Exploration Permit	Application filed with ENR at least 10 days prior to issue of permit Application by letter. No standard application form.	10 days N/A	
<input type="checkbox"/>	State Lakes Construction Permit	Application fees based on structure size is charged. Must include descriptions & drawings of structure & proof of ownership of riparian property.	15-20 days N/A	
<input checked="" type="checkbox"/>	401 Water Quality Certification	N/A	60 days (130 days)	
<input type="checkbox"/>	CAMA Permit for MAJOR development	\$250.00 fee must accompany application	55 days (150 days)	
<input type="checkbox"/>	CAMA Permit for MINOR development	\$50.00 fee must accompany application	22 days (25 days)	
<input type="checkbox"/>	Several geodetic monuments are located in or near the project area. If any monument needs to be moved or destroyed, please notify N.C. Geodetic Survey, Box 27687 Raleigh, NC 27611			
<input type="checkbox"/>	Abandonment of any wells, if required must be in accordance with Title 15A Subchapter 2C-0100			
<input checked="" type="checkbox"/>	Notification of the proper regional office is requested if "orphan" underground storage tanks (USTs) are discovered during any excavation operation			
<input type="checkbox"/>	Compliance with 15A NCAC 2H 1000 (Coastal Stormwater Rules) is required			45 days (N/A)
<input type="checkbox"/>	Tide Pools or Noise Riparian Buffer Rules required.			
Other comments (attach additional pages as necessary, being certain to cite comment authority)				

#### REGIONAL OFFICES

Questions regarding these permits should be addressed to the Regional Office marked below.

☒ Asheville Regional Office  
2090 US Highway 70  
Swannanoa, NC 28778  
(828) 296-4500

☐ Mooresville Regional Office  
610 East Center Avenue, Suite 301  
Mooresville, NC 28115  
(704) 663-1699

☐ Wilmington Regional Office  
127 Cardinal Drive Extension  
Wilmington, NC 28405  
(910) 796-7215

☒ Fayetteville Regional Office  
225 North Green Street, Suite 714  
Fayetteville, NC 28301-5043  
(910) 433-3300

☐ Raleigh Regional Office  
3800 Barrett Drive, Suite 101  
Raleigh, NC 27609  
(919) 791-4200

☐ Winston-Salem Regional Office  
585 Woughtown Street  
Winston-Salem, NC 27107  
(336) 771-5000

☐ Washington Regional Office  
943 Washington Square Mall  
Washington, NC 27889  
(252) 946-6481

**NORTH CAROLINA STATE CLEARINGHOUSE  
DEPARTMENT OF ADMINISTRATION  
INTERGOVERNMENTAL REVIEW**

COUNTY: BUNCOMBE

F02: HIGHWAYS AND ROADS

STATE NUMBER: 13-E-0000-0143  
DATE RECEIVED: 11/05/2012  
AGENCY RESPONSE: 11/16/2012  
REVIEW CLOSED: 11/21/2012

MS ELIZABETH HEATH  
CLEARINGHOUSE COORDINATOR  
DEPT OF AGRICULTURE  
1001 MSC - AGRICULTURE BLDG  
RALEIGH NC

**REVIEW DISTRIBUTION**

CC&PS - DIV OF EMERGENCY MANAGEMENT  
DENR LEGISLATIVE AFFAIRS  
DEPT OF AGRICULTURE  
DEPT OF CULTURAL RESOURCES  
DEPT OF TRANSPORTATION  
LAND OF SKY REGIONAL COUNCIL

**PROJECT INFORMATION**

APPLICANT: Town of Montreat  
TYPE: National Environmental Policy Act  
Scoping

DESC: Proposed project would replace bridge no. 528 on Texas Road over Flat Creek in Montreat, NC.

The attached project has been submitted to the N. C. State Clearinghouse for intergovernmental review. Please review and submit your response by the above indicated date to 1301 Mail Service Center, Raleigh NC 27699-1301.

If additional review time is needed, please contact this office at (919)807-2425.



AS A RESULT OF THIS REVIEW THE FOLLOWING IS SUBMITTED: ☒ NO COMMENT ☐ COMMENTS ATTACHED

SIGNED BY:

*Aaron Delaney*

DATE:

*11/9/12*

NORTH CAROLINA STATE CLEARINGHOUSE  
DEPARTMENT OF ADMINISTRATION  
INTERGOVERNMENTAL REVIEW

*Link Nguyen*

COUNTY: BUNCOMBE

F02: HIGHWAYS AND ROADS

STATE NUMBER: 13-E-0000-0143

DATE RECEIVED: 11/05/2012

AGENCY RESPONSE: 11/16/2012

REVIEW CLOSED: 11/21/2012

MS CARRIE ATKINSON  
CLEARINGHOUSE COORDINATOR  
DEPT OF TRANSPORTATION  
STATEWIDE PLANNING - MSC #1554  
RALEIGH NC

REVIEW DISTRIBUTION

CC&PS - DIV OF EMERGENCY MANAGEMENT  
DENR LEGISLATIVE AFFAIRS  
DEPT OF AGRICULTURE  
DEPT OF CULTURAL RESOURCES  
DEPT OF TRANSPORTATION  
LAND OF SKY REGIONAL COUNCIL

PROJECT INFORMATION

APPLICANT: Town of Montreat  
TYPE: National Environmental Policy Act  
Scoping

DESC: Proposed project would replace bridge no. 528 on Texas Road over Flat Creek in Montreat, NC.

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If additional review time is needed, please contact this office at (919)807-2425.



AS A RESULT OF THIS REVIEW THE FOLLOWING IS SUBMITTED: ☒ NO COMMENT ☐ COMMENTS ATTACHED

SIGNED BY: \_\_\_\_\_

*[Signature]*

DATE: \_\_\_\_\_

11-13-12

Federal Aid #: BR2-1329(6) TIP#: B-5196 County: Buncombe

**CONCURRENCE FORM FOR ASSESSMENT OF EFFECTS**

Project Description: Bridge No. 528 on SR Texas Rd.  
over Flat Creek  
October 28, 2014  
On Month, Date, Year, representatives of the

☐☒

Federal Highway Administration (FHWA)

☒

North Carolina State Historic Preservation Office (HPO)

☐

Other

Reviewed the subject project and agreed on the effects findings listed within the table on the reverse of this signature page.

Signed:

John Williams  
Representative, NCDOT

10-28-14  
Date

Dorel L. Brown

FHWA, for the Division Administrator, or other Federal Agency

10-28-14  
Date

Renae Medhill-Easley  
Representative, HPO

10.28.14  
Date

Federal Aid #: BP2-13296 DP #: B-5196

County: Buncombe

Property and Status	Alternative	Effect Finding	Reasons
Montreat Hts. District (DOE)	"B"	No Adverse	<sup>new</sup> The bridge will better reflect the character of the HD than the current bridge with the following commitments: 1. Exterior bridge rails, wing walls & athletic field side of retaining walls will be stamped & stained concrete to match the Lookout Bridge treatment as closely as possible. 2. The pedestrian side of the bridge will have 1 bar metal rail set on the parapet. 3. All plant materials needed to restore the disturbed areas will be native plants. 4. Standard metal guardrail will be used. 5. The final design will be provided to SHPO for review & comment.

Initialed: NCDOT JW. FHWA DB HPO RSE

FHWA Intends to use the HPO's concurrence as a basis for a "de minimis" finding for the following properties, pursuant to Section 4(f):



North Carolina Department of Cultural Resources  
State Historic Preservation Office

Ramona M. Bartos, Administrator

Governor Pat McCrory  
Secretary Susan K. Smith

Office of Archives and History  
Deputy Secretary Karin Cherry

June 3, 2014

Paul Webb  
TRC

[PWebb@trcsolutions.com](mailto:PWebb@trcsolutions.com)

Liz Phipps  
KCI

[Liz.Phipps@kci.com](mailto:Liz.Phipps@kci.com)

Re: Replace Bridge 5288 on Texas Road in Montreat, B-5196, Buncombe County, ER 12-2013

Dear Mr. Webb and Ms. Phipps:

This letter is to respond to the May 5, 2014, email from Mr. Webb that forwarded the revised architectural report for the above-referenced undertaking and, to Ms. Phipps' follow-up email on the same topic.

