

REPORT OF MONTREAT TOWN HALL COMMITTEE

November 9, 2016

On June 14, 2016, the Montreat Town Council authorized Mayor Tim Helms to appoint a Committee to hear from Montreat residents concerning their views about the location of a proposed new town hall facility for the Town of Montreat, and their suggestions concerning the size and design of the facility. Mayor Helms appointed Mike Collie, Town Commissioner Kitty Fouche, Jane Holt, Brinkley Melvin, Gordon Neville and Bill Scheu to serve as members of the Committee. He named Brinkley Melvin as the Chair.

The Committee held four meetings. The Minutes of those meetings are attached to this Report for reference.

1. On August 24, 2016, the Committee held an organizational meeting. Mr. Collie was excused and Mr. Neville departed soon after the meeting started because of the death that afternoon of his sister, Susan Neville. In addition to the remaining members of the Committee and Angie Murphy, Town Clerk, eight members of the public were present. The Committee elected Bill Scheu as the its Vice-Chair, following which Chair Brinkley Melvin explained the purpose of the Committee: (1) to hear from the public about the best location for a new town hall facility, and (2) to hear from the public about the size and design of such a facility. Following those organizational subjects, the Committee engaged in a brainstorming session in which it encouraged the eight members of the public who were present to share their suggestions and opinions. During the brainstorming session three sites were suggested for a new town hall facility: the Billy Graham Evangelistic Association offices on Assembly Drive (the "Graham Property"), the parcel owned by the Cooley family located on the north side of Montreat Road outside the Montreat Gate (the "Cooley Property"), and the parcel owned by Montreat Conference Center located on the south side of Montreat Road outside the Montreat Gate (the "Creekside Property"). Based on the discussions, the Chair made assignments to individual committee members to make further inquiries about each site. The assignments were made in light of earlier decisions made by the Town Council about the Florida Terrace property and other properties that had been suggested to and evaluated by the Town Council as potential sites. Members of the Committee also agreed that they would not perform new investigations and evaluations of the various sites but examine the studies, reports and other materials considered by the Town Council previously concerning various sites, particularly the Creekside Property. Those studies, reports and other materials were placed on the Town's website on the Town Hall capital improvement projects link. Reference should be made to the Minutes of the meeting for particular comments and suggestions of those in attendance.

2. The Committee met again on September 15, 2016. All members of the Committee were present except Gordon Neville, who was excused. Interim Town Administrator Al Richardson, Town Clerk Angie Murphy and approximately 28 members of the public also were in attendance. Following organizational business, including a discussion of the North Carolina open meetings and public records laws led by Mr. Richardson, the administration by Mrs. Murphy of the oath of office to the members of the Committee, and the adoption by the Committee of rules of procedure, Chair Brinkley Melvin invited members of the Committee to report on their assignments concerning the properties discussed at the August 24 meeting. Bill

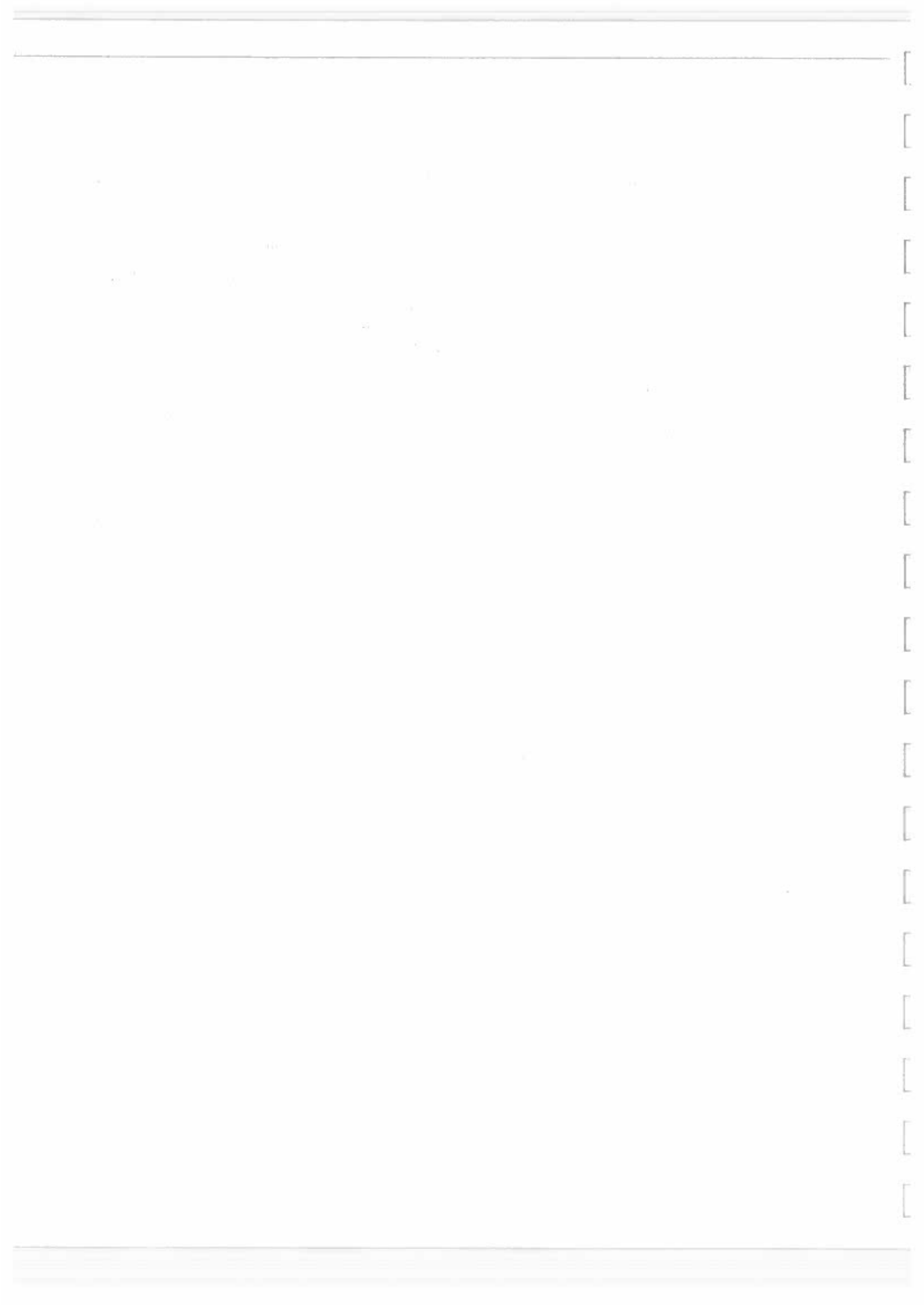


Scheu reported on the process of incorporating the Creekside Property and/or the Cooley Property into the jurisdiction of the Town of Montreat, which would involve de-annexation from the Town of Black Mountain by the North Carolina Legislature and annexation by either the Legislature or the Town of Montreat following de-annexation. Jane Holt reported that the Cooley family is not currently in a position to consider a sale of the Cooley Property to the Town of Montreat. Town Commissioner Kitty Fouche reported that she had met with Richard DuBose, President of the Mountain Retreat Association ("MRA"), who indicated that, depending on the particular terms and conditions, the MRA would consider selling the Creekside Property to the Town of Montreat at its appraised value. Mr. DuBose indicated to her that the MRA would not be willing to donate the Creekside Property to the Town, and that any conveyance would be conditioned upon the present occupant of the property having a reasonable period (4-6 months) to relocate. He also had indicated that the MRA would want to retain certain approval rights as to design and similar matters. Commissioner Fouche emphasized that the MRA Board would have to approve any sale transaction, not just the President. Chair Brinkley Melvin then reported that he had been in conversation with representatives of the Billy Graham Evangelistic Association concerning the possibility of the Town acquiring the Graham Property. Those representatives had informed Mr. Melvin that neither the Association nor the Graham family is in a position to consider a sale of the Graham Property to the Town. Reference should be made to the Minutes of the September 15 meeting of the Committee for further elaboration of those reports.

Following those reports and discussions concerning each, Chair Brinkley Melvin solicited suggestions and advice from the members of the public who were present concerning the location of a new town hall facility. Approximately 20 of the 28 persons present as members of the public shared their recommendations and concerns with the Committee, which included both ideas as to the location of the facility and concerns about the needs of the Town's staff (particularly the maintenance and public works staff) for better facilities. Reference to the Minutes of the September 15 meeting of the Committee should be made for the specific comments of those persons and the accompanying discussion.

Chair Brinkley Melvin thanked the members of the public for their thoughtful participation in the work of the Committee and announced that the next meeting of the Committee would be held on October 4, 2016, to discuss the size and design of a possible town hall facility.

3. The Committee met on October 4, 2016. At that meeting all members of the Committee and Town Clerk Angie Murphy were present. The oath of office was administered to Gordon Neville. Approximately 28 members of the public also were in attendance. Town Commissioner Kitty Fouche presented a report about her meeting with Mr. Matt Settlemyer, Town Manager of the Town of Black Mountain, concerning the size and design of the Black Mountain town hall facility. Mr. Settlemyer indicated to Commissioner Fouche that (i) the Town of Black Mountain had never been officially asked whether the Creekside Property could be annexed by the Town of Montreat, and (ii) that the Town of Black Mountain would be happy to work with the Town of Montreat in de-annexing the Creekside Property from the Town of Black Mountain and annexing it into the Town of Montreat. In addition to her meeting with Mr. Settlemyer, Commissioner Fouche's report also covered her meetings with Black Mountain



Director of Public Works Jamie Matthews, Montreat Director of Public Works Steve Freeman and Montreat Police Chief Jack Staggs. A copy of Commissioner Fouche's report is attached for reference.

Mr. Scheu presented a memorandum on Parcel Ownership, Governmental Jurisdiction and Zoning covering six parcels at or adjoining the current Town of Montreat facilities, including the Creekside Property. The memorandum discussed the ownership of each of those parcels, the governmental jurisdiction to which each is subject and the zoning of each. A copy of the memorandum was distributed to members of the Committee and to the Town Clerk for inclusion in the Minutes of the meeting and posting on the Town's website. Subsequently Mr. Scheu determined, with the help of Zoning Administrator David Curry, that Parcel 2329, owned by MRA but used by the Town of Montreat for its offices and sanitation facilities, is zoned by Buncombe County as "R-LD", and that the present use is a grandfathered nonconforming use, and thus currently permitted.

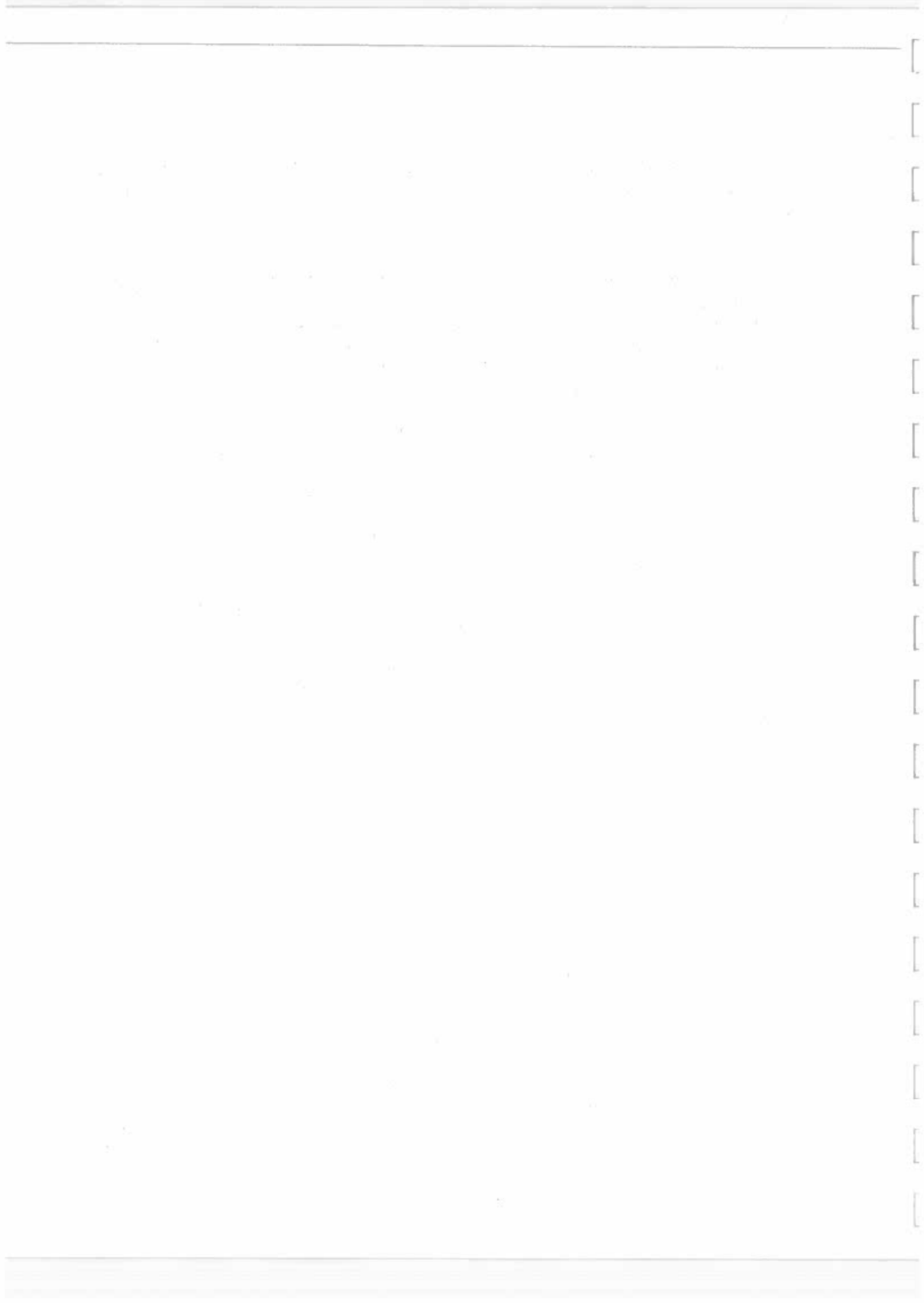
The Chair then invited all persons present to share their thoughts and advice about the appropriate size and design of a new town hall facility. Approximately 15 members of the public made suggestions and shared their opinions. A general discussion followed among members of the Committee and the public. The Chair concluded the meeting by thanking all of the members of the public who took their valuable time to attend the meeting and express their opinions. Reference to the Minutes of the October 4 meeting of the Committee should be made for the specific comments of those persons and the accompanying discussion.

