

**Town of Montreat  
Board of Commissioners Meeting Agenda – Public Forum  
November 8, 2018 – 6:30 p.m.  
Walkup Building**

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**I. Call to Order**

- Welcome
- Moment of Silence

**II. Agenda Adoption**

**III. Public Comments**

**IV. Adjournment**

**Town of Montreat  
Board of Commissioners  
Town Council Meeting  
November 8, 2018 – 7:00 p.m.  
Walkup Building**

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**I. Call to Order**

- Pledge of Allegiance
- Moment of Silence

**II. Agenda Adoption**

**III. Mayor's Communications**

**IV. Public Hearing: Proposed Rezoning of the following parcels: NCPIN 0710-63-2329, 0710-53-9360, 0710-63-1204, 0710-63-0467 and 0710-63-0580 from Town of Black Mountain zoning to the Institutional-Residential (I/R) district in the jurisdiction of the Town of Montreat.**

**V. Consent Agenda**

**A. Meeting Minutes Adoption**

- August 9, 2018, Town Council Public Forum Meeting Minutes
- August 9, 2018, Town Council Meeting Minutes
- September 13, 2018, Town Council Public Forum Meeting Minutes
- October 11, 2018, Town Council Public Forum Meeting Minutes
- October 11, 2018, Town Council Meeting Minutes – pending
- October 15, 2018, Special Meeting Minutes
- October 29, 2018, Special Meeting Minutes - pending

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

**VI. Town Administrator's Communications**

- Consent Agenda Review
- Safety Update
- Capital Projects Update
- Legislative Update
- Other Items

**VII. Administrative Reports**

- Administration
- Finance

- Planning and Zoning
- Police
- Public Works and Water
- Sanitation
- Streets

**VIII. Public Comment – Agenda Items**

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

**IX. Old Business**

**X. New Business**

**A. Planning & Zoning Committee Appointment: William “Bill” Scheu**

- **Suggested Motion: Move to appoint William “Bill” Scheu to the Planning & Zoning Committee for a term of three years to expire on January 31, 2022.**

**B. Rules of Procedure Change: Public Comment Period**

- **Suggested Motion: Move to amend Rules 6 and 7 of the Rules of Procedures to allow discussion for any topic during Public Comment Period.**

**I. Public Comment – Other Topics**

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

**II. Commissioner Communications**

**III. Meeting Dates**

Planning & Zoning Committee:

Thursday, November 15, 2018  
7:00 p.m. Walkup Building

Open Spaces Conservation Committee:

Monday, November 19, 2018  
2:30 p.m. Town Services Building

**Montreat Board of Commissioners  
Town Council Meeting  
November 8, 2018**

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Thanksgiving Holiday: Town Offices Closed

Thursday & Friday, November 22  
and 23, 2018

Tree Board:

Tuesday, November 27, 2018  
9:30 a.m. Town Services Building

Board of Adjustment:

Thursday, November 29, 2018  
7:00 p.m. Walkup Building

Montreat Landcare:

Wednesday, December 5, 2018  
9:30 a.m. Allen Building

December Town Council Meeting:

Thursday, December 6, 2018  
7:00 p.m. Walkup Building  
Public Forum begins at 6:30 p.m.

**V. Adjournment**



## Town of Montreat

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

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

[www.townofmontreat.org](http://www.townofmontreat.org)

To: Town of Montreat Board of Commissioners  
From: Planning and Zoning Committee  
Via: Bill Roberts, Chair *B.R. 9/28/18*  
Re: Recommendations from Comprehensive Plan for Zoning Designation  
Date: September 28, 2018

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At the September 13<sup>th</sup>, 2018 regular meeting the Montreat Board of Commissioners heard a recommendation from staff to amend the Town Zoning Map to include the newly annexed property (PINs: 0710-632329-00000, 0710-53-9360-00000, 0710-63-1204-00000, 0710-63-0467-00000, and 0710-63-0580-00000.) Staff recommended these properties be zoned Institutional Residential.

On September 28<sup>th</sup>, 2018 The Planning and Zoning Committee met to discuss the Board Commissioners' referral of potential changes to the Zoning Map for consistency with the Comprehensive Plan. The North Carolina General Statutes mandate that all rezoning decisions include a statement of consistency with the recommendations of the comprehensive plan.

The Planning and Zoning Committee determined that the Institutional-Residential designation of the properties in question is consistent with the plans and goals of the Town of Montreat Comprehensive Plan. Section 3.0 of the Comprehensive Plan, includes subsection 3.2 *The Plan for Montreat*, which specifically addresses future development on Assembly Drive and reads as follows:

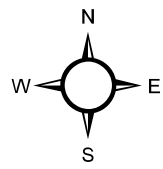
### **Assembly Drive**

As the gateway into Montreat, Assembly Drive is envisioned to remain a scenic entranceway and corridor that sets the tone for the place. However, over time, minor changes could occur to allow this corridor to accommodate a wider variety of land uses without significantly altering the character of Montreat. A range of uses along Assembly Drive could include a richer mix of uses: institutional uses of the MRA, the town or churches; mixed-use; residential; services such as a bed and breakfast. Along Assembly Drive, the road's cross-section may be changed to better accommodate non-vehicular traffic more comfortably to provide improved connectivity between destinations, as well as the use of multiple forms of mobility.