Having reviewed the boundary description on page 42 of the report and staff in our Western Office having driven the area, we agree that the boundary shown for the Montreat Historic District is appropriate. We also agree that the evaluations of the properties that contribute or do not contribute to the historic district in the vicinity of the project are justified.

Given the above findings, the replacement of Bridge 5288 on Texas Road, a structure that contributes to the National Register-eligible historic district, will have an adverse effect on the historic district. We also believe that the adverse effect can be mitigated through a Memorandum of Agreement that stipulates a bridge design that reflects the current bridge as closely as possible, minimization of cut and fill in the project area, and after construction landscaping with native plants. To move this project forward, we should begin discussion of these stipulations and of bridge designs that will fulfill the needs of the community and meet safety standards.

The above comments are made pursuant to Section 106 of the National Historic Preservation Act and the Advisory Council on Historic Preservation's Regulations for Compliance with Section 106 codified at 36 CFR Part 800.

Thank you for your cooperation and consideration. If you have questions concerning the above comment, contact Renee Gledhill-Earley, environmental review coordinator, at 919-807-6579 or [renee.gledhill-earley@ncdcr.gov](mailto:renee.gledhill-earley@ncdcr.gov). In all future communication concerning this project, please cite the above referenced tracking number.

Sincerely,

*Renee Gledhill-Earley*

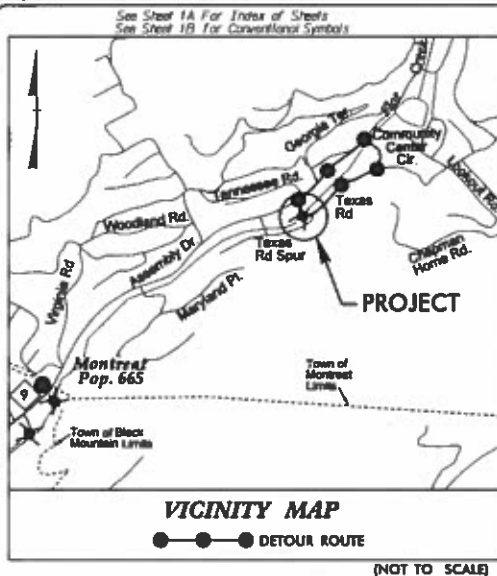
for Ramona M. Bartos

Location: 109 East Jones Street, Raleigh NC 27601 Mailing Address: 4617 Mail Service Center, Raleigh NC 27699-4617 Telephone/Fax: (919) 807-6570/807-4599

Based on the two stone bridges upstream - we agree that the current wooden bridge does not contribute to the historic district.  
Renee Gledhill-Earley 6/28/14  
10-28-14  
Danil W. Brown FHWA

TIP PROJECT: B-5196

CONTRACT: 7500013353

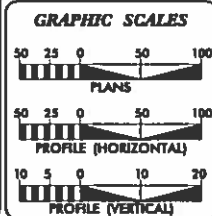
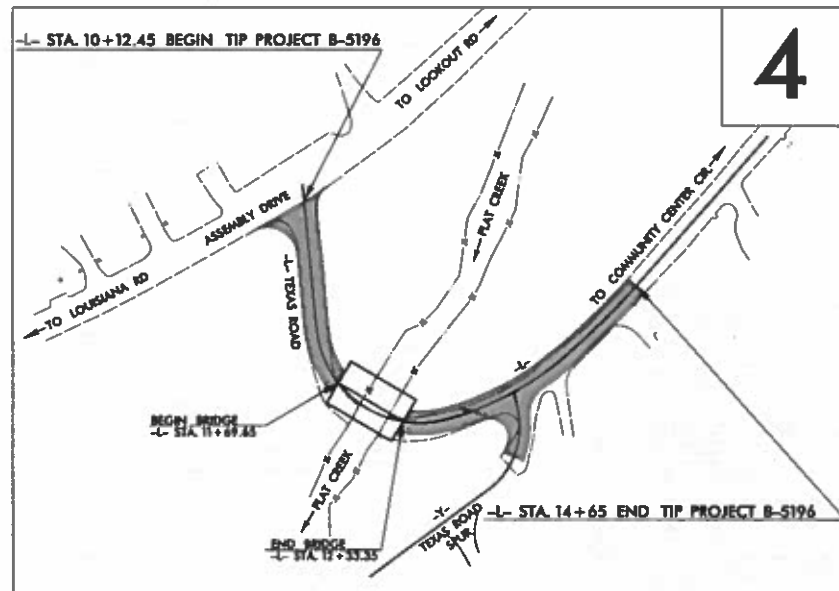


# STATE OF NORTH CAROLINA DIVISION OF HIGHWAYS **BUNCOMBE COUNTY**

**LOCATION: BRIDGE NO. 528 OVER FLAT CREEK  
ON TEXAS ROAD**

**TYPE OF WORK: GRADING, DRAINAGE, PAVING, RETAINING WALL,  
AND STRUCTURE**

STATE	STATE PROJECT NUMBER	SHEET	TOTAL SHEETS
N.C.	B-5196	1	
ROUTE FILE NO.	S.A. FILE NO.	DESIGNER	
45252.1.1	BRZ-132916	P.E.	
45252.1.1	BRZ-132916	BW & UTIL.	
45252.3.FD1	BRZ-132916	CONST.	



**DESIGN DATA**

ADT 2015 = 266  
ADT 2035 = 335

T = 7 %  
V = 20 MPH  
\* (TTST = 2% DUAL = 5%)

FUNC CLASS = RURAL LOCAL  
SUB-REGIONAL TIER

**PROJECT LENGTH**

LENGTH OF ROADWAY TIP PROJECT B-5196 = 0.074 MILES  
LENGTH OF STRUCTURE TIP PROJECT B-5196 = 0.012 MILES  
TOTAL LENGTH OF TIP PROJECT B-5196 = 0.086 MILES

<p>Prepared in the Office of: KCI 2121 Northside Blvd., P.A. 4001 Six Forks Road Raleigh, NC 27609 Phone: 919/490-2221 Fax: 919/490-2222</p> <p>AND STANDARDS SPECIFICATIONS RIGHT OF WAY DATE: JUNE 10, 2015 LETTING DATE: OCTOBER 20, 2015</p> <p>NCDOT CONTACT: MOHAMMED E. MARJOUB, E.I. PROJECT DESIGN (Bridges)</p>	<p>Prepared for: DIVISION OF HIGHWAYS 1000 Birch Ridge Dr. Raleigh, NC, 27618</p> <p>DEWAYNE SYKES, P.E. PROJECT ENGINEER</p> <p>BARRY C. SMITH, P.E. PROJECT DESIGN ENGINEER</p>
---	---

<p>HYDRAULICS ENGINEER AND SEAL 25611 10/17/2011</p> <p>ROADWAY DESIGN ENGINEER AND SEAL 034375 02-270 BARRY C. SMITH 10/17/2011</p>	<p>Seal of the State of North Carolina Professional Engineer BARRY C. SMITH 10/17/2011</p>
--	--





REF. 01-17-2012  
REV. 10-20-2012

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**2012 SPECIFICATION**  
EFFECTIVE: 01-01-2012  
REVISED: 12-31-2014

GRADE LINE  
GRADE AND SURFACE

THE GRADE LINES SHOWN DENOTE THE FINISHED ELEVATION OF THE PROPOSED SURFACING AT GRADE POINTS SHOWN ON THE TYPICAL SECTIONS. GRADE LINES MAY BE ASSUMED AT THEIR BEGINNING AND ENDING AND AT STRUCTURES AS DIRECTED BY THE ENGINEER IN ORDER TO SECURE A PROPER FIT-UP.

CLIMATE

CLEARING ON THIS PROJECT SHALL BE PERFORMED TO THE COSTS ESTABLISHED BY SECTION 11.