4. Subsequent to the October 4 meeting, members of the Committee received an email from Town Commissioner Mary Standaert making additional suggestions of possible locations for a new town hall facility. Those suggestions were: (i) parcels on both the left and right sides of Reunion Lane on the northerly side of Montreat Road, in Black Mountain, just westerly of the Cooley Property, and (ii) the parcel behind (to the southeast) of the existing Town of Montreat facilities, known as "Montreat Springs".

5. On November 9, 2016, the Committee held its fourth meeting, at which the Committee considered all of the submissions and testimony of the members of the public at prior meetings, the recommendations of Commissioner Standaert, and the studies, reports, memoranda and earlier reports of both Committee members and those previously considered by the Montreat Town Council. All of the members of the Committee were present. Also in attendance were Town Administrator Al Richardson, Town Clerk Angie Murphy and approximately 15 residents. After lengthy discussion involving all those present, the Committee unanimously concludes and recommends to the Mayor and Town Council as follows:

A. As to the location of new town hall facilities:

1. The town hall facility should be located at the "Creekside" Property. The other sites off Reunion Lane are not available at this time. The "Montreat Springs" property is a steep slope property and not physically appropriate. As reported in earlier meetings, the Graham Property and the Cooley Property are not available. The Creekside



Property was favored by virtually all of the residents who made presentations to the Committee. It is noted that the flood plain and sewer line issues previously discussed by the Town Council were determined to be resolvable in the survey and topographical studies prepared by High Country Surveyors and Sitework Studios that were previously submitted to the Town Council.

2. The issue as to whether the new facility should be within the boundaries of the Town of Montreat is not, in the Committee's judgment, an important issue or one that should be a condition to locating the town hall facilities. It is noted that the current town hall facilities are not located in the Town of Montreat. If the Town Council determines that the facilities should be located in the Town, it could seek de-annexation by the North Carolina Legislature for the Creekside Property and other properties now in the Town of Black Mountain. In that case the Town should also seek to annex from Buncombe County the existing town facilities and sanitary facilities used by the Town located on Parcel 2329. In any event, the Town should not defer or delay acquisition of the Creekside Property for construction of new facilities because of de-annexation procedures.

3. The Town Council should authorize negotiations with the MRA for acquisition by the Town of the Creekside Property and nearby properties presently owned by MRA.

4. The Town Council should negotiate with MRA on a recasting of the 99-year occupancy agreement and the license agreement covering the present Town facilities and adjacent sanitary facilities located on Parcel 2329.

B. As to the size and design of new town hall facilities:

5. The facilities should be in keeping with the values of Montreat, modest in functionality and designed with cost consciousness in mind. The size of the administrative portion of the town hall facilities should be approximately 3,500 square feet of heated and cooled space. Additional maintenance and public works facilities would properly be part of a separate building.

6. The needs of the maintenance public works and public safety staff should have priority over the needs of the administrative staff (lockers, bathrooms, maintenance facilities and an evidence locker). The separation and/or sharing of facilities by administrative and maintenance/public works users should be considered as part of the overall design. The police function should be part of the administrative area of the facilities. The Committee encourages the Town to enter into discussions with MRA and Montreat College about the sharing of maintenance facilities and utilizing joint-use lands for such purposes.

7. The administrative building should be one-story in height and should not include large lobby space. A small community information "nook" in the facility was suggested by members of the public and would be appropriate.



8. The Town should prioritize the sharing of large meeting facilities with MRA and Montreat College to the maximum extent feasible. Large meeting space is unnecessary for the sole use of the Town, and should be shared with MRA and/or the College. A small conference room seating approximately 30-35 persons would however be appropriate.

9. The design should include expansion capacity as appropriate. The planning should also envision technological advances that may reduce the need for administrative bricks and mortar.

The Committee also considered and suggests the following:

10. The Committee suggests that the Town Council work with MRA to consider a redesign of the Montreat Gate area and its traffic patterns with a view to safety, longevity and practicality of the Gate and its impact with vehicular and pedestrian traffic. The Committee forwards to the Town Council certain recommendations of its member, Gordon Neville, concerning the future of the Montreat Gate area.

11. The Committee refers to the Town Council the reports and memoranda that were submitted by members of the Committee and members of the public and included in the Minutes of the Committee's meetings, copies of which are attached to this Report. The Committee also refers the Town Council to the Minutes of the Committee's meetings for the expression of particular comments by citizens who made presentations or comments to the Committee.

The Committee thanks the Mayor, the Town Council and the citizens of Montreat for this opportunity to serve them. The Committee is especially grateful for the participation of all those persons who spoke with the Committee and testified at its meetings.

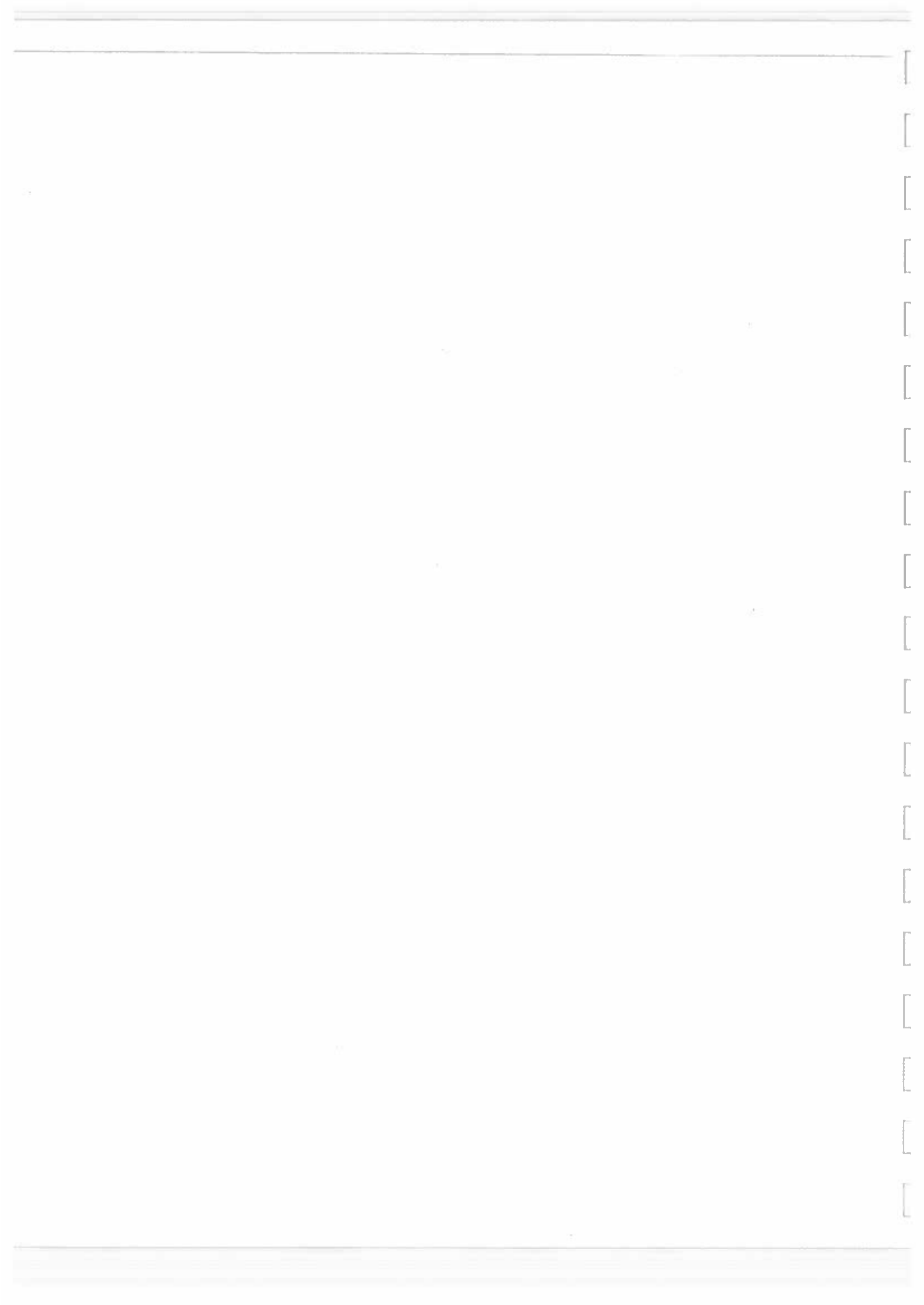
Respectfully submitted,

Montreat Town Hall Committee:

Mike Collie
Town Commissioner Kitty Fouche
Jane Holt
Gordon Neville
Bill Scheu

Brinkley Melvin, Chair

November 9, 2016

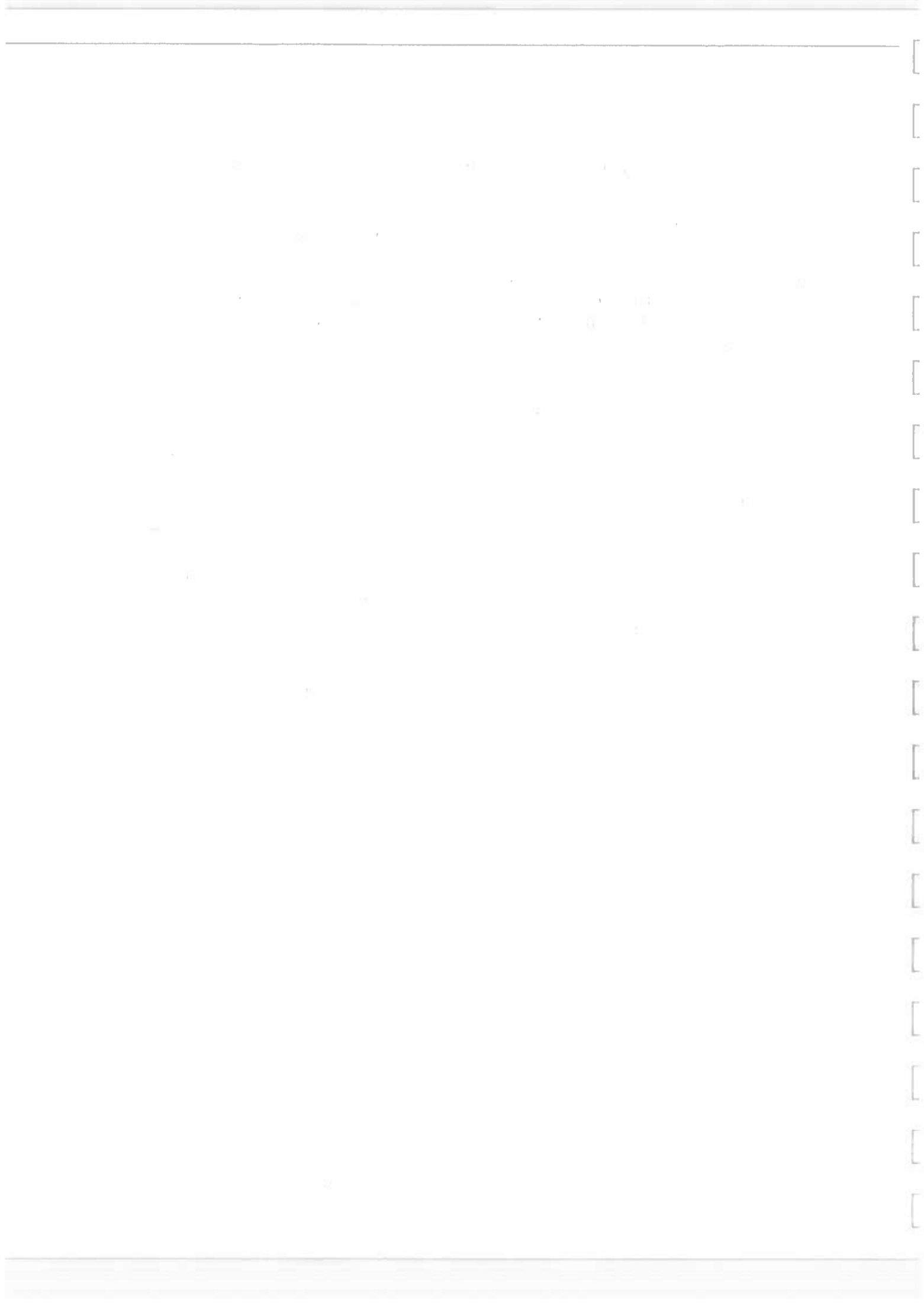


ATTACHMENTS TO TOWN HALL COMMITTEE REPORT

November 9, 2016

1. Minutes of meetings of the Committee held on August 24, 2016, September 15, 2016, October 4, 2016, and November 9, 2016.
2. Report of Town Commissioner Kitty Fouche dated September 23, 2016, concerning meetings with Black Mountain Town Manager Matt Settlemyer, Black Mountain Director of Public Works Jamie Matthews, Montreat Director of Public Works Steve Freeman and Montreat Police Chief Jack Staggs.
3. Memorandum of Parcel Ownership, Governmental Jurisdiction and Zoning dated October 4, 2016, prepared by Committee member Bill Scheu.
4. Letter dated November 8, 2016, from Gordon Neville to Brinkley Melvin containing suggestions concerning the future of the Montreat Gate area.

Note: There are numerous studies and reports concerning the location of the town hall facility listed and linked on the Town of Montreat website under "Current Capital Improvement Projects" – "Town Hall Facility". These were available to and reviewed by the Committee members. The Mayor and Town Commissioners also have these resources available.