The Planning and Zoning Committee vote 4 to 0 to recommend to the Board of Commissioners the zoning of properties annexed into the Town of Montreat on June 30, 2018, at the intersection of Montreat Road and Rainbow Terrace, from Town of Black Mountain zoning designation to (I/R) Institutional/Residential for conformity with the Comprehensive Plan and other developmental regulations as necessary.



# Town of Montreat North Carolina Official Zoning Map, 2018

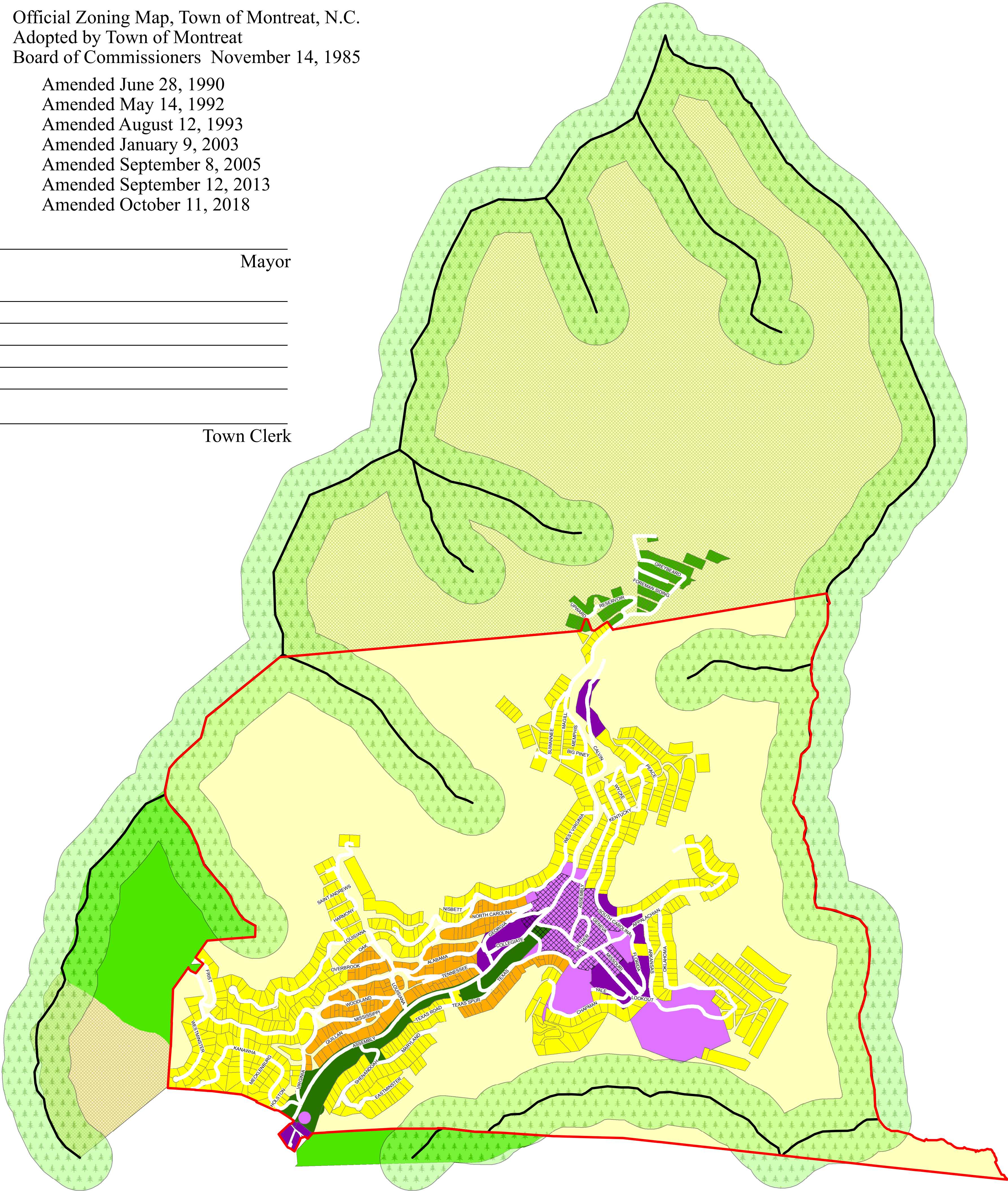


Official Zoning Map, Town of Montreat, N.C.  
Adopted by Town of Montreat  
Board of Commissioners November 14, 1985