### SAMPLE EVALUATION

ALL CURVES ON THIS PROJECT SHALL BE SUPERELEVATED IN ACCORDANCE WITH STD. NO. 225-04 USING THE RATE OF SUPERELEVATION AND CLOSURE GIVEN ON THE PLANS. SUPERELEVATION IS TO BE REVERSED ABOUT THE GRADE POINT SHOWN ON THE TYPICAL SECTIONS.

#### Notes on Contributors

ASPHALT, LATH, AND CONCRETE OVERLAP CONSTRUCTION ON THE 1911-1912  
SUNSHINE PARKER ROAD, IN THE MOUNTAIN STATE, N. M.

6.15% 60-64%

THE CONTRACTOR SHALL BE RESPONSIBLE TO MAKE ALL NECESSARY CONNECTIONS TO PROVIDE  
SUITABLE CONNECTIONS WITH ALL ADJACENT STREETS AND DRIVES ENTERING THIS PROJECT.  
THIS WORK SHALL BE PAID FOR AT THE CONTRACT UNIT PRICE FOR THE PARTICULAR ITEMS  
LISTED HERE.

**STANDARD**

THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROGRESS OF ALL CONSTRUCTION AS DIRECTED BY THE ENGINEER. THE CONTRACTOR SHALL COMPLY WITH THE ENGINEER'S ORDER TO STOP WORK IMMEDIATELY.

## TEMPERATURE RANGE (°C):

WORKING REQUIRED FOR THE MAINTENANCE OF TRAFFIC WILL BE PAID FOR AS "EXTRA WORK" IN ACCORDANCE WITH SECTION 104-F.

**END OF TEST**

THE ENGINEER SHALL CHECK THE STRUCTURE AND BENT PLANS, DETAILS, AND CROSS-SECTION PRIOR TO SETTING OF THE SLOPE STAKES FOR THE EMBANKMENT OR EXCAVATION APPROXIMATELY 50 FEET.

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NOTICE: NUMBERS ON THIS PAGE ARE:

1100

FD	CD
Cluster: Family/children	Topic of discussion

1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 2679, 2680, 26

any relaxation of existing utilities will be accomplished by others, except as herein on this point.

**Brief Communications**

ALL RIGHT-WAY MARKERS ON THIS PROJECT SHALL BE PLACED BY OWNER.

SHEET NUMBER	SHEET	INDEX OF SHEETS
1	TITLE SHEET	
1A	INDEX OF SHEETS, GENERAL NOTES, AND STANDARD DRAWINGS	
1B	CONVENTIONAL SYMBOLS	
1C-1	SLURRY CONTROL SHEET	
1C-1	RIGHT OF WAY SHEET	
2A-1	TYPICAL SECTIONS, PAVEMENT SCHEDULE, WEIRING DETAILS, AND PROFILE SECTION DETAIL	
2B-1	ROADWAY SECTION DETAIL SHEET	
2B-2	RETAINING WALL ENVELOPE	
2C-1	TYPE III - SHIP CURVED STRUCTURE ANCHOR UNIT DETAIL	
2C-2	TYPE III - STRUCTURE ANCHOR UNIT DETAIL	
3A-1	SUMMARY OF EXISTENCES, SUMMARY OF PAVEMENT MATERIALS, SUMMARY OF PAVEMENT DRAINAGES, SUMMARY OF RIP RAP, SUMMARY OF CULDS & DUTIES, BRIDGES SUMMARY, AND COMMUNITY SUMMARY	
4	PLAN SHEET	
5	PROFILE SHEET	
7A-1 thru 7A-4	TRANSPORTATION MANAGEMENT PLAN	
7A-1 thru 7A-8	PAVEMENT MARKING PLANS	
1C-1 thru 1C-4	EROSION CONTROL PLANS	
1C-1 thru 1C-5	UTILITY CONSTRUCTION PLANS	
1C-1 thru 1C-2	UTILITIES BY OTHERS PLANS	
8-1A	CROSS-SECTION STANDARD SHEET	
9-1 thru 9-3	CROSS-SECTIONS	
9-1 thru 9-25	STRUCTURE PLANS	

2012 DOWNEY HUNTER 150 STANDARD BRASSHIPS	REV. 10-30-2012
The following Downey Standard Brashes are shown in "Downey Standard Brashes" (Downey Brashes) as set by the U. S. Department of Transportation - English, A. C., Revised January, 1992 are available and by reference hereby are considered a part of these plans:	
STANDARD	TITLE
255.00	2 - LATHWORK
255.05	normal of Clearing - normal
255.10	Side for Grading and Level
255.15	normal of Obsolete Substation - Two Long Squares
255.20	2 - PINE 60x12
255.25	normal of Pine Lathwork
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Note: Not to Scale

\*S.U.E. = Subsurface Utility Engineering

STATE OF NORTH CAROLINA  
DIVISION OF HIGHWAYS

PROJECT NUMBER 8-226  
SHEET NO. 25

# CONVENTIONAL PLAN SHEET SYMBOLS

## BOUNDARIES AND PROPERTY:

State Line	
County Line	
Township Line	
City Line	
Reservation Line	
Property Line	
Existing Iron Pin	
Property Corner	
Property Monument	
Parcel/Sequence Number	
Existing Fence Line	
Proposed Woven Wire Fence	
Proposed Chain Link Fence	
Proposed Barbed Wire Fence	
Existing Wetland Boundary	
Proposed Wetland Boundary	
Existing Endangered Animal Boundary	
Existing Endangered Plant Boundary	
Existing Historic Property Boundary	
Known Soil Contamination: Area or Site	
Potential Soil Contamination: Area or Site	

## BUILDINGS AND OTHER CULTURE:

Gas Pump Vent or U/G Tank Cap	
Sign	
Well	
Small Mine	
Foundation	
Area Outline	
Cemetery	
Building	
School	
Church	
Dam	

## HYDROLOGY:

Stream or Body of Water	
Hydro, Pool or Reservoir	
Jurisdictional Stream	
Buffer Zone 1	
Buffer Zone 2	
Flow Arrow	
Disappearing Stream	
Spring	
Wetland	
Proposed Lateral, Tail, Head Ditch	
False Sump	

## RAILROADS:

Standard Gauge	
RR Signal Milepost	
Switch	
RR Abandoned	
RR Dismantled	

## RIGHT OF WAY:

Baseline Control Point	
Existing Right of Way Marker	
Existing Right of Way Line	
Proposed Right of Way Line	
Proposed Right of Way Line with Iron Pin and Cap Marker	
Proposed Right of Way Line with Concrete or Granite RW Marker	
Proposed Control of Access Line with Concrete C/A Marker	
Existing Control of Access	
Proposed Control of Access	
Existing Easement Line	
Proposed Temporary Construction Easement	
Proposed Temporary Drainage Easement	
Proposed Permanent Drainage Easement	
Proposed Permanent Drainage / Utility Easement	
Proposed Permanent Utility Easement	
Proposed Temporary Utility Easement	
Proposed Aerial Utility Easement	
Proposed Permanent Easement with Iron Pin and Cap Marker	

## ROADS AND RELATED FEATURES:

Existing Edge of Pavement	
Existing Curb	
Proposed Slope Stakes Cut	
Proposed Slope Stakes Fill	
Proposed Curb Ramp	
Existing Metal Guardrail	
Proposed Guardrail	
Existing Cable Guidrail	
Proposed Cable Guidrail	
Equality Symbol	
Pavement Removal	

## VEGETATION:

Single Tree	
Single Shrub	
Hedge	
Woods Line	

Orchard	
Vineyard	

## EXISTING STRUCTURES:

MAJOR:	
Bridge, Tunnel or Box Culvert	
Bridge Wing Wall, Head Wall and End Wall	
MINOR:	
Head and End Wall	
Pipe Culvert	
Footbridge	
Drainage Box: Catch Basin, DI or JB	
Paved Ditch Gutter	
Storm Sewer Manhole	
Storm Sewer	

## UTILITIES:

POWER:	
Existing Power Pole	
Proposed Power Pole	
Existing Joint Use Pole	
Proposed Joint Use Pole	
Power Manhole	
Power Line Tower	
Power Transformer	
UG Power Cable Hand Hole	
H-Frame Pole	
Recorded UG Power Line	
Designated UG Power Line (S.U.E.)	