**Town of Montreat
Town Hall Committee
Organizational Meeting
August 24, 2016
Town Services Building**

Board members present: Brinkley Melvin
Jane Holt
Commissioner Kitty Fouche
Bill Scheu
Gordon Neville (left at 5:27 pm due to family emergency)

Board members absent: Mike Collie

Town staff present: Angie Murphy, Town Clerk

Eight members of the public were present. Chairman Brinkley Melvin called the meeting to order at 5:31 p.m.

Agenda Approval

There was not a formal agenda requiring approval at this organizational meeting.

Old Business

There were no matters under Old Business scheduled for discussion.

New Business

A. Procedural Matters

- Commissioner Fouche moved to elect Mr. Scheu as Vice-Chair. Ms. Jane Holt seconded and Mr. Scheu was elected unanimously 4/0.
- Chairman Melvin advised the committee that Mike Collie would prefer if the committee met at 7:00 p.m. on weeknights to accommodate his family time.

B. Purpose of Committee: Chairman Melvin advised the Town Hall Committee of their goals as stated by Mayor Tim Helms: (1) the best location for the Town Hall and (2) the size of the Town Hall. Mayor Helms wants the Committee to take as long as they need to determine the will of the Community but would ultimately like the Town Hall built and completed within his term of office.

C. Brainstorming Session: Peter Boggs of 338 Chapman Road discussed the Billy Graham Evangelical Association property on Assembly Drive as being a great location for a potential Town Hall. Mr. Boggs felt that the property is currently under-utilized but would appease a lot of people who feel the Town Hall should be within the Montreat Gate. Mr. Boggs suggested

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Organizational Meeting Minutes
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approaching Will Graham and having an honest conversation about a lease-to-buy or a straight out purchase. Commissioner Fouche felt the Committee should not redo the work of previous committees: such as the Postcard Committee, which had over 200 responses, or the work from Mr. Francis Burriss. Ms. Holt felt that it was important to keep the rumors at bay while remaining transparent to the public. Chairman Melvin reviewed the 3 most popular properties that have been mentioned thus far: (1) the Cooley property on the right outside the gate, (2) the Montreat Conference Center property on the left outside the gate, and (3) the Billy Graham Evangelical Association property inside the gate. Chairman Melvin agreed that they would open up a comments period for the public to make sure the committee received all probable locations to consider. Chairman Melvin opened up a discussion about potential size of a new town hall facility. Commissioner Fouche felt that the Committee would need to know what each employee does to decide how much room they need to suitably perform their job duties. Commissioner Fouche also felt it would be important to decide if a meeting room would be necessary. Mr. Bill Straughan of 122 Eastminster Terrace suggested visiting smaller sized Town Halls, such as Weaverville and Biltmore Forest. Mrs. Robin Melvin of 246 Texas Road Spur suggested keeping larger Town Council meetings in the Walkup Building due to the flat entrance and ample parking. Mr. Scheu volunteered to gather some information about annexation within Black Mountain with regards to the properties outside the gate. Chairman Melvin volunteered to gather information from Mountain Retreat Association and their Board of Directors about the property they own on the left outside the gate. Mr. Boggs suggested keeping the square footage to one-story so as not to necessitate an elevator. Commissioner Fouche does not believe that the Town of Montreat will experience as much growth as larger cities but the Committee does need to be cognizant of the needs of the MRA and the fact that the current Town Services Building might not always be available. Chairman Melvin stated that there now seems to be a symbiotic nature between the Town, MRA and Montreat College which was sorely needed. Mr. Scheu mentioned inviting Mr. Dan Dean to the next meeting to give a short presentation or a written overview on Open Meeting Laws and quorum rules. After much discussion it was decided that Commissioner Fouche would meet with Mr. Richard DuBose of MRA and discuss the property on the left outside the gate. Ms. Holt, a personal friend of the Cooley's, will talk with the Cooley's to see if there is any interest in selling any or all of the property on the right outside the gate.

- D. Goals and Objectives: Chairman Melvin set the next Town Hall Committee for Thursday, September 15th at 7:00 p.m. with the hopes of reporting back on the assignments that were decided on this evening. The Town Clerk will set up dedicated email addresses for the Town Hall Committee as well as build a presence on the Town of Montreat website for the Committee.

Public Comments

The Public Comments were included in the body of the meeting.


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Organizational Meeting Minutes
August 24, 2016**

Adjournment

Commissioner Fouche moved to adjourn the Montreat Town Hall Committee meeting. Vice Chair Scheu seconded and the motion carried 4/0. The meeting was adjourned at 6:49 p.m.



Brinkley Melvin, Montreat Town Hall
Committee Chair



Angie Murphy, Town Clerk



**Town of Montreat
Town Hall Committee
Regular Meeting
September 15, 2016
Town Services Building**

Board members present: Brinkley Melvin, Chairman
Bill Scheu, Vice-Chair
Mike Collie
Commissioner Kitty Fouche
Jane Holt

Board members absent: Gordon Neville

Town staff present: Angie Murphy, Town Clerk
Al Richardson, Interim Town Administrator

Approximately 28 members of the public were present. Chairman Brinkley Melvin called the meeting to order at 7:04 p.m. and led the group in a moment of silence.

Agenda Approval

Commissioner Fouche moved to adopt the agenda. Vice-Chair Scheu stated that he wanted Interim Town Administrator Richardson to have time to deliver a brief summary of the Open Meetings Law and wanted to allow room for that on the agenda. Ms. Holt seconded the motion to adopt the agenda as amended and the motion carried 5/0.

Old Business

- A. **Approval of August 24th, 2016, Organizational Meeting Minutes:** Commissioner Fouche moved to approve the August 24, 2016 Meeting Minutes as presented. Vice-Chairman Scheu seconded and the motion passed 5/0.

New Business

- A. **Findings of Interim Town Administrator Al Richardson:** Mr. Richardson briefly reviewed with the Committee that all Town Council/Mayor appointed committees must approve and abide by the Rules and Procedure. The Rules and Procedure will be considered later this evening for adoption. These rules are the same rules the Council operates under. Mr. Richardson also reviewed what constitutes quorum: the Town Hall Committee has 6 members so a quorum is 4 people in this case. Mr. Richardson advised that any and all Commissioners could attend the meetings if they want but it is imperative that everyone sits separately, does not participate in the meeting before or after, and makes no effort to talk amongst themselves or with other members of the community.
- B. **Oaths of Office:** Town Clerk Angie Murphy administered the Oaths of Office to Vice-Chair Bill Scheu, Commissioner Kitty Fouche, Chairman Brinkley Melvin, Mike Collie and Jane Holt.

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C. Adoption of Rules and Procedures: Mr. Collie moved to adopt the Rules and Procedures as presented. Vice-Chairman Scheu seconded and the motion carried 5/0.

D. Reports of Findings from "Homework Assignments":

- Vice-Chair Bill Scheu – Annexation Information

Vice-Chair Scheu stated that the "Creek Side Property" is located in the Town of Black Mountain while the current Town Services Building is located within Buncombe County. Under North Carolina law, the NC legislature, by act of a special bill or a local act, would have to de-annex the property from the Town of Black Mountain and the Town of Montreat would have to annex the property. The legislature would also annex the property into the Town of Montreat in the same legal transaction. This would entail the approval of the Towns of Black Mountain and Montreat who would then go together before the legislature, through our local delegation, to have the bill introduced and then passed. Legislation meets in the winter and spring but they have yet to set a date so the Committee needs to be cognizant of that date going forward.

- Jane Holt – Cooley Property

The Colley Property is to the right outside the Montreat Gate. Ms. Holt stated that Mr. Craig Cooley is not quite ready to broker a deal for the home and land at this time.

- Commissioner Kitty Fouche – Richard DuBose/MRA

Commissioner Fouche met with Mr. DuBose to document his input on the possibility of purchasing the outside the gate on the left for the new Town Hall. The term used by MRA for this property is "Creek Side Property". One measure of value used by MRA for their properties is proximity to Lake Susan. Therefore, the "Creek Side Property" has little value to MRA for their missions. The other lots owned by MRA that have been mentioned in previous discussions include Pratt Park, just inside the gate; Dowd Green, fenced area beside the Post Office; and the lot across the street from the Post Office. While Mr. DuBose has found no evidence of an agreement that Pratt Park cannot be sold, he felt certain that the Pratt family and some Board members would not be happy with a decision to sell. Dowd Green and the lot across from the Post Office are close to Lake Susan and would most likely not be approved by the Board. MRA would sell the "Creek Side Property" for the appraised value but would reserve the right to have some input in the design. The last appraisal was for \$119,000 but they would need an updated appraisal. It is of Mr. DuBose's opinion that MRA would not entertain the idea of gifting the property to the Town of Montreat. Carol Owings has lived in the house on the "Creek Side Property" for about 18 years. Mr. DuBose stated that Ms. Owings would need 4-6 months to relocate. Mr. DuBose would not be opposed to completing the transaction so that the Town could move ahead with plans as long as Ms. Owings was given the chance to remain until she works out her new

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arrangements. Mr. DuBose pointed out that their exchange only included his opinions and all decisions concerning the sale of property would have to be approved by the MRA board.

- Chairman Brinkley Melvin – Billy Graham Evangelical Association Property on Assembly Dr
Chairman Melvin met with Will Graham, the grandson of the Rev. Billy Graham, to discuss the property on Assembly Drive. Currently there are 4 employees housed in this facility and their sole purposes are to take care of Rev. Graham. This property will remain as is until the passing of Reverend Graham. The Town is unable to consider this location as a viable option at this time and probably for some time in the future.

Public Comments

The Public Comments were included in the body of the meeting as an Open Forum.

Mr. Mike Sonnenberg of 125 Virginia Road, expressed his views on the Town Hall needs of the past versus the Town Hall needs of the future. Mr. Sonnenberg felt the Committee should consider the needs of the future because he anticipated a consolidation of services, robotic trash pickup, robotic road maintenance, widespread automation, outsourcing accounting practices and small, adaptable buildings. Mr. Sonnenberg asked the Committee to look thoroughly into the future before buying property or making major decisions.

Mr. Ted Carey of 116 John Knox Road, reflected on twelve points that he felt captured the essence of positive reasons to use the flat empty lot(s) just outside the gate. The points are as follows:

1. Ample regular and overflow parking and convenient to all citizens
2. Easier and safer for Town Hall Staff to get to work during inclement weather
3. Wilderness friendly
4. Will beautify the Gate entrance area
5. Compatible with other structures on Black Mountain Road
6. Does not require destruction of beautiful areas
7. Visitors can get information without driving all over Town
8. Minimizes traffic
9. Convenient
10. Flat lot is easier and much cheaper to build upon
11. No negative impact to Montreat tax revenue
12. Has overwhelming support of the community

Nancy Campbell Fletcher arrived late and wanted to know if a property had been decided upon. Chairman Melvin reviewed the three options that were presented tonight and advised Ms. Campbell-Fletcher that this evening was for public input for location options and that no particular site had been decided upon as of yet.

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Ms. Ginny Porter of 388 Appalachian Way, had dinner with former residents of Montreat at Givens Highland Farms and they recommended moving the iconic Montreat Gate to the entrance of the new Town Hall so everyone would pass beneath the arches.

Mr. Charlie Mitchell of 201 Harmony Lane, questioned whether the property would lie in the flood plain. Chairman Melvin advised that any property chosen would have to be properly vetted and certified for construction purposes.

Mr. Don Reid of 127 Shenandoah Terrace, asked if the "Creek Side Property" was zoned appropriately for a Town Hall. Vice-Chair Scheu advised that if the property were annexed into Montreat the Town Council could zone the property in a way that a Town Hall would be appropriate. The property is currently zoned residential but a Town Hall would be allowed by Black Mountain.

Mr. Ted Carey of 116 John Knox Road, does not understand why people feel that a Town Hall has to be within the Town of Montreat.

Mr. Erskine Clarke of 558 Providence Terrace, felt that if annexation is possible without huge problems then it would be the best option to undertake; otherwise there is no reason why the Town Hall should not be built outside the city limits.

Mrs. Shannon Ingersoll of 124 Eastminster Terrace, questioned how the Town Hall Committee will separate their 2 charges: location and size. Chairman Melvin advised that the committee was going to look at location first and then move on to size and meld the two together.

Mrs. Nancy Burriss of 360 Arkansas Trail, asked in what order you would annex or vet the potential property.

Mrs. Nan Clarke of 558 Providence Terrace, felt that the "Creek Side Property" is the most logical location for a Town Hall.

Mr. Richard DuBose of 160 Woodland Road, wanted to clarify that he is not in the position to sell the "Creek Side Property" on behalf of the MRA. The decision to sell any property that belongs to the MRA would be up to the Board of Directors. Mr. DuBose reminded the group that the "Creek Side Property" is currently a private residence and to try to respect Ms. Owings privacy as this process moves forward.

Mr. Sam Sloan of 423 Kentucky Road, stated that even though the Billy Graham Evangelistic Association property seems off the table for the near future he hopes it is not completely ruled out as an option.

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Mrs. Shannon Ingersoll of 124 Eastminster Terrace, asked if there was a time limit to report back to Council. Chairman Melvin advised that there was not a timeline.

Mrs. Judy Shuford of 613 Greybeard Trail, stated that she felt employees would like the process to move forward rather quickly due to the conditions of the current Town Services Building.

Mrs. Clary Phipps of 106 John Knox Road, stated that the "Creek Side Property" seems like a concrete possibility and it would be nice to be able to move forward rather quickly since the Town Hall has been in discussion for a number of years.

Mrs. Nancy Fletcher felt the BGEA property would have an access problem due to the house located on the corner.

Ms. Jane Holt wanted input with regards to Public Works and the Montreat Police Department. She inquired whether the public would like to see Public Works and Police stay in the current Town Services Building or incorporate them into the new Town Hall structure. Ms. Holt also inquired if there were any other options for a Town Hall that the public wanted to discuss

Mrs. Suzanne Sloan of 423 Kentucky Road, felt that the Public Works and the Montreat Police Department should stay in the current Town Services Building once it has been upgraded.