Amended June 28, 1990  
Amended May 14, 1992  
Amended August 12, 1993  
Amended January 9, 2003  
Amended September 8, 2005  
Amended September 12, 2013  
Amended October 11, 2018

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Mayor

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Town Clerk



### Legend

- |  |  |  |                                      |
|--|--|--|--------------------------------------|
|  | (R-1) Low Density Residential District   |  | Mountain Ridge                       |
|  | (R-2) Medium-Density Residential         |  | Streets                              |
|  | (R-3) *Low-Density Residential           |  | Corporate Limits                     |
|  | (I) Institutional District               |  | Ridge Protection Overlay (RPO)       |
|  | (I/R) Institutional/Residential District |  | Extra Territorial Jurisdiction (ETJ) |
|  | Woodland District                        |  | Montreat Parcels                     |
|  | Conservation District                    |  | Town Center Overlay                  |

0 0.5 1 Miles





that a connection to the Town water system has been approved and a sewer service application has been approved by Metropolitan Sewerage District (MSD) of Buncombe County. For existing structures utilizing septic systems or wells approved and in service before adoption of Montreat Code of General Ordinances Chapter E – Utilities, Article I: Water & Sewer, nothing in this Section shall prohibit the continued use of such systems in accordance with provisions of the Code. Neither addition to, nor expansion of, an existing structure within the R-3 Residential District shall be permitted that would result in an increase in the required capacity of such system(s) and subsequent modification. Owners of existing well and septic systems shall be required to connect to Town utility services when such modifications are necessary.

704 I/R Institutional/Residential District.

704.1 Purpose. The purpose of the Institutional/Residential Zoning District is to provide for a zone of transition between purely residential and purely institutional Districts or to serve as a residential District to accommodate a mixture of residential, office, and institutional uses in conditions of good health and safety, and to provide for protected property values in areas which are predominately residential in character.

704.2 Permitted Uses. See Section 700.

704.3 Conditional Uses. See Section 700 and Article VIII.

704.4 Minimum Lot Area.

704.41 Single-family Dwellings. Six thousand (6,000) square feet.

704.42 Two-family Dwellings. Ten thousand (10,000) square feet.

704.43 Multi-family Dwellings. Fifteen thousand (15,000) square feet plus three thousand (3,000) square feet for each dwelling unit in excess of two (2).

704.44 Ten thousand (10,000) square feet for all other uses.

704.5 Minimum Lot Width.

704.51 Single-family Dwellings. Sixty-five feet (65').

704.52 Two-family Dwellings. Eighty feet (80').

704.53 Multi-family Dwellings. One Hundred feet (100').

704.54 Other uses. One Hundred feet (100') at front Building line.

704.6 Minimum Lot Depth. One Hundred feet (100').

704.7 Minimum Front Yard. Twenty-five feet (25').

704.8 Minimum Side Yard.

- 704.81 Interior Side. Twelve feet (12').
- 704.82 Street side at corner lot. Seventeen and one-half feet (17.5').
- 704.9 Minimum Rear Yard. Twenty-five feet (25').
- 704.10 Maximum Building Height. Forty feet (40'). All proposed Buildings, other than single family, must be approved by the authority having jurisdiction for fire code enforcement. Structures over thirty five feet (35') will require special fire protection systems.
- 704.11 Off-Street Parking and Loading Regulations. See Article IX.
- 704.12 Screening Regulations. It shall be the responsibility of the property owner or lessee to provide the following screening measures:
- 704.121 Like or similar uses abutting each other in different Districts: None.
- 704.122 Unlike or dissimilar uses abutting each other in same or different Districts: Six foot (6') high closed fence or evergreen vegetation of sufficient density to serve the purpose of a solid fence.
- 704.13 Signs. See Article X.
- 705 I – Institutional.
- 705.1 Purpose. The Institutional Zoning District is established to permit certain institutional uses as defined in Article V, Definitions, Educational Facility.
- 705.2 Permitted Uses. See Section 700 and Article V, Definitions, Educational Facility.
- 705.3 Conditional Uses. See Section 700 and Article VIII.
- 705.4 Minimum Lot Area. Seven thousand five hundred (7,500) square feet.
- 705.5 Minimum Lot Width. Seventy-five feet (75').
- 705.6 Minimum Lot Depth. One hundred feet (100').
- 705.7 Yard Requirements.
- 705.71 Adjacent lots within the Institutional District shall have no front, side, or rear yard requirements except that a twenty five foot (25') Building setback shall be required from the right-of-way lines of any adjacent streets.
- 705.72 Lots within the Institutional District and abutting a different Zoning District shall be required to provide a twenty five foot (25') side, rear, and/or front yard on the perimeter facing the different Zoning District.