## TELEPHONE:

Existing Telephone Pole	
Proposed Telephone Pole	
Telephone Manhole	
Telephone Booth	
Telephone Pedestal	
Telephone Call Tower	
UG Telephone Cable Hand Hole	
Recorded UG Telephone Cable	
Designated UG Telephone Cable (S.U.E.)	
Recorded UG Telephone Conduit	
Designated UG Telephone Conduit (S.U.E.)	
Recorded UG Fiber Optics Cable	
Designated UG Fiber Optics Cable (S.U.E.)	

## WATER:

Water Manhole	
Water Meter	
Water Valve	
Water Hydrant	
Recorded UG Water Line	
Designated UG Water Line (S.U.E.)	
Above Ground Water Line	

## TV:

TV Satellite Dish	
TV Pedestal	
TV Tower	
UG TV Cable Hand Hole	
Recorded UG TV Cable	
Designated UG TV Cable (S.U.E.)	
Recorded UG Fiber Optic Cable	
Designated UG Fiber Optic Cable (S.U.E.)	

## GAS:

Gas Valve	
Gas Meter	
Recorded UG Gas Line	
Designated UG Gas Line (S.U.E.)	
Above Ground Gas Line	

## SANITARY SEWER:

Sanitary Sewer Manhole	
Sanitary Sewer Cleanout	
UG Sanitary Sewer Line	
Above Ground Sanitary Sewer	
Recorded SS Forced Main Line	
Designated SS Forced Main Line (S.U.E.)	

## MISCELLANEOUS:

Utility Pole	
Utility Pole with Base	
Utility Located Object	
Utility Traffic Signal Box	
Utility Unknown UG Line	
UG Tank; Water, Gas, Oil	
Underground Storage Tank, Approx. Loc.	
AG Tank; Water, Gas, Oil	
Geoenvironmental Boring	
UG Test Hole (S.U.E.)	
Abandoned According to Utility Records	
End of Information	

# SURVEY CONTROL SHEET B-5196

PROJECT REFERENCE NO.	SHEET NO.
B-5196	1C-1
Location and Surveys	

BL	POINT	DESC.	NORTH	EAST	ELEVATION	L STATION	OFFSET
1	BL-1		705561.5410	1010797.3470	2593.08	10+77.23	118.93 RT
5	BL-5		705550.9702	1010944.5283	2951.86	11+94.91	20.22 RT
4	BL-4		705565.6513	1010102.0256	2601.13	13+40.65	20.02 RT
3	BL-3		705703.8244	1019270.1477	2614.02	16+08.89	11.70 LT
6	BL-6		705423.0464	1010905.5901	2611.71	12+39.94	128.92 RT

TYPE	STATION	NORTH	EAST
POT	10+00.00	705749.8110	1010908.3270
PC	11+20.67	705629.6941	1010919.0903
PCC	12+70.56	705555.0043	1010028.2672
PCC	13+01.43	705606.7354	1019125.3115
PT	14+65.00	705665.5886	1019164.6592
POT	16+29.78	705709.4257	1019293.2455

**BEGIN TIP PROJECT B-5196**  
**-L- POT STA. 10+12.45**

BM1 ELEVATION = 2590.41  
 N 705709.71 E 1010891.25  
 L STATION 10+39.27 20.94' RIGHT  
 RR SPIKE SET IN TREE

BM2 ELEVATION = 2602.09  
 N 705508.65 E 1010003.03  
 L STATION 13+36.25 9.47' LEFT  
 RR SPIKE SET IN UTILITY POLE

BM3 ELEVATION = 2512.57  
 N 705542.49 E 1010929.00  
 L STATION 11+09.04 25.82' RIGHT  
 RR SPIKE SET IN UTILITY POLE

**NCDOT BASELINE STATION "BL-1"**  
**LOCALIZED PROJECT COORDINATES**  
 N = 705,661.5410  
 E = 1,010,797.3470  
 ELEV. = 2,593.08'

BM#1 = 2,590.41'

**NCDOT BASELINE STATION "BL-5"**  
**LOCALIZED PROJECT COORDINATES**  
 N = 705,550.9702  
 E = 1,010,944.5283  
 ELEV. = 2,591.86'

**NCDOT BASELINE STATION "BL-6"**  
**LOCALIZED PROJECT COORDINATES**  
 N = 705,423.0464  
 E = 1,010,905.5901  
 ELEV. = 2,611.71'

**NCDOT BASELINE STATION "BL-3"**  
**LOCALIZED PROJECT COORDINATES**  
 N = 705,703.8244  
 E = 1,019,270.1477  
 ELEV. = 2,614.02'

**END TIP PROJECT B-5196**  
**-L- POC STA. 14+65.00**

**NCDOT BASELINE STATION "BL-4"**  
**LOCALIZED PROJECT COORDINATES**  
 N = 705,565.6513  
 E = 1,019,102.0256  
 ELEV. = 2,601.13'

BM#2 = 2,602.09'

## DATUM DESCRIPTION

THE LOCALIZED COORDINATE SYSTEM DEVELOPED FOR THIS PROJECT IS BASED ON THE STATE PLANE COORDINATES ESTABLISHED BY KCI TECHNOLOGIES, INC UTILIZING FAST STATIC GPS METHODS AND REDUNDANT NGS "OPUS" SOLUTIONS FOR BL-1. NORTH CAROLINA GEODETIC HARN STATIONS MONTREAL, PETTY AND HRPPT WERE USED TO DERIVE THE SOLUTIONS FOR BL-1. THE NAD 83(2011) STATE PLANE GRID COORDINATES OF BL-1 NORTHING: 705661.5411(1) EASTING: 1010797.3471(1) ELEVATION: 2593.08(1) THE AVERAGE COMBINED SCALE FACTOR USED ON THIS PROJECT (GROUND TO GRID) IS: 0.99989534 THE LAMBERT GRID BEARING AND LOCALIZED HORIZONTAL GROUND DISTANCE FROM "BL-1" TO "L- STATION 10+00.00 IS N 22°33'53" E 44.50' ALL LINEAR DIMENSIONS ARE LOCALIZED HORIZONTAL DISTANCES VERTICAL DATUM USED IS NAVD 88