Mrs. Mary Jane Quattlebaum of 127 Eastminster Terrace, stated that she was concerned that Public Work Crews currently do not have adequate covered areas to house machinery or to work on equipment in cold weather and she thinks that is important to consider. Mrs. Quattlebaum also stated that she felt everyone should be in the same facility to ensure better communication.

Mr. Erskine Clarke of 558 Providence Terrace, suggested a more modest sized Town Hall and the financial savings would then go to providing comfortable quarters for Public Works employees and their equipment.

Mrs. Judy Shuford of 613 Greybeard Trail, stated that she heard Public Works employees need showers for after working in cold weather and muddy holes. Mrs. Shuford felt a smaller, inexpensive Town Hall would better suit all employee needs.

Mr. Don Reid of 127 Shenandoah Terrace, stated that it was hard for him to separate size and location with regards to the Town Hall. Mr. Reid felt there needs to be direction from Town Council as to what services the Town should provide and how many employees are needed to provide the services.

Ms. Lee Lancaster of 229 Road Ext, wondered if other buildings had been explored like the Walkup Building and surrounding areas.

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Mr. Ashton Phelps of 433 Kentucky Road, stated that he felt the people running the Town need to be in close proximity to those doing the actual work.

Mrs. Clary Phipps of 106 John Knox Rd, questioned if there was room to expand back towards the creek from the maintenance areas.

Mrs. Peggy Scheu of 146 Eastminster Terrace, questioned if MRA maintenance had enough room for their needs.

Mrs. Ginny Porter of 388 Appalachian Way, inquired as to who parked maintenance vehicles up on Lookout Road. Mr. Dubose advised this was the property of Montreat College.

Ms. Jane Holt, asked if the public felt comfortable sharing meeting spaces with MRA or would they prefer a designated room in the new Town Hall.

Mr. Ted Carey of 116 John Knox Road, stated that a large meeting room is not needed in Town Hall in his opinion. Mr. DuBose advised that while the MRA did not mind sharing space that it is in his opinion that there should be some meeting space available in case MRA was booked.

Mrs. Susan Holcomb of 117 Assembly Drive, felt that the Committee should speak to the current staff to see what their needs might be for space and size.

Mr. Ted Carey of 116 John Knox Road, stated that the Montreat Police Department does not need 5 desks, an ammunition room, an interrogation room, a meeting room and a private chief's office. Mr. Carey stated that the Police Department could share space with the Black Mountain Police Department and the town of this size does not need that much space.

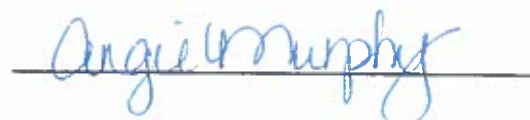
Chairman Melvin announced the next meeting would be on Tuesday, October 4th at 7:00 p.m. in the Walkup Building and the purpose would be to discuss size needs with regards to a Town Hall.

Adjournment

Commissioner Fouche moved to adjourn the Montreat Town Hall Committee meeting. Vice Chair Scheu seconded and the motion carried 5/0. The meeting was adjourned at 9:05 p.m.



Brinkley Melvin, Montreat Town Hall
Committee Chair



Angie Murphy, Town Clerk

memo

Tow of Montreat Town Hall Task Force

To: Brinkley Melvin, Chair
From: Katheryn Fouche
CC: Task Force Members
Date: 9/1/2016
Re: Meeting with Richard DeBose, President Montreat Conference Center

Attachments: Buncombe Co Property Card
GIS Image of Creek Side Property

Comments: Here are the main points of my meeting with Richard, the purpose of which was to document his input on the possibility of purchasing the lot outside the gate for the new Town Hall.

The term used by MRA for this property is Creek Side Property. One measure of value used by MRA for their properties is proximity to Lake Susan. Therefore, the Creek Side Property has little value to MRA for their missions.

The other lots owned by MRA that have been mentioned in previous discussions include Pratt Park, just inside the gate; Dowd Green, fenced area beside the PO; and the lot across the street from the PO. While he has found no evidence of an agreement that Pratt Park cannot be sold, he feels certain that the Pratt family and some Board members would not be happy with a decision to sell. Dowd Green and the lot across from the PO are close to the Lake and would most likely not be approved by the Board. All three of these properties are complicated and likely not available.

MRA would sell the Creek Side Property for the appraised value but would reserve the right to have some input in the design. The last appraisal was for \$119,000 but they would need an updated appraisal. It is Richard's opinion that MRA would not entertain the idea of gifting the property to the Town.

Carol Owings has lived in the house on the Creek Side Property for about

MEMO

18 years. Richard has talked with her multiple times about the possibility of the Town purchasing the property so she is aware and thinking about what she might do if that comes to pass. Nevertheless, Richard said that she would need 4-6 months to relocate. He would not be opposed to completing the transaction so that the Town could move ahead with plans as long as Carol was given the chance to remain until she works out her new arrangements.

The current Town Hall building has 67 years of a 99-year lease remaining. We do not pay anything (not even \$1) for the lease. The Town is responsible for all expenses associated with the building and would be allowed to reconfigure the interior to satisfy needs.

The 0.84-acre Creek Side Property at 1210 Montreat Road is in the Town of Montreat.

Richard pointed out that our exchange only included his opinions. All decisions concerning the sale of property would have to be approved by the MRA Board.



**COUNTY OF BUNCOMBE,
NORTH CAROLINA**
Web Property Record Card
0710-53-9360-00000



Date Printed: 9/2/2016

Owner Information		Parcel Information	Total Property Value: 109,300
Owners:	MOUNTAIN RETREAT ASSOCIATION	Status:	Active
Address:	PO BOX 969 MONTREAT NC 28757-0017	Deed Date:	12/1/1994
Property Location:	1210 MONTREAT RD	Deed Book/Page:	1826 / 0757
Taxing Districts		Plat Book/Page:	0000 / 0000
County:	Buncombe County	Legal Reference:	TRANSFER BY DEED
City:	BLACK MOUNTAIN	Location:	1210 MONTREAT RD
Fire:		Class:	REL.CAMP/RESORT/ASMB
School:		Neighborhood:	TOWN OF BLK MTN
		Subdivision:	
		Sub Lot:	
		Conservation/Easement:	N
		Flood:	Y

Ownership History

No Owner History

Assessment History

Year	Acres	Land	Bldgs	Other Impr	Assessed	Desc	Exemptions	Deferred	Taxable
2016	0.83	50,000	59,300	0	109,300	RXM	109,300	0	0
2015	0.83	50,000	59,300	0	109,300	RXM	109,300	0	0
2014	0.83	50,000	59,300	0	109,300	RXM	109,300	0	0
2013	0.83	50,000	59,300	0	109,300	RXM	109,300	0	0
2012	0.83	41,500	68,100	0	109,600	RXM	109,600	0	0
2011	0.83	41,500	68,100	0	109,600	RXM	109,600	0	0
2010	0.83	41,500	68,100	0	109,600	RXM	109,600	0	0
2009	0.83	36,700	68,500	0	105,200	RXM	105,200	0	0
2008	0.83	36,700	68,500	0	105,200	RXM	105,200	0	0
2007	0.83	36,700	68,500	0	105,200	RXM	105,200	0	0
2006	0.83	36,700	68,500	0	105,200	RXM	105,200	0	0
2005	0.83	29,300	47,900	0	77,200	RXM	77,200	0	0
2004	0.83	29,300	47,900	0	77,200		0	0	77,200
2003	0.83	29,300	47,900	0	77,200		0	0	77,200
2002	0.83	29,300	47,900	0	77,200		0	0	77,200
2001	0.83	26,600	35,100	0	61,700		0	0	61,700

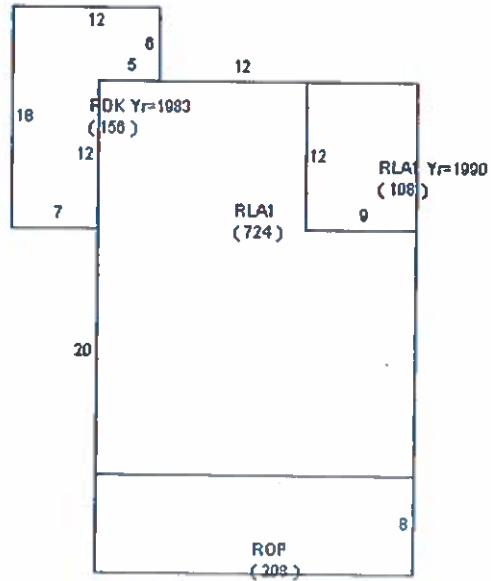
Land Data	Total Acres: 0.83	Land Value:	Other	Value: 0
	Acreeage	50,000	Improvements	
Segment#	Units	Description		
1	0.83 Acreage	LOT IN AC		

Building Structures

Res. Building ID	Style	Sq Feet	Bsmt SqFt	Bsmt Finished	Year Built	Grade	Condition
1	1 STORY CONVENTIONAL	832	0	0	1930	C	N

Refinement	Description	Built-Ins	Units
Foundation	PIERS	Full Baths	1
Roof Type	GABLE W/ METAL	Fireplace/Gas Log	1
HVAC	HEAT NO A/C	Bedrooms	3

Section	SqFt	# Stories
OPEN PORCH	208	1
LIVING AREA LEVEL 1	108	1
LIVING AREA LEVEL 1	724	1
DECK	156	1

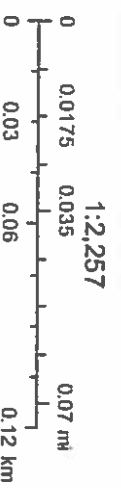


Total Building Value: 59,300

Buncombe County



September 2, 2016



**Town of Montreat
Town Hall Committee
Regular Meeting
October 4, 2016
Town Services Building**

Board members present: Brinkley Melvin, Chairman
Bill Scheu, Vice-Chair
Mike Collie
Mayor Pro Tem Kitty Fouche
Jane Holt
Gordon Neville

Board members absent: None

Town staff present: Angie Murphy, Town Clerk

Approximately 28 members of the public were present. Chairman Brinkley Melvin called the meeting to order at 7:03 p.m. and led the group in a moment of silence.

Agenda Approval

Mayor Pro Tem Fouche moved to adopt the agenda. Ms. Holt seconded the motion to adopt the agenda as presented and the motion carried 6/0.

Old Business

- A. **Approval of September 15th, 2016, Meeting Minutes:** Mrs. Holt moved to approve the September 15, 2016 Meeting Minutes as presented. Mr. Collie seconded and the motion passed 6/0.
- B. **Oath of Office:** Town Clerk Angie Murphy administered the Oath of Office to Mr. Gordon Neville.

New Business

- A. **Report from Mayor Pro Tem Fouche:** Mayor Pro Tem Fouche visited the Town of Black Mountain's Town Hall and Public Works Facilities and read a short report of her findings. Town Manager Settlemyer was most gracious with his time and information. Mr. Settlemyer stated that the Black Mountain Town Council was never officially asked if the "Creek Side" property could be annexed; therefore, they could not officially respond. Mr. Settlemyer assured Mayor Pro Tem Fouche that Black Mountain would be glad to work with the Town of Montreat to annex the property if that site is chosen for the Town Hall. Any annexation/de-annexation would require local legislation from the General Assembly so the Board of Alderman would just be a step in the process with the final say resting with legislature in Raleigh.

The Black Mountain Town Hall services 4,080 homes and about 200 businesses. The building

**Montreat Town Hall Committee
Regular Meeting Minutes
October 4, 2016**

has 6,500 square feet under one roof. They have 15 employees in the space with each employee having a separate office except those who share space at the drive-up windows and the desk used for customers paying water bills. They have 2 conference rooms, one for employees to have meetings and one nicer conference room that is used for meeting the public. The largest single space is the Board Room with a capacity of 75 people. It has a large semi-circle table where the Aldermen sit. They have a vault that is filled with filing cabinets where all of their paper files and other important documents are stored. The vault is protected by firewalls and kept locked at all times. There is a small, but very nice break room located near the front door. It is Mr. Settlemyer's opinion that even a small staff should have a break room. Mr. Settlemyer also stated that while he was happy with the arrangement of the building his one request would be for more meeting space. He stated that few would realize how many meetings take place in the building.

Mayor Pro Tem Fouche spent over an hour with Jamey Matthews, Director of Public Services at his shop in Black Mountain. The metal building has approximately 14,000 square feet plus a loft over the office where Christmas decorations are stored. Mr. Matthews has organized the space so that all of the equipment and supplies needed for each task are arranged in such a way as to make it easier and more efficient for his staff. Mr. Matthews advised Mayor Pro Tem Fouche of how much it is costing the Town of Montreat to keep their equipment in the weather and how unfair it is to not have a covered area for the guys to work on their equipment and other activities. He also stated that freezing temperatures were especially hard on diesel equipment.

Mayor Pro Tem Fouche also visited with Steve Freeman, Director of Public Works in Montreat. After seeing Black Mountain's facility, Mayor Pro Tem Fouche had a renewed appreciation for Mr. Freeman and his hard working crew. Mr. Freeman felt that a maintenance building is sorely needed and the best and maybe only spot is on and behind the parking lot across from the current Town Services facility. The cost of metal buildings are now very affordable. Mr. Freeman felt that if plans for a maintenance building are not included with plans for a new Town Hall, it might take years for the Town to address their needs. Public Works currently utilizes storage in small metal tool sheds behind the MRA maintenance building. Mr. Freeman stated that two offices would be sufficient for them but they would like a place to shower, especially when they are required to spend days in Montreat when it snows. He felt that the current Town Services Building could easily be converted into a nice space for Public Works.