**Town of Montreat  
Board of Commissioners  
Town Council Meeting – Public Forum  
August 9, 2018  
Walkup Building**

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Board members present: Mayor Tim Helms  
Mayor Pro Tem Kent Otto  
Commissioner Kitty Fouche  
Commissioner Alice Lentz  
Commissioner Tom Widmer

Board members absent: Commissioner Bill Gilliland

Town staff present: Alex Carmichael, Town Administrator  
Angie Murphy, Town Clerk

Approximately 40 members of the public were also present. Mayor Helms called the Public Forum to order at 6:30 p.m., and held a moment of silence.

**Agenda Approval**

Commissioner Fouche moved to adopt the agenda as presented. Mayor Pro Tem Otto seconded and the motion carried 4/0.

**Public Forum**

Mrs. Ginny Porter of 388 Appalachian Way worked a lot at the Gatehouse this summer and she was amazed at the number people who stopped and said they had never been inside the Gate. Mrs. Porter hopes there will be space in the new Town Hall for volunteers to greet people. Commissioner Fouche stated that the MRA hopes to keep the Gatehouse open more to sift people through the Gate that way.

Mr. Tom Frist of 98 Frist Road stated it sounds like a wonderful reason to have a porch and a welcome center inside the new Town Hall. Mr. Frist would also like a meeting space so the Town does not have to pay for MRA facilities any longer.

Mrs. Judy Shuford of 613 Greybeard Trail congratulated the Commissioners and the Town on the new logo and this evenings unveiling reception.

Mrs. Anne Straughan of 122 Eastminster Terrace has noticed such a wonderful spirit in the Town and she recognized that the Commission is trying to bring people together in every way they can.

Mr. Bill Straughan of 122 Eastminster Terrace questioned whether there would be naming opportunities for the new Town Hall.

Ms. Nancy Fletcher of 441 West Virginia Terrace feels that the Town of Montreat is extremely unfriendly to people that write checks to pay for their sewer and water bills. Ms. Fletcher said that the Town does not provide return envelopes and also charges a \$0.35 billing fee. Commissioner Lentz thanked Ms. Fletcher for her comments and advised the public that Ms. Fletcher brought this concern to her a year ago. Commissioner Lentz mentioned that she had visited the Town Services Building when an employee was opening a huge stack of water bill payments and she was astounded at the number of people who do not pay online or through direct draft.

Mrs. Kitty Neil of 97 Shenandoah Terrace wanted to remind people that Montreat is not just a Town but there is also a Conference Center. Commissioner Widmer directed those in attendance to the new website which addresses the question "What is Montreat?".

Mrs. Martha Campbell of 149 Maryland Place stated that the Estate of Nancy Hope was requesting donations in her honor to be given to the Montreat Landcare Committee and thanked the town staff for taking on this added responsibility.

Ms. Sara Baughman of Montreat College wanted to remind everyone that new students move in on August 17<sup>th</sup> with classes set to start on the 21<sup>st</sup>. She stated it was another year of record enrollment.

Mrs. Anne Straughan of 122 Eastminster Terrace thanked everyone who volunteered to get the park repaired after the hurricane. She also thanked the Town for their hard work in other town related repairs.

Mr. Brad Hestir of Mississippi Road stated more porous surfaces may be helpful with respect to water flow especially during weather events.

Mrs. Clare Frist of 98 Frist Road received a compliment for the Montreat Landcare Committee and thanked the Committee for taking care of things that is off of other people's radar.

### **Adjournment**

Commissioner Widmer moved to adjourn the Public Forum. Mayor Pro Tem Otto seconded and the meeting was adjourned 4/0 at 6:52 p.m.

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Tim Helms, Mayor

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Angie Murphy, Town Clerk

**Town of Montreat  
Board of Commissioners  
Town Council Meeting  
August 9, 2018  
Walkup Building**

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Board members present: Mayor Tim Helms  
Mayor Pro Tem Kent Otto  
Commissioner Kitty Fouche  
Commissioner Alice Lentz  
Commissioner Tom Widmer

Board members absent: Commissioner Bill Gilliland

Town staff present: Alex Carmichael, Town Administrator  
Angie Murphy, Town Clerk  
Dave Arrant, Chief of Police  
Barry Creasman, Public Works Director  
Adrienne Isenhower, Zoning Administrator

Approximately 33 members of the public were also present. Mayor Helms called the meeting to order at 7:00 p.m., led the group in reciting the Pledge of Allegiance, and held a moment of silence.

**Agenda Approval**

Commissioner Fouche moved to adopt the agenda as presented. Commissioner Lentz seconded and the motion carried 4/0.