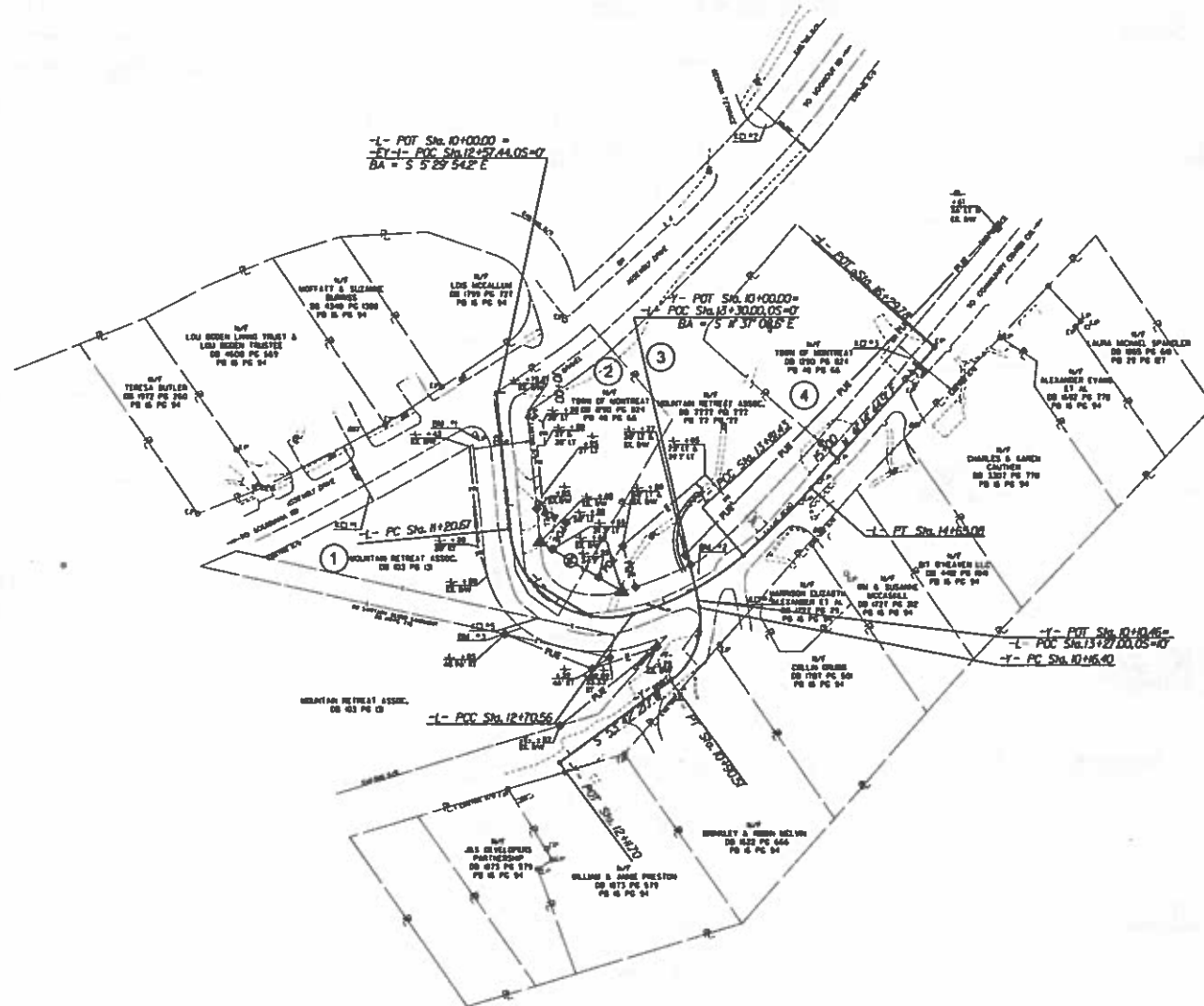
## SURVEYORS NOTES:

1. PROJECT CONTROL ESTABLISHED USING GLOBAL POSITIONING SYSTEM, FAST STATIC METHODS IN OCTOBER 2012 BY KCI TECHNOLOGIES, INC.

**GEOID MODEL—GEOID 12A**  
**(NOTE: DRAWING IS NOT TO SCALE)**

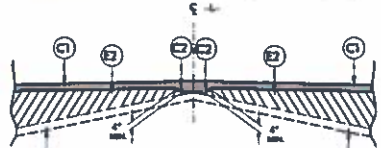
# RIGHT-OF-WAY SHEET B-5196

PROJECT REFERENCE NO.	SHEET NO.
B-5196	10-1
Location and Surveys	



FINAL PAVEMENT SCHEDULE	
C1	PROP. APPROX. 3" ASPHALT CONCRETE SURFACE COURSE, TYPE 80.80, AT AN AVERAGE RATE OF 160 LBS. PER SQ. YD. IN EACH OF TWO LAYERS.
C2	PROP. VAR. DEPTH ASPHALT CONCRETE SURFACE COURSE, TYPE 80.80, AT AN AVERAGE RATE OF 160 LBS. PER SQ. YD. PER 1 1/2" DEPTH TO BE PLACED IN LAYERS NOT TO EXCEED 8" IN DEPTH.
E1	PROP. APPROX. 4" ASPHALT CONCRETE BASE COURSE, TYPE 825.00, AT AN AVERAGE RATE OF 400 LBS. PER SQ. YD.
E2	PROP. VAR. DEPTH ASPHALT CONCRETE BASE COURSE, TYPE 825.00, AT AN AVERAGE RATE OF 114 LBS. PER SQ. YD. PER 1" DEPTH TO BE PLACED IN LAYERS NOT LESS THAN 4" IN DEPTH OR GREATER THAN 5 1/2" IN DEPTH.
R	2'-6" CONCRETE CURB AND BUTT.
S	4" CONCRETE SIDEWALK.
T	EARTH MATERIAL.
U	EXISTING PAVEMENT.
W	VARIABLE DEPTH ASPHALT PAVEMENT (SEE DETAIL SHOWING METHOD OF WEDGING).

ALL PAVEMENT EDGE SLOPES ARE 1:1

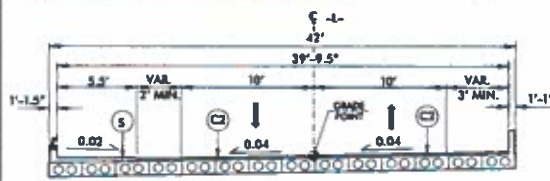


Detail Showing Method of Wedging

PROFILE KEY-IN DETAIL

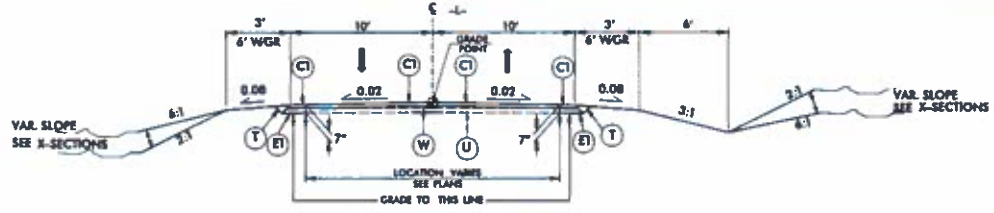


TEMPORARY ASPHALT WEDGING AS DIRECTED BY THE ENGINEER  
 \* MAX DEPTH AS SHOWN ON PLANS OR AS DIRECTED BY THE ENGINEER  
 \*\* SEE TYPICALS FOR MIX TYPE



STRUCTURE TYPICAL SECTION (CORED SLAB)

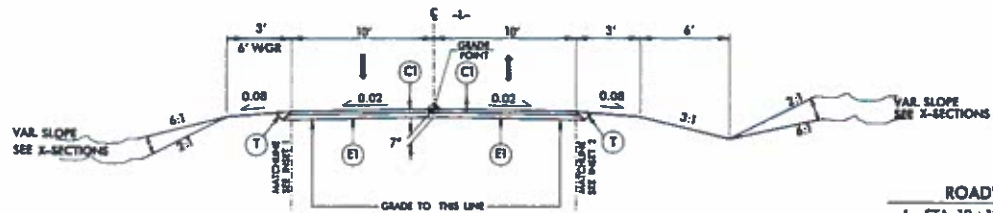
-L- STA. 11+69.65 TO STA. 12+33.35



ROADWAY TYPICAL SECTION NO. 1

ROADWAY TYPICAL SECTION NO. 1

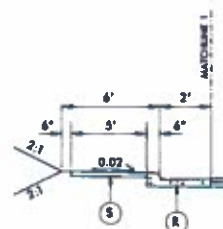
-L- STA. 13+80.00 TO STA. 14+65.00



ROADWAY TYPICAL SECTION NO. 2

ROADWAY TYPICAL SECTION NO. 2

-L- STA. 10+12.45 TO STA. 11+69.65 (BEGIN BRIDGE)  
 -L- STA. 12+33.35 (END BRIDGE) TO STA. 13+80.00



INSET 1

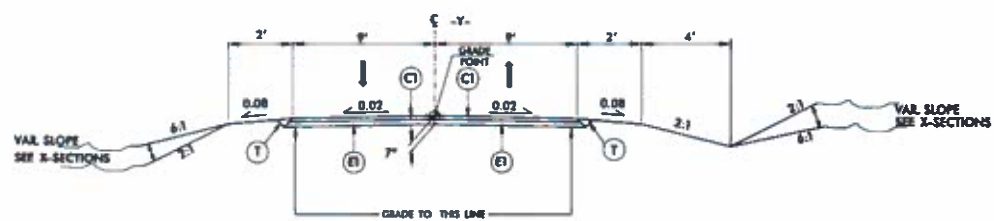
-L- STA. 11+15.00 TO STA. 11+69.65 LT (BEGIN BRIDGE)  
 -L- STA. 12+33.35 (END BRIDGE) TO STA. 13+33 LT