Mayor Pro Tem Fouche then visited Chief Staggs about his space needs. Chief Staggs stated that the basic needs are for a patrol office, a chief's office, and evidence/storage space. Officers would like a place to shower and that space could be shared with Public Works. Chief Staggs advised Mayor Pro Tem Fouche that if an officer has any blood or chemicals on their uniform, they cannot leave work in those clothes. They keep a change of clothes in their locker and their contaminated clothes are taken to the Black Mountain Police Department for cleaning. Therefore, space is needed for employee lockers. The patrol office would only need

**Montreat Town Hall Committee
Regular Meeting Minutes
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a table, desk and locker for evidence. The chief's office needs storage for files, a desk and a small conference table. It is important that each office be linked with the technology needed to do their reports. Chief Staggs is so desperate for space that Interim Town Administrator Al Richardson has offered to trade offices with him. Mr. Freeman and Public Work Crews will build much needed storage in that office. Mr. Staggs explained the need for an evidence room: when evidence is taken in, there is a process that must be completed by the officer who collected the evidence and designated Evidence Controller. Evidence might have to be kept for years before being released by the Judge in a court case. While the Black Mountain Police Department is very helpful in letting Montreat use its facility for anyone who is arrested, they cannot help with evidence storage. The Town of Montreat must house their own evidence. Chief Staggs suggested that if the new Town Hall is located near the Gate public restrooms separate from those of employees would be needed. Mayor Pro Tem Fouche stated that she was flooded with respect for dedicated employees who happily work under adverse conditions. Mayor Pro Tem provided a copy of her report for inclusion in the minutes.

Chairman Melvin spent some time in similar sized towns visiting their Town Halls. Chairman Melvin stated that a Town Hall reflects the needs of the employees and the wishes of the taxpayers and he invited those in attendance to speak.

Vice-Chair Scheu provided a report entitled "Parcel Ownership, Governmental Jurisdiction and Zoning" for inclusion in the minutes and he also read briefly from a paragraph about the lease on the current Town Services Building.

Public Comments

The Public Comments were included in the body of the meeting as an Open Forum.

Mr. Peter Boggs of 338 Chapman Road, stated that the current Town Services Building is around 1,500 square feet and while inadequate employees have been operating out of the space and are fine to continue to do so. Mr. Boggs feels that doubling or tripling the square footage (3,000 or 4,500) would be sufficient. This would include the new Town Hall structure and the current Town Services Building.

Chairman Melvin stated that previous plans indicated square footages of 6,500 to 7,000 but that new plans would be rendered for the proposed Town Hall due to the new location.

Mr. Eric Nichols of 527 Suwannee Drive, asked if the Committee had received a copy of the space needs plan from the previous architects. Chairman Melvin stated that this meeting was not looking at the needs of the employees but more so the will of the taxpayers.

**Montreat Town Hall Committee
Regular Meeting Minutes
October 4, 2016**

Mr. Gill Campbell of 149 Maryland Place, referenced Mayor Pro Tem Fouche's comments where two Black Mountain employees mentioned needing more space for meetings and/or equipment storage. Mr. Campbell urged the Town Hall Committee to think ahead with regards to future needs.

Mr. Erskine Clarke of 558 Providence Terrace, advised the Committee to think pragmatically with regards to what is needed, what is efficient, what is the kind of Town Hall that will reflect Montreat and its values and character. Mr. Clarke believes two of these values are simplicity and modesty. Another theme Mr. Clarke would like the Committee to think on is aesthetics. Mr. Clarke does not feel that the new Town Hall should overshadow the Gate. Mr. Clarke also encouraged the Committee to make the new Town Hall inviting for employees. The size should be suitable for employees to do their jobs efficiently and enthusiastically with pride.

Mrs. Suzanne Sloan of 423 Kentucky Road, liked the idea that Mr. Richard DuBose mentioned that the MRA would like to have input in the design to keep in character with the other buildings in Montreat.

Mrs. Robin Melvin of 246 Texas Road Spur, would like for the Committee to consider shared spaces for meetings. Mrs. Melvin would prefer to spend more money on items that employees would use on a daily basis rather than meeting space that is used once or twice a month.

Mr. Gene Shuford of 613 Greybeard Trail stated that affordability was important to him. He felt it was important to not view taxpayers in Montreat as having unlimited resources in a community that has no commercial enterprise. Mr. Shuford felt that there is no need to increase the tax base for an elaborate building and he believes that shared meeting spaces are a logical solution.

Ms. Jane Holt stated that there is a conservation easement above the present plotted lots so there can be no growth above the highest house on the ridgeline. Ms. Holt believes that the Committee should think about the next 50 years but it is important to realize that there may not be that much growth.

Mrs. Nancy Midgette of 168 Oak Lane, stated that she is an advocate of shared meeting spaces. She suggested a building that could potentially be expanded upon if the needs arose.

Mayor Pro Tem Fouche reminded those in attendance that Mr. DuBose stated that with increased attendance at conferences that MRA meeting spaces may not always be available. Mayor Pro Tem Fouche posed the question of how much meeting space would be tolerated in the new Town Hall facility.

Mrs. Martha Campbell of 149 Maryland Place, mentioned that in the final architectural designs of the previous Town Hall concept plans there was a meeting space half the size of the Walkup Building meeting room. This room would be used as an incident command center in the case of emergency situations or for numerous committee meetings. This room could also have been used

**Montreat Town Hall Committee
Regular Meeting Minutes
October 4, 2016**

to house Town Staff if they had to stay overnight during inclement weather. Mrs. Campbell mentioned that the previous space study outlined how many square feet each employee needed to do their jobs effectively. Mrs. Campbell stated that all these studies are on the Town of Montreat website under current capital improvement projects.

Mrs. Shannon Ingersoll of 124 Eastminster Terrace, wanted clarification on shared space. She would be in favor of a space in the new Town Hall that could be used for multipurpose.

Mr. Bill Straughan of 122 Eastminster Terrace, thanked the Committee for taking on this assignment and for attempting to ascertain the will of the taxpayers. Mr. Straughan agrees that the Committee needs to be mindful of the future but also needs to think about how technology will change in the next 50 years. Mr. Straughan would like the new Town Hall to add to the beauty, character and spirit of the community. Mr. Straughan would also like to see beautiful landscaping in the finished project.

Mr. Walter Sommerville of 135 Kanawha Drive, stated that technology is changing the way we do work and to keep that in mind. He looks forward to the day when the building is complete and the Town can gather together inside and celebrate.

Mrs. Alice Lentz of 115 Eastminster Terrace, liked the idea of constructing a building that could easily be expanded upon if needed. She also expressed the need for more bathrooms for the public. Mrs. Lentz would like to see a simple and modest space in keeping with the beauty of Montreat but also a place for employees to be proud of. Mrs. Lentz does believe there needs to be a meeting space included in the new Town Hall facility.

Mr. Gordon Neville of 226 Alabama Terrace, reflected on ideas for the reconstruction of the Montreat Gate.

Mrs. Judy Shuford of 613 Greybeard Trail, stated that she liked what she was hearing. She feels that the Committee should start with the needs of the employees. Mrs. Shuford would like the architects to tie in the landscaping and overall look of the new building to carry over to the current Town Services Building.

Mr. Bill Scheu felt that it was important to consider the legal rights of the current Town Services Building. Mr. Scheu read the legal rights of parcel ownership as follows: Parcel 2329 is owned by MRA. The right to use the cinder block maintenance facility and property presently used by Association as a storeroom and workshop for the activities associated with the water systems being purchased and the sewer system being transferred pursuant to this agreement, said maintenance facility, for a term of ninety-nine years from and after closing or until such earlier time as Town may cease for a period of ninety days, using such facility primarily associated with its maintenance and operation of said systems.

**Montreat Town Hall Committee
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Mr. Wade Burns of 232 North Carolina Terrace, stated that the Montreat Public Works Department is extraordinarily efficient and most likely would never be contracted out. Mr. Burns felt that the metal building would be the most economical to build to house the machinery and equipment. Mr. Burns felt thinking globally would be a great start to planning the new Town Hall.

Mr. Dick Ray of 436 Kentucky Road, stated that he is excited to be back in Montreat after being away for two years.

Mrs. Shannon Ingersoll of 124 Eastminster Terrace, asked if it could be included in the report to Council to start the Maintenance Facility Building as soon as possible.

Mr. Erskine Clarke of 558 Providence Terrace, stated that the evenings open conversation was wonderful. Mr. Clarke recommends the possibility of sharing spaces with MRA. He considered it good stewardship and a responsible use of resources.

Mr. Mike Collie stated that he was encouraged by the collaborative talk this evening. Mr. Collie reminded the group that Montreat College should be included in the mix when it comes to space sharing. All 3 entities that are blessed with serving Montreat have their own space challenges and it would be ideal if we could all work together. Mr. Collie posed the question of whether the public sees the new Town Hall a type of welcome center. He mentioned a fire place, a welcome board, maps and an overall attitude of invitation.

Mrs. Judy Shuford of 613 Greybeard Trail, reminded the committee that Tom and Clare Frist had been very vocal in their dream to have rocking chairs on the porch of the new Town Hall facility. Mrs. Shuford also stated that during previous planning meetings for the Florida Terrace Site it was discussed that welcome center activities could not be put upon Town Staff as new job duties so she suggested utilizing volunteers to sit in the rocking chairs to greet and direct guests.

Mr. Bill Straughan of 122 Eastminster Terrace, mentioned that rocking chairs are already centrally located in Montreat and are only in use 2-3 months out of the year. Mr. Straughan would like the space to be more centrally focused on a Town Hall facility rather than a Welcome Center.

Mrs. Robin Melvin of 246 Texas Road Spur, mentioned that the "welcome center" idea be more of an inclusive shared space not taking up a lot of square footage; perhaps an alcove in the entryway.

Mr. Scheu questioned how many tourists we actually have coming into the Town. He stated that many conference attendees would be going to Assembly Inn as the first point of contact.

Mr. Collie stated that there were hundreds of people who use the trails in Town for recreational purposes.

**Montreat Town Hall Committee
Regular Meeting Minutes
October 4, 2016**

Mrs. Shannon Ingersoll of 124 Eastminster Terrace, stated that Montreat was one of very few areas that keep trails open year round and police would like to keep track of who is coming and going to make sure they are using the trails for the right reasons. She felt having a welcome center type facility could help the police in this endeavor.

Mr. Walter Somerville of 135 Kanawha Drive, stated that to him Montreat is a place of natural beauty. He posed the question of how the committee will decide what all is needed in a Town Hall.

Mr. Erskine Clarke of 558 Providence Terrace would like to use creative scheduling rather than increasing meeting spaces at the Town Hall facility. For example, if a room at MRA was booked we could then reschedule our meeting for another night.

Adjournment

Vice Chair Scheu moved to adjourn the Montreat Town Hall Committee meeting. Mayor Pro Tem Fouche seconded and the motion carried 6/0. The meeting was adjourned at 8:47 p.m.

Brinkley Melvin, Montreat Town Hall
Committee Chair

Angie Murphy, Town Clerk



**Town of Montreat
Town Hall Committee
Regular Meeting
November 9, 2016
Town Services Building**

Board members present: Brinkley Melvin, Chairman
Bill Scheu, Vice-Chair
Mike Collie
Mayor Pro Tem Kitty Fouche
Jane Holt
Gordon Neville

Board members absent: None

Town staff present: Angie Murphy, Town Clerk
Al Richardson, Interim Town Administrator

Approximately 15 members of the public were present. Chairman Brinkley Melvin called the meeting to order at 7:35 p.m. and led the group in a moment of silence.

Agenda Approval

Mayor Pro Tem Fouche moved to adopt the agenda. Mr. Collie seconded the motion to adopt the agenda as presented and the motion carried 6/0.

Old Business

- A. **Approval of October 4th, 2016, Meeting Minutes:** Vice-Chair Scheu requested a few minor changes to the minutes. Mayor Pro Tem Fouche moved to approve the October 4, 2016 Meeting Minutes as amended. Mr. Collie seconded and the motion passed 6/0.

New Business

- A. **Follow-Up Discussion from October 4th Meeting:** Chairman Melvin welcomed those in attendance and briefly reviewed the evening's agenda which included preparing a report to deliver to the Town Council at the December Board Meeting. Chairman Melvin reviewed the previous meetings of the committee: the Organizational Meeting on August 24, a meeting focused on proposed locations for the new Town Hall on September 15, a meeting highlighting proposed sizes for the new Town Hall on October 4 and tonight's meeting which would be a summation of all meetings and an adopted proposal.

Chairman Melvin stated that based on the outpouring of comments in the second meeting that the location for the new Town Hall would be the Creekside Property owned by Mountain Retreat Association which is located in the Black Mountain city limits. The Committee felt that annexation would be a secondary issue which could be handled at a later date. The present

**Montreat Town Hall Committee
Regular Meeting Minutes
November 9, 2016**

zoning regulations are such that a town hall would be permitted to be built. The current Town Services Building is located within the Buncombe County city limits.

Since the last meeting Vice-Chair Scheu stated that Commissioner Mary Standaert had emailed the Committee several property locations that had been previously unmentioned. These locations were as follows: the Montreat Springs tract behind the current Town Services Building, property owned by Mr. Melvin Brinkley on Reunion Hill Lane to the left and property on the right of Reunion Hill Lane. Montreat Springs, also known as, the Horton Property, is a very steeply sloped large priced property also outside of Montreat Town limits. The property owned by Mr. Melvin Brinkley on Reunion Hill Lane was not for sale. The property on the right of Reunion Hill Lane is not for sale either.

Ms. Jane Holt stated that the Creekside Property was the only property mentioned that had availability as the other properties mentioned were not for sale. Ms. Holt also stated that many who attended the meetings wanted the main Town Hall building to be separate from the Public Works Department. It seemed to be the consensus of those present that they would like beautiful landscaping in keeping with the spirit of Montreat, showers and large bays to work on equipment for the Public Works Crews and multipurpose uses for the Town Hall Facility.

Mr. Gordon Neville discussed briefly some ideas he had about transforming the Gate area into an inviting and uplifting community Town Hall site.