**Mayor's Communications**

Mayor Helms stated that the Town is still working on the zip code situation and he has asked Commissioner Lentz to take this on as her task. Commissioner Tom Widmer then announced the Town of Montreat Logo winners as being Philip Arnold and Tom Frist. Each winner received a brand new Town of Montreat logoed t-shirt. Commissioner Widmer thanked Mr. Carmichael and Ms. Murphy for all their hard work on the website as well as the web designer/graphic designer.

**Consent Agenda Review**

The proposed Consent Agenda will include the following items:

- July 12, 2018, Town Council Public Forum Minutes
- July 12, 2018, Town Council Meeting Minutes
- Local Water Supply Plan (LWSP) Resolution 18-008-0001



**Town Administrator's Communications**

- Mr. Carmichael also added that in adopting the items on the Consent Agenda this evening the Commissioners also approved a Resolution approving our local water supply system. This is a required statement from the Town to the NC Rural Water Department.
- Mr. Carmichael presented the new live Website to the public. He stated this website should be easier to navigate and includes a "search" bar. There are several new features in this Website which Mr. Carmichael briefly elaborated upon.
- Mr. Carmichael stated that tonight the Commission will deliberate on two capital project contracts this evening. Mr. Carmichael also stated that two bids were received for the new Town Hall Design-Build Project but were insufficient by State law. Mr. Carmichael hopes to get a third bid in the upcoming days.

**Presentations & Reports: Mason Blake on behalf of the Bridge Aesthetics Committee**

Mr. Blake stated the Committee was formed by the Commission to study and provide recommendation in terms of design and aesthetic features of the Texas Road Bridge. The committee members included Randi Collie, Shannon Ingersoll, Jane Alexander, Robin Melvin, Walter Somerville and Mayor Pro Tem Kent Otto. Each member served with the hope that reconstructing the bridge will reconstruct the community. The committee first assessed the safety and structural improvements that were necessary. Each member of the committee paid a visit to the bridge to view the structural integrity as it is currently. The committee also learned about the money the Commission had set aside in this year's budget which is currently \$20,000. The committee also kept in mind that one of the largest goals was to avoid obtaining an Army Corps of Engineer permit as this would incur much more time to fix the bridge as well as more money for permits and repairs. Mr. Blake stated that the committee was also interested in public input as they led and held their meetings. Mrs. Jane Alexander outlined the number of citizens who attended meetings as well as the information they received via email. The citizens and the committee support a covered walking bridge with wood and stone designs. Mrs. Alexander presented photos of other covered walking bridges with design elements that were recommended. Members of the public also suggested a small pocket park just west of the bridge on Town owned property with benches, picnic tables and suitable landscaping. The committee believes that the budgeted amount of \$20,000 will not fully support the construction of the bridge. It may only support the safety and structural recommendations. The committee has also recommended the bridge being constructed in two phases: the first to accomplish safety and structural goals and the second to include the roof and beautification improvements. Mrs. Robin Melvin outlined recommendations which involved removing timbers, adding timbers and adding bollards for safety and structural repairs to the bridge. Mr. Walter Somerville outlined the second phase of construction: the roof, the pocket park and design elements that the first phase would not entail. The pocket park should have benches for seating and landscaping with ease of maintenance. Mr. Somerville state that an arts and crafts theme, similar with other Montreat

buildings, should be utilized. Wood and stone design elements are preferred. The design should echo other Montreat landmarks as much as possible. The committee also recommends forming a Friends of the Montreat Bridge Committee to raise money for the second phase of design and construction. The committee believes the covered walking bridge and pocket park will be an asset to the community. Mr. Somerville thanked the Commission for allowing the committee to present this evening. Commissioner Fouche thanked the committee for all their hard work. Commissioner Lentz appreciated that the report was received a full week before the meeting for review. Mayor Pro Tem Otto thanked the committee for their work and for the good community input that was received. Commissioner Lentz asked if the committee envisioned bicycles, tricycles and baby strollers. Mr. Blake said they definitely saw that as a potential use for the bridge.

### **Administrative Reports**

**Administration:** Reports were in written form as requested by Council.

**Finance:** Reports were in written form as requested by Council.

**Planning and Zoning:** Reports were in written form as requested by Council.

**Police:** Reports were in written form as requested by Council.

**Public Works and Water:** Reports were in written form as requested by Council.

**Sanitation:** Reports were in written form as requested by Council.

**Streets:** Reports were in written form as requested by Council.

### **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.

Mrs. Judy Shuford of 613 Greybeard Trail gave accolades to the Montreat Bridge Committee for all their hard work on their report.

Mr. Bill Straughan of 122 Eastminster Terrace questioned what the total amount of money needed to get this project finished and how long it will take to reach completion.

Mr. Richard DuBose 160 Woodland Road and the MRA expressed his appreciation to Mr. Carmichael and Commissioner Widmer on the new website.

