

**Town of Montreat  
Board of Commissioners  
Town Council Agenda Meeting  
September 7, 2017  
Walkup Building**

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

Board members absent: None

Town staff present: Alex Carmichael, Town Administrator  
Angie Murphy, Town Clerk  
Justyn Whitson, Police Officer

Approximately 15 members of the public were also present. Mayor Helms called the meeting to order at 7:03 p.m., led the group in reciting the Pledge of Allegiance, and held a moment of silence asking for those in attendance to remember those affected by the recent hurricanes

**Agenda Approval**

Commissioner Vinson moved to adopt the agenda as presented. Commissioner Gilliland seconded. Mayor Pro Tem Fouche moved to defer agenda item "A", which is to add the word "welcome" or "welcoming" to the Mission Statement, under new business to the next retreat but no later than the March 15, 2018 meeting for discussion and possible action. Mayor Pro Tem Fouche felt that with new members entering the Council that they should have a say in the mission statement verbiage. Commissioner Gilliland seconded Mayor Pro Tem Fouche's motion. Commissioner Standaert stated that they were a board with multiple months to serve and felt it should be addressed now rather than later. The motion carried 3/2 with Commissioners Standaert and Vinson voting in opposition to the motion. Commissioner Standaert asked if the item could be brought up again if it was deferred. Mayor Helms stated that it would remain off the agenda for 100 days. Town Administrator Carmichael explained there were different nuances between "tabling an item" versus "deferring an item" and could not give an answer off the top of his head. Commissioner Standaert asked for further investigation into this matter as well as the voting requirements. Commissioner Vinson noticed a typographical error under the Public Hearing item in which "industrial" needed to be changed to "institutional" as Montreat does not have any industrial zoning. Commissioner Gilliland moved to adopt the agenda as amended. Commissioner Otto seconded. The motion carried 4/1 with Commissioner Standaert voting in opposition to the motion.

**Public Hearing: Proposed Rezoning of Eastern Side of Florida Terrace From Institutional/Residential (I/R) to Residential Low Density (R1) Followed by Possible Action**

Mr. Carmichael stated that Commissioner Standaert had asked for some additional documents related to the public notice requirements. Public notices were publicly displayed in the Town Services Building and the United States Postal Office. Notices were mailed to the Black Mountain News and to property owners as per our Zoning Ordinance. Mr. Carmichael provided a list of all property owners and adjacent property owners along with the letter and notice that were mailed to them to each Commissioner. These items will be added to next week's agenda packet.

**Mayor's Communications**

Mayor Helms stated that he wanted Mr. Carmichael to bring everyone up-to-date with the preparations the Town Employees are making for Hurricane Irma. Mr. Carmichael stated that the Public Work Crews had spent the day preparing culverts and stormwater systems for the impending storm. Public Work Crews replaced radio batteries at the well and tank sites. They borrowed a portable generator from the Town of Black Mountain for the wells. The Crews are working with Mountain Retreat Association to monitor Lake Susan as well as the dam. Montreat Police Department is working with the Buncombe County Emergency Manager's Office. Both Police and Public Works are identifying potential staging areas and evacuation routes. Administrative Staff are preparing for mobile emergency notification capabilities. Mayor Helms urged property owners to secure loose items around their homes.

**Consent Agenda Review**

The proposed Consent Agenda will include the following items:

- August 3, 2017, Town Council Agenda Meeting Minutes
- August 10, 2017, Town Council Public Forum Minutes
- August 10, 2017, Town Council Meeting Minutes

**Town Administrator's Communications**

- Mr. Carmichael has updated the reevaluation of the categorical exclusion document for the Texas Road Bridge. This document has since been sent to our engineering firm, KCI, who has to sign off on it and then it will be forwarded to the Municipal Bridge Program by September 15<sup>th</sup>.
- The Police Department was audited by the North Carolina Department of Justice Criminal Standards Division and received a positive response.
- The Water Department had their wells and tanks inspected this week by the regional inspector and received a verbal confirmation of passing with flying colors.

### **Administrative Reports**

The Board will hear administrative reports as written with the ability to ask questions from the Police Chief, Public Works Director, Finance Officer and Building Inspector/Code Administrator during next week's Town Council Meeting.