INSET 2

-L- STA. 10+60.00 TO STA. 11+69.65 RT (BEGIN BRIDGE)

\* 4" MIN. WITH 8' POSTS (STANDARD 6" POST SPACING)



ROADWAY TYPICAL SECTION NO. 3

ROADWAY TYPICAL SECTION NO. 3

-Y- STA. 10+10.46 TO STA. 10+55.00

8/17/08

# ROADWAY DESIGN DETAIL SHEET

PROJECT NUMBER	8-5196	SHEET NO.	28-1
DATE	8/17/08	DESIGNED BY	WYOMING
CHECKED BY	WYOMING	APPROVED BY	WYOMING



FOR -L- PROFILE, SEE SHEET 5  
FOR -Y- PROFILE, SEE SHEET 5  
FOR -PATH- PROFILE, SEE SHEET 5



**BEGIN TIP PROJECT B-5196**  
-L- POT STA 10+12.45 =  
-RY-1- POC STA 12+51.65, OS=11'

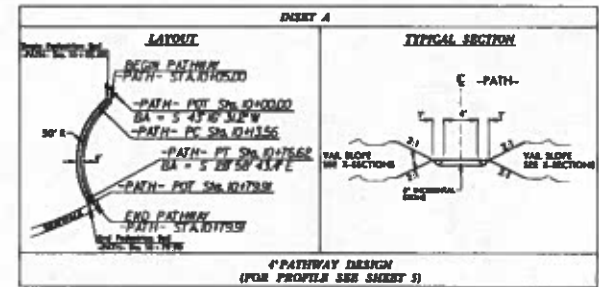
**END TIP PROJECT B-5196**  
-L- POC STA 14+65.00

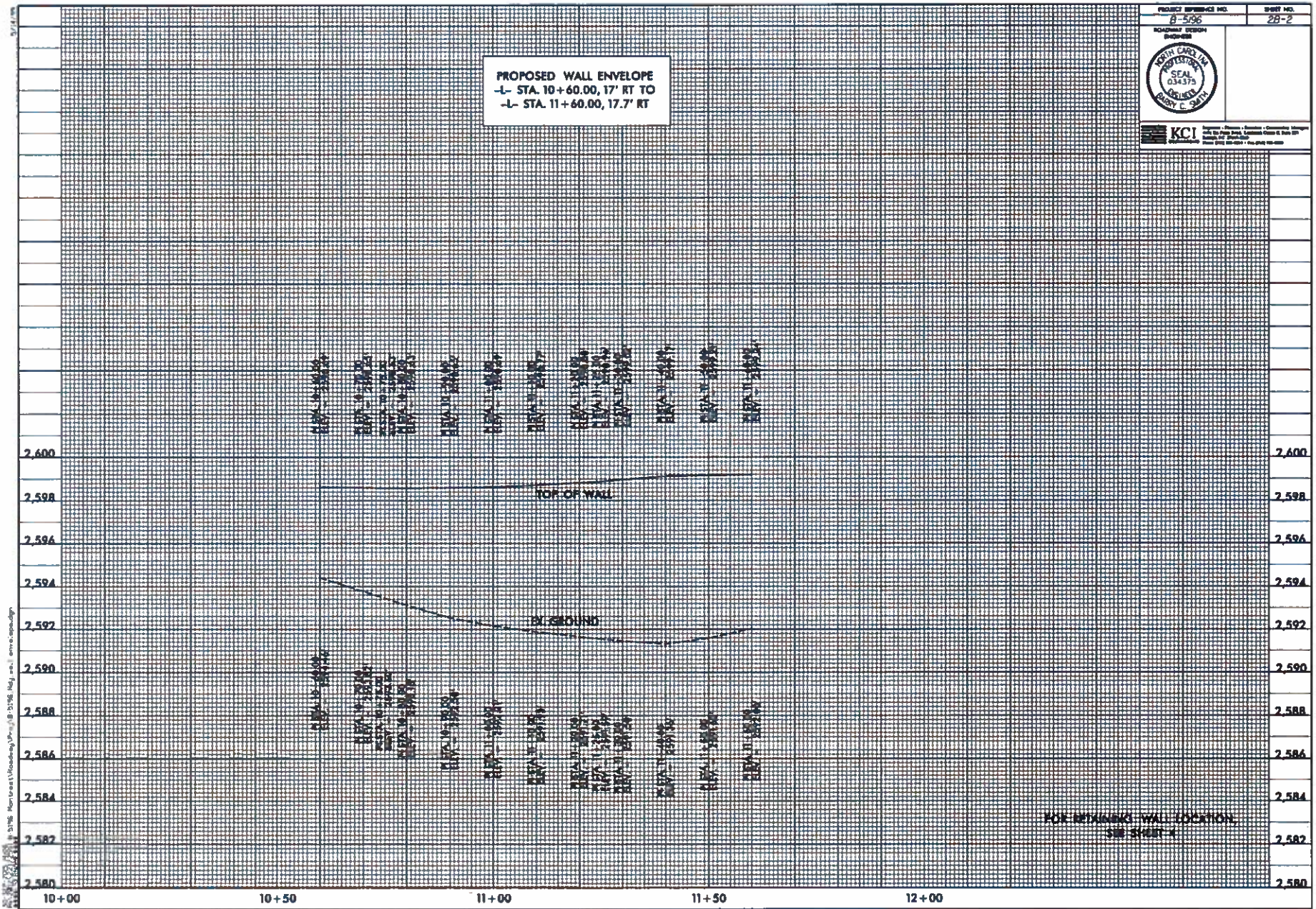
-L-		
PI Sta 12+22.90	PI Sta 13+26.92	PI Sta 14+31.33
Δ = 99° 57' 23.7" (LT)	Δ = 25° 24' 40.8" (LT)	Δ = 7° 59' 46.5" (LT)
D = 66° 37' 22.8"	D = 22° 55' 05.9"	D = 9° 32' 57.5"
L = 109.80'	L = 10.00'	L = 8.165'
T = 42.23'	T = 56.37'	T = 4.89'
R = 86.00'	R = 250.00'	R = 600.00'
SE = D4	SE = D4	SE = D3
RD = 54'	RD = 54'	RD = 40.5'

-Y-		
PI Sta 10+58.07		
Δ = 65° 19' 20.7" (RT)		
D = 80° 06' 50.5"		
L = 74.8'		
T = 46.67'		
R = 65.00'		

NOTES: ALL DRIVEWAY ENTRANCES ARE 12" MIN. UNLESS OTHERWISE NOTED.  
USE 6" POSTS AND STANDARD 6" 3" POST SPACING FOR GUARDRAIL ABOVE RETAINING WALL.