Mr. Tom Frist of 98 Frist Road thanked the Montreat Bridge Committee for all their hard work and thanked the Commission for paving Frist Road.

Mrs. Kitty Neil of 97 Shenandoah Terrace questioned where the pocket park would be in relation to the bridge. Mrs. Jane Alexander said she would meet with Mrs. Neil after the meeting to discuss where the pocket park would be located.

### **Old Business**

There was no Old Business at this time.

### **New Business**

- A. Contract Approval: Frist Road Paving Project: Mayor Pro Tem Otto moved to approve C&T Paving Inc. contract in the amount of \$29,378.32 for the Frist Road Paving Project. Commissioner Alice Lentz seconded the motion. Mr. Carmichael stated that Frist Road is a public road right up to the Craig property and that is where the paving will stop. This project has been in the Capital Improvement Plan for a number of years. This is not a project that will be assessed. This project will be funded by Powell Bill dollars. Commissioner Widmer asked for a list of public and private gravel roads. Commissioner Widmer asked if we have used C&T Paving before and Mr. Creasman advised that indeed we had used them many times before. Mr. Creasman is more than satisfied with their quality of work. The motion carried 4/0.
  
- B. Contract Approval: Calvin Trail and Texas Road Paving Project: Mayor Pro Tem Otto moved to approve C&T Paving Inc. contract in the amount of \$222,717.26 for the Calvin Trail and Texas Road Paving Project. Commissioner Tom Widmer seconded the motion. Commissioner Fouche expressed her hope that before paving Texas Road the safe turnaround for childcare pickup is resolved. Mayor Pro Tem Otto questioned why the cost was so high for these projects. Mr. Creasman stated that Texas Road has no base so they will be putting in a new base as well. Also Calvin Trail has rotten culverts in the road and drainage issues at the Rodgers house and these issues will be addressed as well which is essentially what drove the price up on this project. Commissioner Widmer asked about a new water line on Texas Road. Mr. Creasman advised that Public Works would be laying a new water line from the wellhouse beside the tennis courts up Texas Road Spur. They also will put in a fire hydrant. This line will be 260 feet and will serve 4 houses. Mr. Creasman advised they will have to apply for a state permit because it is an upgrade to the system so it may take a little longer to get started. The water line is budgeted as separate dollars than the paving project. The motion carried 4/0.



**Public Comments-Other Topics**

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

Mr. Mike Sonnenberg of 125 Virginia Road asked if Public Works Crews could remove the fencing at the property for the new Town Hall for safety reasons for walkers and joggers.

Mrs. Martha Campbell of 149 Maryland Place stated that there is new kiosk at the base of the Moore Center payed for with an \$8,000 grant. There are four brochures that are being constantly replenished. Mrs. Campbell invites people to look into the brochures.

**Commissioner Communications**

Commissioner Fouche thanked Ann Vinson and the Tree Board Committee for all their work on the Tree Management Plan. She advised it is available for review at the Town Services Office. There are hard copies, flash drives and it is available on the website.

**Upcoming Meeting Dates**

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

<u>Bid Opening: Town Hall Design-Build</u> <u>Project Number 2018-004:</u>	Thursday, August 16, 2018 Time & Location to be determined
<u>Bid Selection: Town Hall Design-Build</u> <u>Project Number 2018-004:</u>	Monday, August 20, 2018 4:00 p.m. Walkup Building
<u>Meeting with Top Firms: Town Hall</u> <u>Design-Build Project Number 2018-004:</u>	Monday, August 27, 2018 Time & Location to be determined
<u>Montreat Landcare:</u>	Wednesday, September 5, 2018 9:00 a.m. Location to be determined
<u>September Town Council Meeting:</u>	Thursday, September 13, 2018 7:00 p.m. Walkup Building Public Forum begins at 6:30 p.m.

**Adjournment**

There being no further business, Commissioner Widmer moved to adjourn the Town Council Meeting. Commissioner Lentz seconded and the motion carried 4/0. The meeting was adjourned at 7:52 p.m. Commissioner Widmer retracted his motion to adjourn the meeting because the Commission needed to go into Closed Session.

Commissioner Alice Lentz moved to enter into Closed Session in accordance with NCGS 143-318.11(6) for discussion of a personnel matter. Commissioner Widmer seconded and the motion carried 4/0.

Upon returning to Open Session Mayor Pro Tem Otto moved to extend a job offer as Finance Officer to Leslie B. Spain with a salary of \$65,000 plus benefits a year for a position to begin no sooner than August 24<sup>th</sup>. Commissioner Alice Lentz seconded and the motion carried 4/0.

Commissioner Fouche moved to adjourn the meeting. Mayor Pro Tem seconded and the meeting was adjourned at 8:35 p.m.