### **Public Comments**

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

Mr. Wade Burns of 232 North Carolina Terrace mentioned the detailed series of options for the Building Inspector/Zoning Administrator that Mr. Carmichael had outlined in the evening's packet. Mr. Burns encouraged Council to review the ordinances along with purpose and intent before deciding on the zoning administrator position.

### **Old Business**

There was no Old Business to discuss.

### **New Business**

- A. **Zoning Official Position Review:** Mayor Helms stated that Mr. Carmichael would review the Zoning Official Position for Council next week. Mayor Pro Tem Fouche asked about the backlog of zoning requests and wanted to know what we as a Town were doing to accommodate people. Mr. Carmichael stated that he has 2-3 conversations about zoning issues a day. The zoning permits are backing up. Our building permits are being handled temporarily at a rate of \$25 per inspection and \$25 per permit issued which is extremely inexpensive compared to other rates Mr. Carmichael has investigated. All zoning permits have to be signed off on by a zoning officer appointed by the Commission. Mayor Pro Tem Fouche asked if there was a certification process for the zoning administrator. Mr. Carmichael stated that the job requires appointment by the Council and an oath of office. Mayor Pro Tem Fouche stated she appreciated the detailed descriptions of the zoning official position options that Mr. Carmichael provided in the packet.

### **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.

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Mr. Wade Burns of 232 North Carolina Terrace asked if there was a training and certification process required by the State for the zoning administrator. Mr. Carmichael stated that there was a training and certification class offered by the UNC School of Government but it is his belief that it is not a requirement of the zoning officer. Mr. Burns suggested getting a group of citizens to be sworn in to look at pending applications. Mr. Carmichael stated that there will be a lag time between when a decision is made about what model the Council wants to use for the zoning official position and when that position will be filled. Mr. Carmichael has spoken with an individual from Saluda, South Carolina who has offered to contract out our zoning to fill in the gaps until our position is filled.

Mr. Bill Scheu of 146 Eastminster Terrace asked if it would be possible to designate the Town Administrator as Zoning Official on a temporary basis since there are no requirements for the position. Mayor Helms stated that he felt like that should be a private conversation that he has with Mr. Carmichael.

Mr. Mike Sonnenberg of 125 Virginia Road felt that this conversation was important because we need to flesh out a backup plan in case the future zoning administrator is sick or unavailable. Commissioner Standaert stated that we have always had a good working relationship with the Town of Black Mountain when it comes to filling in for vacations or absences.

**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:

<u>September Town Council Meeting:</u>	September 14, 2017, 7:00 p.m. Public Forum begins at 6:30 p.m. Walkup Building
<u>Montreat Tree Board:</u>	September 19, 2017, 9:30 a.m. Town Services Building
<u>Board of Adjustment:</u>	September 28, 2017, 7:00 p.m. Walkup Building
<u>Montreat Landcare:</u>	October 4, 2017, 9:00 a.m. Allen Building Swannanoa Room

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October Town Council Agenda Meeting:

October 5, 2017, 7:00 p.m.

October Town Council Meeting:

October 12, 2017, 7:00 p.m.  
Public Forum begins at 6:30 p.m.  
Walkup Building

**Closed Session**

Commissioner Vinson moved to enter in Closed Session in accordance with North Carolina General Statute 143-318.11(6) for discussion of a personnel matter. Commissioner Gilliland seconded and the motion carried 5/0.

Upon a motion by Commissioner Gilliland and a second by Commissioner Vinson with the motion carrying 5/0, the Board returned to Open Session. Commissioner Gilliland moved to appoint Barry Creasman to the position of Interim Public Works Director effective immediately, and to have Mr. Creasman assume the full duties and responsibilities of Public Works Director and remain at his current pay grade of 15 until such time as he completes the "Effective Supervisory Management Course" on, or by, September 30, 2018, at such time he will be assigned a pay grade of 17 and the title of Public Works Director for the Town of Montreat; the interim period will satisfy the one year probationary period specified by the Montreat Personnel Policy after which he will be eligible for a 5% raise above the starting pay for a pay grade of 17. Commissioner Vinson seconded the motion and the motion carried 5/0. Mr. Creasman happily accepted and signed the offer of position document.

There will be another closed session at next week's meeting.

**Adjournment**

There being no further business, Commissioner Gilliland moved to adjourn the Town Council Agenda Meeting. Commissioner Vinson seconded and the motion carried 5/0. The meeting was adjourned at 7:41 p.m.

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Tim Helms, Mayor

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Angela Murphy, Town Clerk