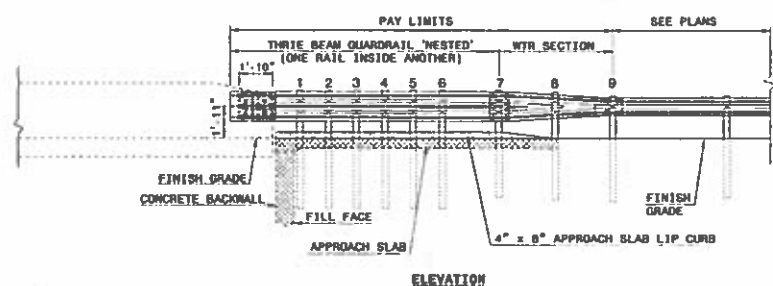




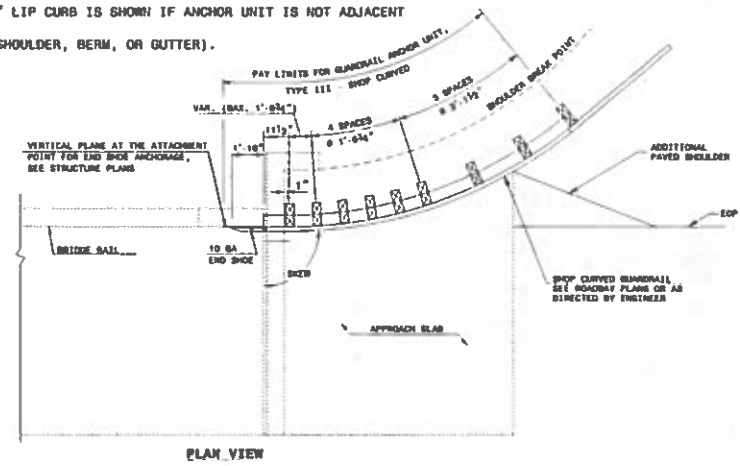
STATE OF  
NORTH CAROLINA  
DEPT. OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
RALEIGH, N.C.

ENGLISH DETAIL DRAWING FOR  
TYPE III - SHOP CURVED  
STRUCTURE ANCHOR UNIT

SHEET 1 OF 1  
TYPE III SC



- NOTE:
- \*\*POST NOT REQUIRED FOR SKEW ANGLES GREATER THAN 150° OR LESS THAN 30° UNLESS OTHERWISE DIRECTED BY THE ENGINEER.
  - \*THE DISTANCE FROM END OF BRIDGE RAIL TO CENTER LINE OF THE FIRST POST SHOULD BE 11 1/2" IF CONCRETE BACKWALL IS NOT PRESENT.
  - SHOULDER BERM GUTTER MUST BE INSTALLED TO THE LIMITS 6" x 4" LIP CURB IS SHOWN IF ANCHOR UNIT IS NOT ADJACENT TO AN APPROACH SLAB.
  - MEASURE GUARDRAIL HEIGHT FROM THE TOP OF ADJACENT SURFACE (SHOULDER, BERM, OR GUTTER).
  - USE NO STEEL POSTS WITHIN THE GUARDRAIL ANCHOR UNIT LIMITS.
  - LAP JOINTS IN THE DIRECTION OF TRAFFIC FLOW.
  - SEE STANDARD 662.03 SHEET 4 FOR POST SECTIONS 1 THRU 9.



**GUARDRAIL ANCHOR UNIT, TYPE III - SHOP CURVED  
FOR ATTACHMENT TO RAIL ON BRIDGE**

STATE OF  
NORTH CAROLINA  
DEPT. OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
RALEIGH, N.C.

ENGLISH DETAIL DRAWING FOR  
TYPE III - SHOP CURVED  
STRUCTURE ANCHOR UNIT

SHEET 1 OF 1  
TYPE III SC



CONTRACT STANDARDS AND DEVELOPMENT UNIT	
Office 919-707-6950	FAX 919-250-4110
SEE PLATE FOR TITLE	
ORIGINAL BY: E.E. Wild	DATE: 4-4-02
MODIFIED BY: T.R. PPHILL	DATE: 3-29-08
CHECKED BY:	DATE:
FILE SPEC:	



## SUMMARY OF RIP RAP

## BREAKING OF PAVEMENT SUMMARY

SUBMIT LINE	SECTION	START	LOCATED LINE	VS
←	10 + 12.40	11 + 00.00	CL	300
←	12 + 00.00	13 + 00.00	CL	300
			TOTAL	307
			ACT	300

[illegible]

	FOLIO (FOLIO)	SAC
CLASSE 1		
CLASSE 2	00	00
CLASSE 3		
CLASSE 4	10	10
CLASSE 5		
CLASSE 6		
CLASSE 7		
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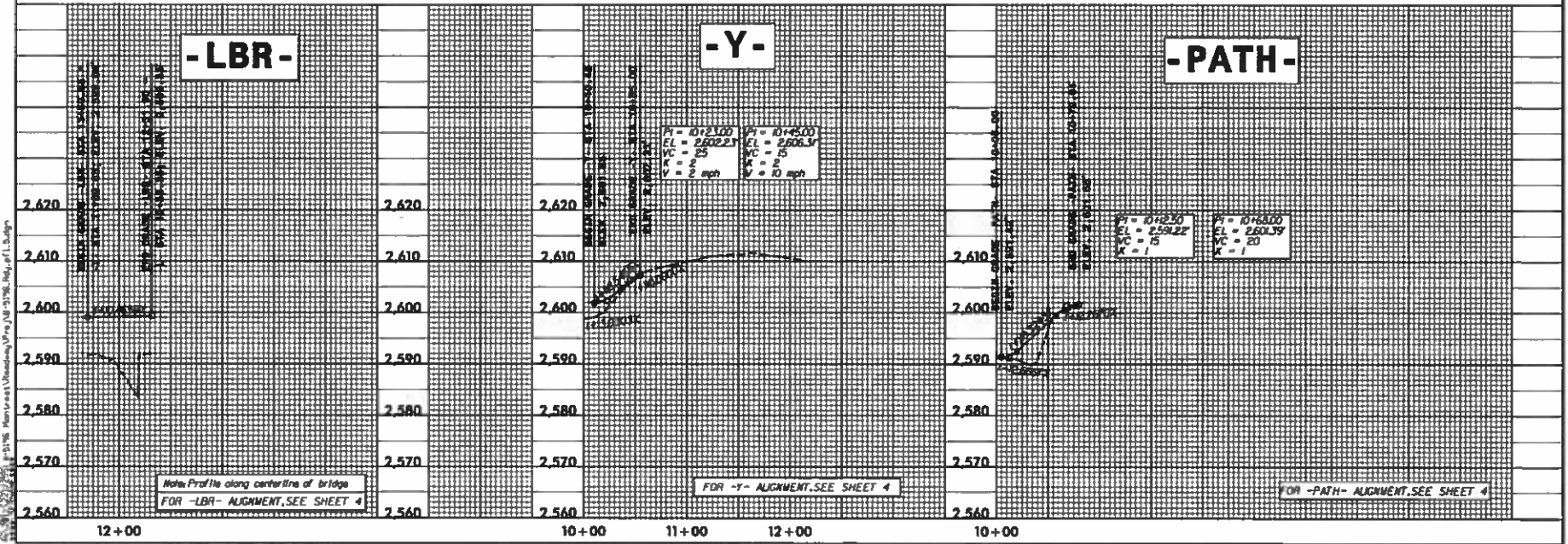
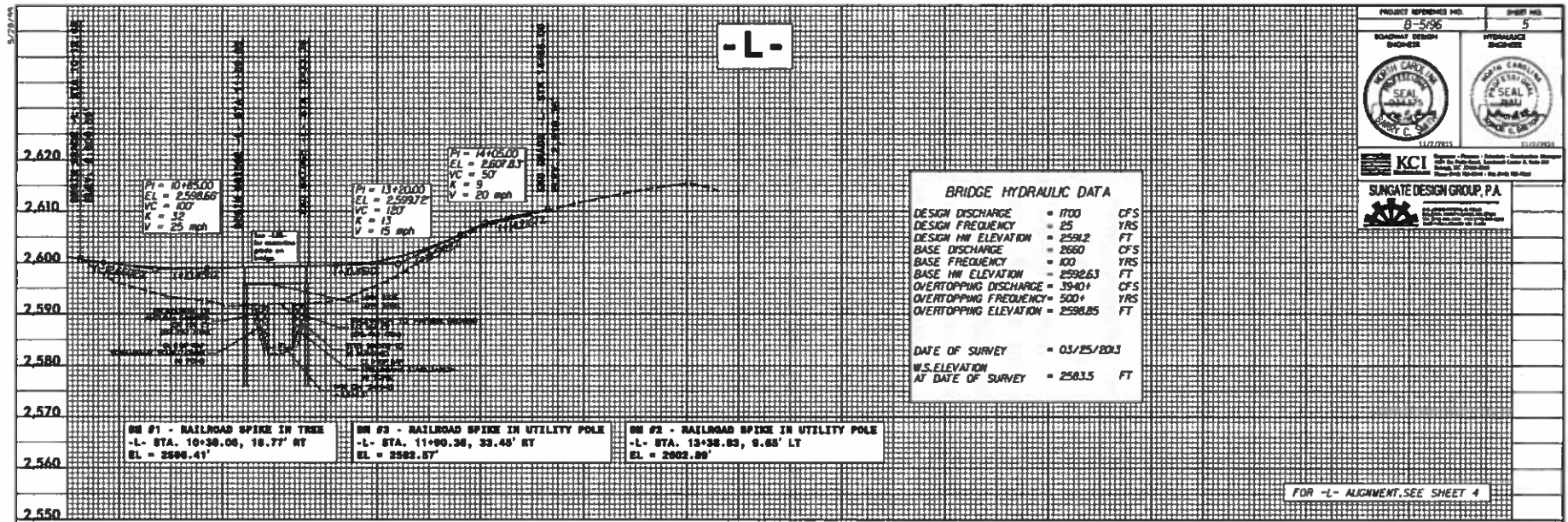
APPENDIX C	
CT	CLINIC TAMP
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OF	OFFICE OF PUBLIC WORKS
LOC	LOCATION
IN	IN THE
OF	OFFICE OF THE