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Tim Helms, Mayor

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Angela Murphy, Town Clerk

Town of Montreat  
Board of Commissioners  
Public Forum  
September 13, 2018  
Walkup Building

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Board members present: Mayor Tim Helms  
Mayor Pro Tem Kent Otto  
Commissioner Tom Widmer  
Commissioner Alice Lentz

Board members absent: Commissioner Bill Gilliland  
Commissioner Kitty Fouche

Town staff present: Alex Carmichael, Town Administrator  
Tee Anderson

Approximately 15 members of the public were present. The meeting was called to order promptly at 6:30 p.m. by Mayor Helms followed by a moment of silence.

**Public Comment**

A resident of Montreat posed a question about the worst expectations from Hurricane Florence and how the town should prepare? Mr. Carmichael answered with updates from various weather sources and a timeline for tracking the storm. In addition, the Public Works department has started to prepare for flooding by clearing the culverts and removing/trimming at-risk trees. Mayor Pro Tem Otto commented with information from federal offices in Raleigh regarding amounts of rain to be accrued; and Mr. Carmichael also noted that State of Emergency updates will be posted on the Town's website.

Mayor Helms posed a question to Joe Kirkland, a representative from Montreat College about the school schedule and cancelling of classes. As it stands, no classes have been cancelled due to the hurricane.

Mayor Helms reminded residents about the trash pick-up schedule that changed in September from twice a week to once a week on Mondays.

Mayor Pro Tem Otto mentioned the concept of "Even-year Voting" and explained the new process that Montreat should explore regarding the cost of election polls and voting. Mayor Helms has been in contact with the mayor of Black Mountain to adopt a local resolution through the General Assembly.

Joe Kirkland provided a brief overview on the status of Montreat College and the increase in students enrolled over the last four years. As a result of the growth, both office space and parking has become an issue. Mr. Kirkland pointed out that students have to pay for parking that is included in their overall fee, so they have designated spaces. As far as guests are concerned, the MRA has been generous in providing parking for visitors.



At approximately 6:55 p.m. Mayor Pro Tem Otto motioned to adjourn and reconvene in five minutes. The motion was seconded by Commissioner Widmer and the motion was carried 3/0.

**Adjournment**

Commissioner Lentz motioned to adjourn, the motion was seconded by Commissioner Widmer and carried 3/0.

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Tim Helms, Mayor

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Alex Carmichael, Deputy Town Clerk

**Town of Montreat  
Board of Commissioners  
Town Council Meeting – Public Forum  
October 11, 2018  
Walkup Building**

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Board members present: Mayor Tim Helms  
Mayor Pro Tem Kent Otto  
Commissioner Kitty Fouche  
Commissioner Bill Gilliland  
Commissioner Alice Lentz  
Commissioner Tom Widmer

Board members absent: none

Town staff present: Alex Carmichael, Town Administrator  
Angie Murphy, Town Clerk

Approximately 15 members of the public were also present. Mayor Helms called the Public Forum to order at 6:30 p.m., and held a moment of silence.

**Agenda Approval**

Commissioner Gilliland moved to adopt the agenda as presented. Mayor Pro Tem Otto seconded and the motion carried 5/0.

**Public Forum**

Mr. Bill Hollins of 116 Shenandoah Terrace wanted to talk about an invasive plant in the Community. Mr. Hollins complimented the great roadside maintenance that Public Work Crews do every day in Montreat. Mr. Hollins then went on to discuss pampas grass (Chinese Silvergrass) which is spread throughout the Town of Montreat. Mr. Hollins previously provided an email to the Commission outlining this problem. This is an invasive plant that is difficult to eradicate. Some people consider it ornamental but in the fall it generates many seeds which scatter. Mr. Hollins would like to take the Public Work Crews on a tour throughout Town to find a way to control the grass.

Mrs. Martha Campbell of 149 Maryland Place thanked Mr. Hollins for coming to the Landcare Committee to express his concern. A combination of people in Landcare have been researching this matter. Mrs. Campbell brought a poster of native grasses that could be planted in lieu of pampas grass. Mrs. Campbell discussed with Landcare the possibility of including native grasses in next year's Native Plant Sale. She also mentioned that Instructor Josh Holbrook said his spring environmental studies students may be given a project to dig some pampas grass up. She also stated that the herbicide in Roundup could eradicate the pampas grass but Roundup is something that the Town tries to avoid.

Mr. Tom Frist of 98 Frist Road also mentioned another “menace”: Japanese Knotweed. Mr. Frist thanked the Commission for the upcoming Town Hall Public Input Session.