Mr. Mike Collie was surprised at the uniformity of the consensus. Mr. Collie felt that taxpayers wanted to remain very cost conscientious with regards to Town Hall. Taxpayers prefer a space that is communal and welcoming. Mr. Collie felt there was an overwhelming agreement to meet the needs of Public Works and Police Departments.

Commissioner Fouche stated that most of the meeting attendees preferred a modest building in keeping with the traditions of Montreat. Another area that was mentioned was shared space specifically with regards to meeting space. Commissioner Fouche reminded everyone that with the increase in conference attendance to Mountain Retreat Association there may not always be room availability to share meeting space. She also mentioned that there are many smaller meetings held during the week that need space as well. She felt the Town would be remiss in omitting a meeting room. Commissioner Fouche mentioned that a multipurpose meeting/break room would be satisfactory. Commissioner Fouche felt that the Public Works building should be included in the Town Hall Project so as not to get lost in the shuffle.

Vice-Chair Scheu believed strongly in the simplicity of design, the prioritization of the needs of Public Works and Police Departments over the needs of the Administration, the emphasis of shared spaces between the Town, Mountain Retreat Association and Montreat College and some capacities for expansion in the future if necessary.

**Montreat Town Hall Committee
Regular Meeting Minutes
November 9, 2016**

Chairman Melvin stated that consensus seemed to lean towards a conservative approach in both size and cost.

Mr. Bill Straughan of 122 Eastminster Terrace, suggested recommending a specific number with regards to square footage. Mr. Straughan felt that the new Town Hall should encompass at least half of the prior planned Town Hall space. Mr. Straughan also wanted it included in the Committee's report that the Town of Black Mountain is receptive to discussing possible annexation.

Mrs. Jacqueline Clark of 447 Kentucky Road, felt that a potential for expansion should be factored into the final building plan.

Mrs. Suzanne Sloan of 423 Kentucky Road, liked the idea of using the words frugality and limited square footage and omitting any references to Florida Terrace and the prior design.

Mr. Peter Boggs of 338 Chapman Road, stated that the current Town Hall space is 1,500 square feet and everyone agrees that is inadequate; therefore doubling or tripling the current square footage would be more than adequate.

Mr. Ted Carey of 116 John Knox Road, felt that emphasis needs to be placed on seating capacity rather than size with regards to meeting space.

Mrs. Alice Lentz of 115 Eastminster Terrace, felt that roughly 30-35 people should be used as a benchmark for a small conference room to be housed within Town Hall.

Mrs. Judy Shuford of 613 Greybeard Trail, remembered receiving a rendering from Mr. Francis Burriss with a one or two story facility built on the Creekside Property and it addressed what to do with floodplain issues. She felt it was important to provide this information to Council since floodplain issues came up a lot during the first Town Hall project. Mrs. Shuford also mentioned there were a lot of waiting rooms in the previous building plans and she considered that a waste of space.

Mr. Peter Boggs of 338 Chapman Road, felt that a one story building would be the best option as a two story building would have to comply with stairs and elevators and that would take away from the available square footage.

It should be noted that the report to be presented to Town Council was transcribed alongside the minutes of this meeting so the content overlaps in some areas.

Commissioner Kitty Fouche moved to adopt the report as presented. Mr. Collie seconded the motion. The motion carried 6/0.

**Montreat Town Hall Committee
Regular Meeting Minutes
November 9, 2016**

Public Comments

The Public Comments were included in the body of the meeting as an Open Forum.

Adjournment

Commissioner Fouche moved to adjourn the Montreat Town Hall Committee meeting. Ms. Holt seconded and the motion carried 6/0. The meeting was adjourned at 9:20 p.m.

Brinkley Melvin, Montreat Town Hall
Committee Chair

Angie Murphy, Town Clerk

memo

Town of Montreat Town Hall Task Force

To: Brinkley Melvin, Chair
From: Katheryn Fouche
CC: Task Force Members
Date: 9/23/2016
Re: Meeting Matt Settlemyer, Town of Black Mountain Manager
Jamey Mathews, Public Works Director of Black Mountain
Attachments: Steve Freeman, Public Works Director of Montreat
Jack Staggs, Chief of Police, Montreat

Comments:

Curious about Black Mountain's Town Hall, I set up a meeting with Matt Settlemyer, Town Manager. Matt was most gracious with his time and information. I appreciated the warm reception and openness with which I was welcomed.

Matt began the meeting by saying that he wanted me to understand that his office had never stated that the Creek Side lot could not be annexed. He said that the Black Mountain Council was never officially asked if the property could be annexed. Therefore, they could not officially reply. He assured me that Black Mountain would be glad to work with us to annex that property if that site is chosen for our Town Hall. Any annexation/de-annexation would require local legislation from the General Assembly so the Board of Aldermen would just be a step in the process and the final say would rest with Raleigh.

The Black Mountain Town Hall services 4,080 homes and about 200 businesses. The building has 6,500 sq. ft. under roof. This is 1,000 sq. ft. more than what is represented on the Buncombe County GIS map due to space that was brought under roof after its initial use. The building was originally designed for use as the offices for Progress Energy. Later it was used as a day care center, and then bought for the Town Hall. They have 15 employees in the space with each employee having a separate office except for those who share space at the drive-up windows and the desk used for customers paying

memo

water bills. A Congressman occupies one office, while another office is being used temporarily for storage space.

They have 2 conference rooms, one for employees to have meetings and one nicer conference room that is used for meeting the public. That room is equipped with a small refrigerator, sink, and counter used for refreshment preparation. They often loan this space to organizations in town. The largest single space is the Board Room with a capacity of 75 people. It has a large semicircle table where their Aldermen sit. There are 2 monitors in the room, one for the Aldermen to watch presentations and one for the public to view the same information. There are also monitors for closed caption in the two conference rooms so that the rooms can be used as overflow space. Below is a picture of the arrangement for the Aldermen.

They have a vault that is filled with filing cabinets where all of their paper files and other important documents are stored. The vault is protected by firewalls and kept locked. While much information is now stored electronically, there will always be a need for paper storage.

There is a small, but very nice break room located near the front door. It is Matt's opinion that even a small staff should have a break room.

Public Works is located on 1.5 acres on Old 70 where all public works staff is housed with the exception of the meter reader who maintains space in the main building.

The police and fire departments are located across the street and Matt could not think of a time when that separation was a problem. The entire building is 11,000 square feet and it houses both Police and Fire excluding the fire bays.

I asked Matt what he might wish for if he was starting all over. He said that the arrangement of the building was great and they had plenty of room. His one request might be for more meeting space. He said that few would realize how many meetings take place in that building and how many requests they had for meeting space.

Matt will send me a floor plan for the Town Hall. I will pass it along when I get it.

Before leaving I was able to solve a problem mentioned by the Assistant Town Manager, Dean Luebke. Dean said that they needed a napping room. I suggested attaching a mattress to the underside of the table in the break room. One could then flip the table over at nap time. Matt then answered a burning question for me. The circle sculpture

memo

outside of the building was left there by the day care center. The Town officials decided to keep it.



memo

On October 3, 2016 I spent over an hour with Jamey Matthews, Director of Public Services, at his shop at 2992 U.S. Highway 70 W. Jamey could not have been more gracious with his time and assistance. He is proud of the facility with good reason.

The metal building that is located on 1.5 acres has approximately 14,000 sq. ft. plus a loft over the offices where Christmas decorations are stored. Jamey has organized the space so that all of the equipment and supplies needed for each task (road repairs, snow removal, mowing and trimming, water pipe installation and repair, spraying, etc.) are arranged in such a way as to make it easier and more efficient for his staff when they are going out or coming back from a job. I just can't say enough about how impressive his shop is. He said that his staff of 17 is a real family who works together to fulfill their mission and save money by keeping their equipment in good working order. He reminded me of how much it is costing Montreat to keep their equipment in the weather and how unfair it is to not have a covered area for the guys to work on their equipment, put on chains, etc. I had to agree. He said that freezing temperatures were especially hard on diesel equipment.

His latest modification to the shop was when he created a fenced in area at the back of shop for a tool room. The old tool room was then converted to his office. He used to share one office with two superintendents. He said that he needed more privacy since he often had to go outside to take calls and was having trouble keeping a focus on his work. He now has a small round conference table for visitors. He was very happy with his new office.

His men are divided into two work crews, each working four 10-hr days. One crew is off on Monday and the other on Friday. This arrangement gives them ten hours of coverage for five days each week.

Even though he has 14,000 sq. ft., he said they need more space. Not only has Black Mountain grown in miles of streets to maintain (new subdivisions), technology has changed that requires different and often more space. He said that he is required to do more each year without more money. One way that he saves is to invest in good equipment. He pointed to a tractor and said that it was a nice tractor for a small job but a worker could not be expected to complete their miles of moving with that tractor. He is investing in new technology that will allow his meter reader to read over 4000 meters in three days, a task that now takes 30 days. Jamey is all about efficiency.

memo

I took several pictures while there that I can share but pictures could not do justice to this facility. I told Jamey that I didn't want Steve and his crew to see his facility since I was afraid they would abdicate!



memo

On the same day I talked to Steve Freeman, Director of Public Works in Montreat. After seeing Black Mountain's facility, I have renewed appreciation for Steve and his hard working crew. We talked about the need for a maintenance building. Steve feels like the best and maybe only spot is on and behind the parking lot across from the current Town Hall facility. The cost of metal buildings is now every affordable. His concern was that if plans for a maintenance building are not included with plans for a new Town Hall, it might take years for the Town to address their needs. Their current storage is in small metal tool sheds behind the MRA maintenance building. He said that two offices would be enough for them but they would like a place to shower, especially when they are required to spend days in Montreat when it snows. He felt like the current Town Hall facility could easily be converted to a nice space for Public Works.

I also talked to Jack Staggs about his space needs. Jack said their basic needs are a patrol office, a chief's office, and an evidence/storage space. They would like a place to shower and that space could be shared with Public Works. If an officer has any blood or chemicals on their uniform, they cannot leave work in those clothes. Therefore, they keep a change of clothes in their locker. Their contaminated clothes are taken to the Black Mountain Police Department for cleaning. They need a space for employee lockers.

The patrol office would only need a table, desk, and locker for evidence. Since everything is now done on the laptop computer, each office would be linked with the technology needed to do their reporting. The chief's office needs storage for files, a desk, and a small conference table. Jack showed me around his very small office that is neatly stuffed with lockers for evidence, filing cabinets, storage cabinets, and his desk. He is so desperate for space that Al has offered to trade offices with him. Steve and his crew will build much needed storage in that office. Jack gave me a rundown of the equipment they are required to house. Something as simple as a place to keep uniforms is a challenge.

Jack explained the need for an evidence room. When evidence is taken in, there is a process that must be completed by the officer who collected the evidence and the designated Evidence Controller. Evidence might have to be kept for years before released by the Judge. While the Black Mountain Police Department is very helpful in letting Montreat use its facility for anyone who is arrested, they cannot help with evidence storage. If Jack were to take evidence to them, they would then be responsible for it and could be called to testify in a trial. We must house our own evidence. Therefore, any recovered stolen property or other evidence must be stored in our facility.

memo

Jack said that an interview room would be nice but they are able to perform that task in Black Mountain. If they are interviewing someone for a crime that could have a sentence of over 20 years, they must have the interview audio and video recorded. That is also done in Black Mountain.

Jack's idea for the evidence room is to have it split with half caged for duty ammunition and supplies and the other half sealed for evidence. Again, I am flooded with respect for dedicated employees who happily work under adverse conditions.

Jack ended with one more suggestion. He said that if the new Town Hall located is located near the Gate, he thinks we need public toilets that are separate from those for employees.

Parcel Ownership, Governmental Jurisdiction and Zoning

The parcels of land comprising the overall site for the "Creekside-Outside the Gate" site are identified as parcels 9360, 1204, 0580 and 2329 on the attached Buncombe County Map. Parcels 9360, 0580 and 2329 are owned by Mountain Retreat Association ("MRA").

1. Parcel 9360 is occupied by a long-time employee of MRA, but would be terminable upon reasonable notice if Parcel 9360 were acquired by the Town of Montreat ("Town"). Parcel 9360 lies within the bounds of the Town of Black Mountain ("Black Mountain") and according to the Black Mountain Zoning Administrator is zoned "SR2", which is suburban residential. In SR2 zoning districts, governmental facilities are permitted as a matter of right, so no zoning change or exception would be necessary were the Town to acquire Parcel 9360 and build a town hall or other public facility on the parcel. If the Town were to seek to annex Parcel 9360 into the Town, legislation in the North Carolina legislature would be necessary to "de-annex" the parcel. That would require the support of both the Town and Black Mountain. The same legislation could annex Parcel 9360 into the Town.

Parcel 9360 is subject to an Environmental Monitoring Equipment Station Easement dated as of April 16, 2007, from MRA to the City of Asheville. It is terminable by MRA on 90 days' notice to the City of Asheville.