Inventory Level	Quantity	Quantity	Inventory
1	10 + 10 00	10 + 10 00	10
2	12 + 20 00	12 + 20 00	12
		TOTAL	100
		SAD	100

NOTE: Invert Elevations are for Bid Purposes only and shall not be used for project construction stakeout. See "Standard Specifications For Roads and Structures, Section 300-5".

[illegible][illegible]








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ENGINEERS • PLANNERS • SCIENTISTS • CONSTRUCTION MANAGERS

Landmark Center II, Suite 220 • 4601 Six Forks Road • Raleigh, NC 27609 • Phone 919-783-9214 • Fax 919-783-9266

**To:** Mr. Ronald W. Nalley  
Town of Montreat Town Administrator

  
Dewayne L. Sykes – KCI Associates of NC, PA  
Project Manager

**From:** Dewayne L. Sykes – KCI Associates of NC, PA  
Project Manager

**Date:** February 4, 2016

**TIP Number:** B-5196

**County:** Buncombe

**Project:** Replacement of Bridge #528 – Texas Road over Flat Creek

#### **Background and Available Options**

NCDOT Bridge Management Unit records indicate Bridge No. 528 has a sufficiency rating of 21.9 out of a possible 100 for a new structure. It was constructed in 1960 and has reached the end of its useful life, exhibiting a degree of deterioration that can no longer be addressed by maintenance activities; therefore, the existing bridge is currently closed to vehicular traffic due to safety concerns related to its state of deterioration. Replacement of the bridge is needed to provide safer access and mobility in the area as well as to improve community connections. The project is needed to support event circulation and ongoing access to Montreat College and the Montreat Conference Center, a retreat and conference center around which the Town of Montreat was founded and which remains a focus of activity for the community. Additionally, the replacement would maintain safe pedestrian access across Flat Creek and between several adjacent recreation areas, supporting an existing pedestrian path that crosses the bridge.

In November 2015, the residents of the Town of Montreat elected a new mayor and 3 new town council members. The new board has indicated that they wish to revisit B-5196 alternates. Please note that adherence to current guidelines require that the proposed replacement bridge result in a “No rise” in flood elevation at the bridge. The outcome is the bridge elevation as currently designed, 7’ higher than the existing bridge. The previous town council did ask for consideration of a reduction in impacts. The proposed bridge elevation can be lowered through the acceptance of up to a 1’ in rise of flood elevation at the Texas Road Bridge.

The following is a brief description of the 4 basic options: Option A (leave as designed, no change), Option B (leave proposed bridge in the same place but lower the bridge elevation), Option C (select one of the previously studied alternates) and Option D (study and select a new alternate).

### Option A

This option leaves the design and location of the bridge as is. The town proceeds forward with the plans as currently designed. Must resume Right of way agreement with Mountain Retreat Association. Must resume environmental and TVA permit application process.

Delay: 2 months

Design Cost: NA

### Option B

This option leaves the horizontal location of the bridge as is but lowers the bridge elevation significantly. It requires that the town accept up to a 1 foot rise in flood elevation. A CLOMR (Conditional Letter of Map Revision) showing the revised flood limits must be done. While the horizontal location will not change, the vertical elevation will. A new roadway grade and a new bridge must be designed. Other than proceeding as currently designed, this is the simplest and quickest. It could also result in construction cost savings in a shorter bridge.

Delay: 12 months

Design Cost: \$200K (\$40K by Town of Montreat + \$160K by FHWA)

### Option C

This option selects one of the previously studied alternates and perhaps the one that ties opposite Tennessee Road. The planning document must be reopened and agreement with State Historic Preservation Office (SHPO), FHWA and others obtained. There is no guarantee that an alternate other than replace at the existing location could be selected. With the MRA recreational area impacts, an avoidance alternate must be studied. This would push alternate selection back to the current alternate, along existing. This essentially creates a new project and we would be starting over on the design. New surveys, roadway design, drainage design, bridge design and utility coordination would be required. Different R/W and easements must be acquired.

Delay: 6 months (for planning document), 20 -24 months (new design) 26 – 30 months (total).

Planning and design Cost: \$300K (\$60K by Town of Montreat + \$240K by FHWA)

### Option D

This option creates and selects a new alternate. This new alternate must be designed and studied. The planning document must be reopened or redone. Agreement with SHPO, FHWA and others obtained. There is no guarantee that an alternate other than replace at the existing location could be selected.

With the MRA recreational area impacts, an avoidance alternate must be studied. This would push alternate selection back to the current alternate, along existing. This essentially creates a new planning document, a new project and we would be starting over on the design. New surveys, roadway design, drainage design, bridge design and utility coordination would be required. Different R/W and easements must be acquired.

Delay: 12 months (for planning document), 20 -24 months (new design) 32– 36 months (total).

Planning and design Cost: \$350K (\$70K by Town of Montreat + \$280K by FHWA)

These delay and cost numbers are estimates but relative. Option A is by far the cheapest, the simplest and the easiest to implement but may not address the wishes of the new board. Of the remaining options, Option B is the cheapest, the simplest, the easiest to implement and was under consideration by the previous board. We have surveys and a horizontal alignment that can be used. We have R/W and easement that can be used. The planning document can remain as is with a 'consultation' addressing the elevation change. There could be a construction cost savings with a shorter bridge. The other 2 options require a reopening and a possible major redo of the planning document. They are almost a completely new project. Delay and cost are significant. A replace in place (Options A & B) is usually the least damaging for all parties. In addition, conversations with FHWA indicate they could participate in funding. Option B would also be more amenable to SHPO since it lowers the proposed bridge elevation and therefore reduces impacts to the eligible historic properties.

Should there be questions, please don't hesitate to contact me.

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

**Meeting Date:** March 10, 2016

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

**AGENDA INFORMATION:**

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

**BRIEF SUMMARY:** A draft of the 2016-2021 Capital Improvements Plan (CIP) will be presented to the Board of Commissioners at their meeting in March. A public hearing will be held on March 12 where staff will present a brief summary of the Plan. 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:** None

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

**ATTACHMENTS:** Draft 2016-2021 Capital Improvement Plan Summary

**ADMINISTRATOR'S COMMENTS AND RECOMMENDATIONS:** At your March meeting, I will do a brief presentation to introduce the projects within the CIP and determine if there are projects that board members or the public feel need to be added, modified or even deleted from the plan. I will be happy to incorporate any comments we receive from the public hearing as well as from Board members, into the draft CIP. 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 before its scheduled adoption in April. As always, if you have questions concerning any of the plan or specific projects please do not hesitate to see me.