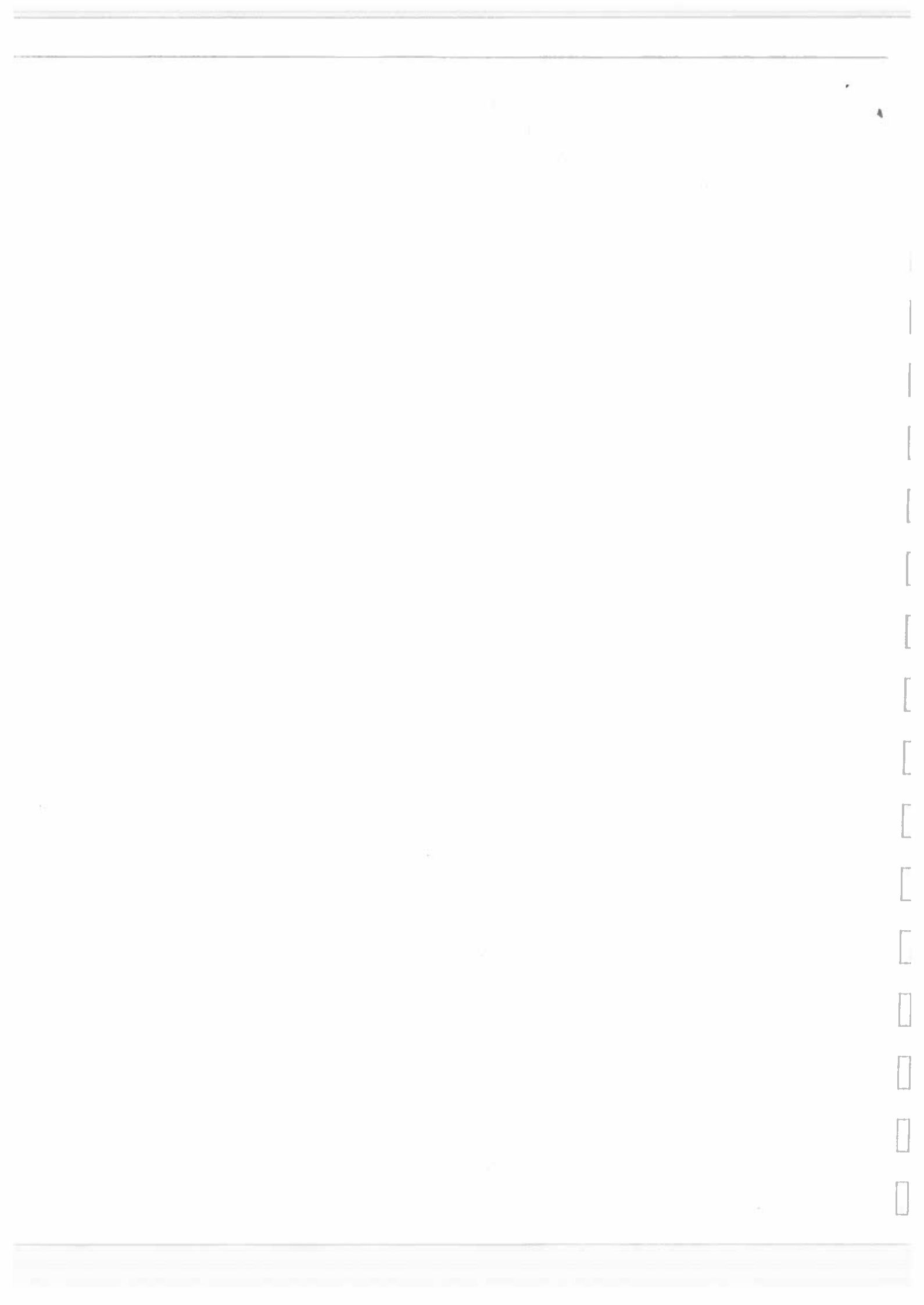
2. Parcel 1204 is owned by the Town but also within the jurisdiction of Black Mountain. It is presently used by the Town for parking of vehicles and outside storage. Parcel 1204 is also zoned "SR2", in which governmental facilities are permitted as a matter of right. The same de-annexation/annexation procedure would apply to Parcel 1204 if the Town decided that it would be appropriate to include it within the boundaries of the Town.

3. Parcel 0580 is owned by MRA (acquired from Montreat Garden Club in 1922), and used by it for parking, landscaping and similar uses. Flat Creek also runs through a portion of it. The parcel also located in Black Mountain and zoned "SR2", in which governmental facilities are permitted as a matter of right. The same de-annexation/annexation procedure would apply to Parcel 0580 if the Town decided that it would be appropriate to include it within the boundaries of the Town.

4. Parcel 2329 is owned by MRA. Most of it is used by MRA for a maintenance facility, and a small portion of it is occupied by the Town under the Water Service Purchase Agreement dated July 31, 1981, between MRA and the Town (the "Purchase Agreement"). Paragraph 2 of the Purchase Agreement provides:

"2. Use of Additional Assets. In addition, from and after closing hereunder, Association grants Town the right to use, without remuneration from Town, the following assets for the terms hereinafter stated:

(a) The right to use the cinder block maintenance facility and property presently used by Association as a storeroom and workshop for the activities associated with the water systems being purchased and the sewer system being



transferred pursuant to this agreement, said maintenance facility being more particularly described in Exhibit "D" attached hereto, for a term of ninety-nine (99) years from and after closing or until such earlier time as Town may cease for a period of ninety (90) days, using such facility primarily associated with its maintenance and operation of said systems;"

The closing date of the purchase/transfer contemplated by the Purchase Agreement was March 1, 1982, so the right of use ends on February 28, 2082. The drawing of the facility and property designated for Town use in the Purchase Agreement is attached to this memorandum. The use of those facilities has expanded over the years, presumably with the consent of both MRA and the Town, so the limitation on the Town's use has apparently expanded to include the more general Town services in addition to the uses "primarily associated with its maintenance and operation of said systems."

A portion of Parcel 2329 is also the subject of a License Agreement dated June 12, 2006, between MRA and the Town (the "License Agreement"), pursuant to which MRA granted to the Town "an exclusive license to possess the site for the purpose of (i) constructing, using, maintaining, emptying and servicing, at the expense of Town, trash compactors, recycling bins and related equipment and (ii) constructing, repairing and maintaining a security fence around the Sanitation Equipment, a retaining wall and a concrete pad, subject to the terms and conditions set forth in this Agreement." The term of the License Agreement was five years, expiring initially on June 11, 2011, but is automatically renewed for successive five-year terms unless MRA elects to terminate and gives the Town notice of such election ninety days prior to the expiration of the then current term. The License Agreement automatically renewed for five years on June 11, 2016, and will continue for the next five-year term, ending June 11, 2021 (continuing thereafter unless MRA terminates). The drawing of the licensed facilities attached to the License Agreement is attached to this memorandum.

Parcel 2329 is not within the bounds of either the Town or Black Mountain, but rather is in Buncombe County. It could be annexed by the Town pursuant to the North Carolina annexation statutes. It is presently zoned either "R-2" or "R-LD", which either permits governmental facilities, or the present governmental facilities are grandfathered.

5. The unmarked parcel between Parcels 9360 and 1204 is Flat Creek.

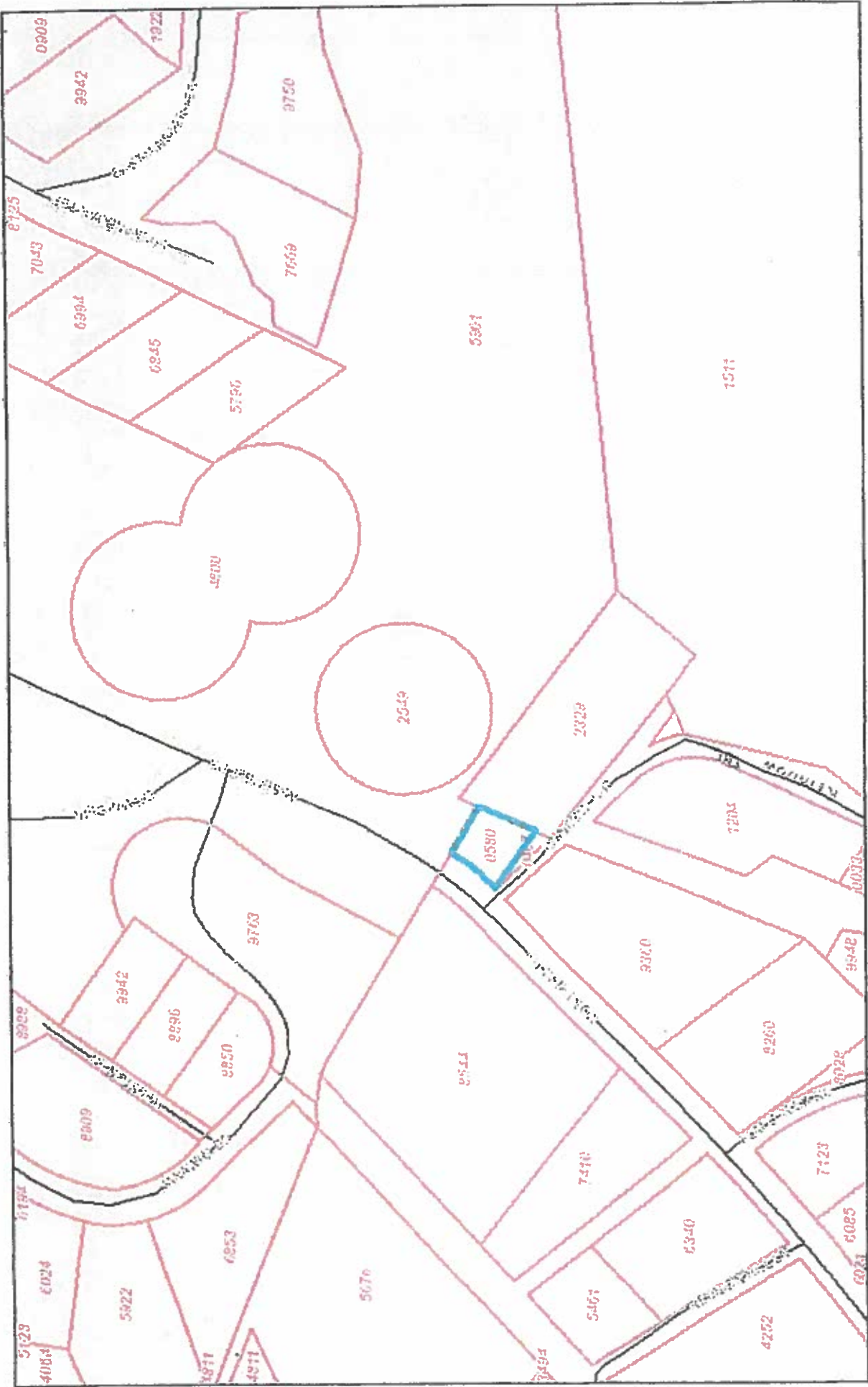
6. Parcel 0407 is owned by MRA and is vacant, basically squaring up Parcels 0580 and 2329. It apparently was acquired with Parcel 0580 from the Montreat Garden Club, as such is the reference on the public records. It is also in Black Mountain and zoned "SR2". The de-annexation procedures would also apply to this parcel.

William E. Scheu
October 4, 2016



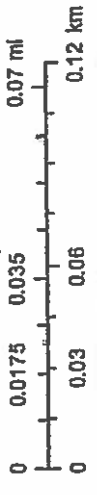
Bill Scheu
montreat

Buncombe County



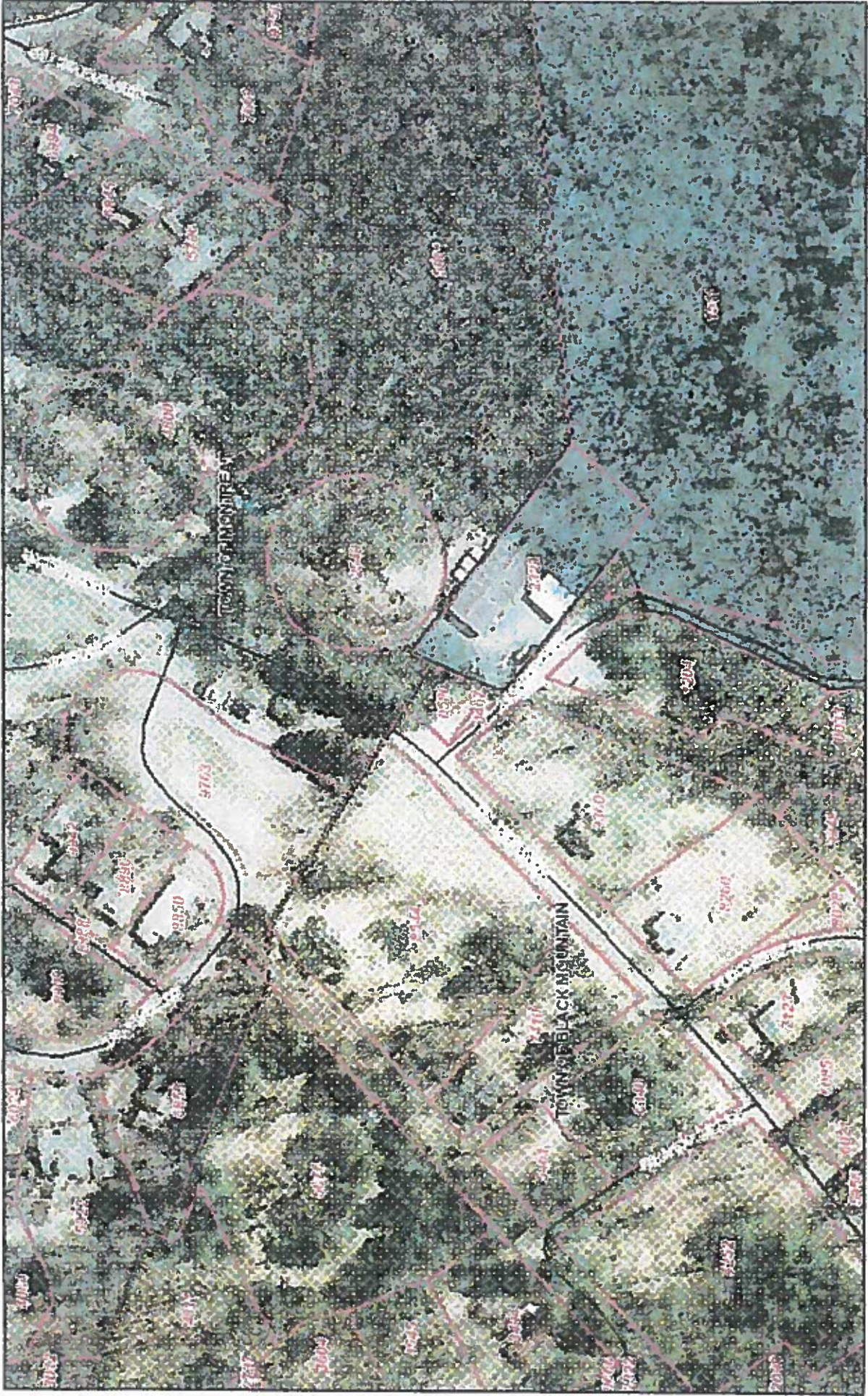
September 15, 2016

1:2,257



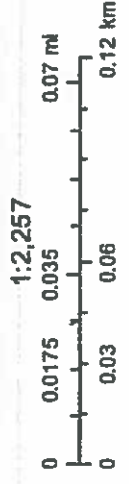
Sources: Esri, HERE, DeLorme, USGS, Intermap, increment P Corp.,
NRCAN, Esri Japan, METI, Esri China (Hong Kong), Esri (Thailand),

Buncombe County



October 4, 2016

Town of Montreat : 1204 (.57), 9763 (.94)
MRA : 9360 (.83), 2339 (.70)*, 0580 (.10), 0467 (.02)
Coolidge : 8544 (1.54)



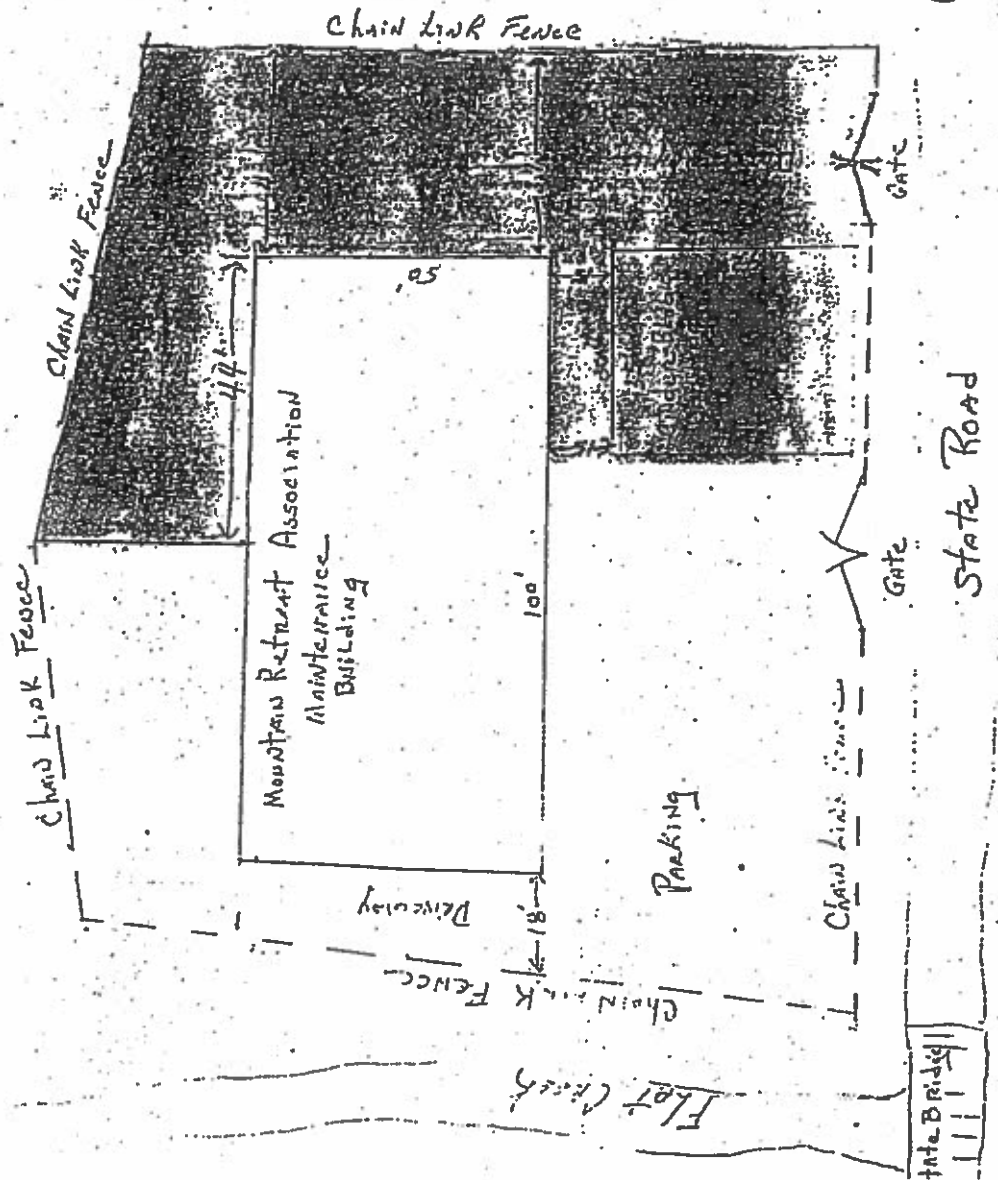
* County - zoned R-2 or R-L0

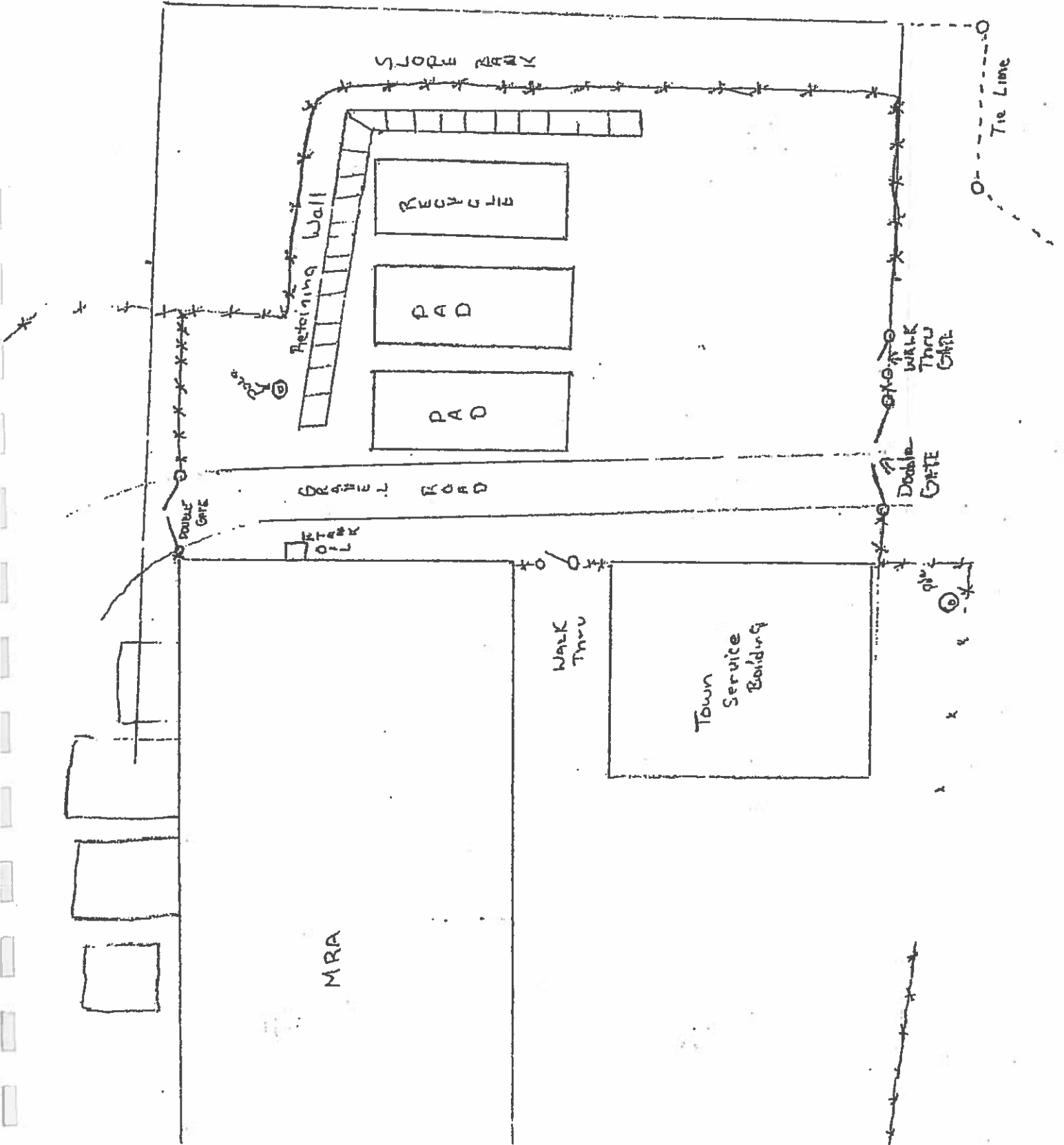


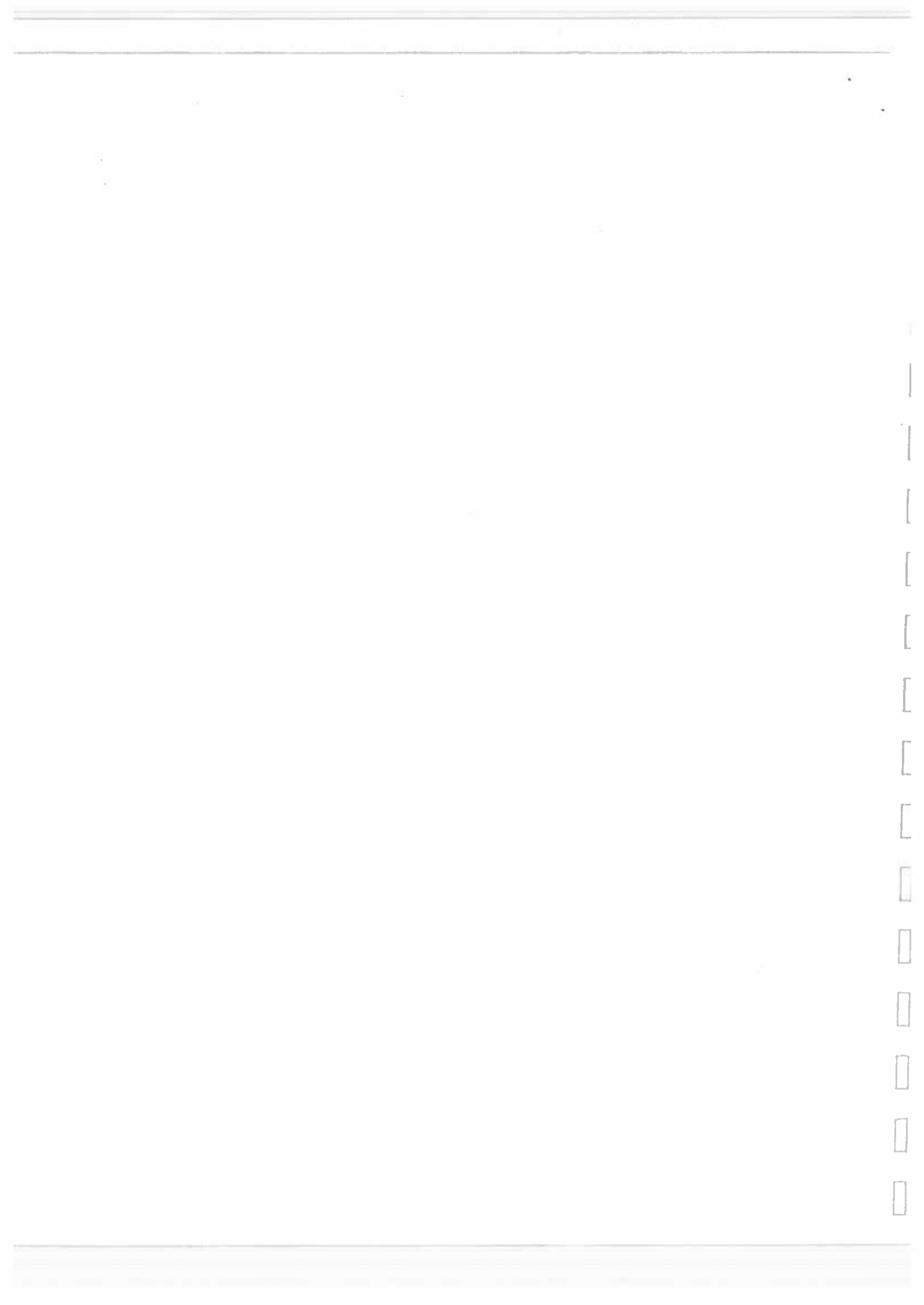
THIS SCALED DRAWING IS IN PROXIMITY TO ACTUAL DIMENSIONS. A SURVEY IS BEING MADE TO ACCURATELY FLAT THE DIVISION LINES.

SHADED AREA DESIGNATED FOR TOWN USE

SKA
PKA









Wm. Gordon Neville, III
226 Alabama Terrace
PO Box 864
Montreat, NC 28757

November 8, 2016

Brinkley Melvin, Chairman
Town of Montreat
Town Hall Committee

Brinkley,

For consideration, I recommend we thoroughly asses our present total Gate area, which I believe can be transformed into an inviting and uplifting community Town Hall site. *

- I
- A. 1. Modify our present gate site for a safer and more attractive drive-through by removing the obsolete and dangerous roof and supporting arches.
 2. Appreciate the calm (7 MPH,) entry as you note the four distinct cylindrical stone pillars defining the passage way while providing an uplifting view of the scenery ahead. Yes, large buses and trucks will now be able to use this same route in and out.
 3. Modify the two interior lane dividers by lowering the height and trimming the sides thus creating wider and safer lanes. In addition, erect a solid steel reinforced concrete barrier in the three now open spaces between the end pillars.
 4. Relocate the historic plaque currently mounted on the front center lane divider to a safer viewing site in the vicinity of the Welcome / Information Office.
 5. The Welcome / Information Office is located immediately to the left as one drives slowly and safely into Montreat.


Gordon

cc. Bill Scheu, Vice-Chair
Mike Collie
Mayor Pro Tem Kitty Fouche
Jane Holt

* Or simply a more attractive and safer entrance.