Ms. Sally Stansill of 141 Holston Lane spoke about the constant flow of traffic through the Gate. Ms. Stansill expressed her concern about the noise level coming through the Gate. She stated she can hear squealing breaks and thumping of radios from inside her home on Holston Lane. Ms. Stansill can hear trucks approaching way down Montreat Road. This noise makes Ms. Stansill anxious and negatively affects her mental well-being. Ms. Stansill feels that all cars and trucks entering Montreat should abide by the noise ordinance as not to disturb homeowners and visitors. Ms. Stansill also mentioned a metallic grinding noise around the area of Assembly Drive which she believes is coming from Town Employees. She questioned what the noise is and when it will ever end. Mayor Helms stated the grading/grinding noise was from the site preparation for the new Public Works Building behind MRA’s maintenance building. Mr. Carmichael advised that the grading and hauling of gravel is complete. He also mentioned the wood chipped goes around once a week from house to house grinding up limbs and brush and this could be what Ms. Stansill is hearing.

Ms. Debbie Ferguson with Montreat College announced two upcoming events at the College. The first is the annual cybersecurity conference “Retreat” which will bring over 300 people to the campus. She also invited everyone to attend the annual Christmas Concert on December 1<sup>st</sup>.

Mrs. Martha Campbell of 149 Maryland Place had a comment related to the scheduling of elections and whether to have them on even or odd years. Mrs. Campbell would like to have the Town’s non-partisan election held on a year when a partisan election is not being held. Mrs. Campbell encourages the Commission to stay with odd years for Town elections. She feels the additional costs are very minor compared to the benefits we would receive as a Town.

Mr. Tom Frist of 98 Frist Road stated that Montreators do not run as democrats or republicans Montreators run as friends.

Commissioner Kitty Fouche feels that there are positive and negatives to the election discussion.

Mrs. Mary Knight of 336 Chapman Road and 159 Virginia Road questioned the plan for repairing the point on Assembly Drive next to the Lookout Road Bridge where the bank is eroding badly and breaking the pavement. Mayor Helms stated that the Town would have to work with the Army Corps of Engineers but it is a slow process. Mr. Carmichael also advised that the project is on the Town’s radar and although it has eroded it is secure for awhile.

### **Adjournment**

Commissioner Fouche moved to adjourn the Public Forum. Commissioner Widmer seconded and the meeting was adjourned 5/0 at 6:58 p.m.



**Montreat Board of Commissioners  
Public Forum Minutes  
October 11, 2018**

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Tim Helms, Mayor

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Angie Murphy, Town Clerk

**Town of Montreat  
Board of Commissioners  
Special Meeting  
Public Input Session  
October 15, 2018  
Walkup Building**

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Board members present: Mayor Pro Tem Kent Otto  
Commissioner Kitty Fouche  
Commissioner Tom Widmer  
Commissioner Alice Lentz

Board members absent: Commissioner Bill Gilliland  
Mayor Tim Helms

Town staff present: Alex Carmichael, Town Administrator  
Angie Murphy, Town Clerk  
Adrienne Isenhower, Zoning Administrator

This meeting was not a meeting of the Town Council but a Public Input Session for the public to make recommendations about the Design-Build Town Hall Project. The recommendations and comments made at this meeting are as included as part of the “minutes” of this meeting.

Commissioner Kitty Fouche opened the meeting by thanking everyone for attending and introducing the Town Staff and the owner’s representative, Rick Giles; the architect, Maury Hurt; and builder, Brian Sineath. After a few opening remarks she turned the meeting over to Mr. Hurt and Mr. Sineath.

Jean Norris of 192 Mississippi Road asked about the budget for the design portion versus the budget for the construction portion. Commissioner Fouche advised that a lump sum of money had been budgeted for the Town Hall Project prior to it being selected as a Design-Build Project. A portion will be used for the design with the rest designated for the construction. Mr. Hurt advised that the contract is inclusive of the preliminary design, the final design and the construction.

A male participant asked Mr. Hurt what kind of role he will play after the design portion is over. Mr. Sineath reported that Mr. Hurt would remain in a consultant-like position after the initial design phase has been completed.

Jean Norris of 192 Mississippi Road asked if there was an agreement about the size of the meeting space in the new Town Hall. She wondered whether there was a political reason to keep renting space from the MRA or should the design have bigger accommodations for meeting space in the new building. Commissioner Widmer stated that representatives from

the MRA had recommended that the Town not rely on their meeting spaces in the future. Commissioner Widmer advised that the building program does include a multi-purpose space/meeting room.

A male participant asked Mr. Hurt if his involvement in the new development in downtown Black Mountain would be in competition with his time and energy for the Town of Montreat. Mr. Hurt advised that the drawings for this new development are largely done and will not interfere with Montreat's Town Hall Project.

Mike Sonnenberg of 125 Virginia Road would like to see that the building can be modified easily for smaller and larger projects. Mr. Hurt advised they would give some forethought to this during the design process.

Jean Norris of 192 Mississippi Road stated that it appears that the break room and event space are one space and this needs to be thought out because sometimes employees need to access the break room during a meeting. Also, the server and A/V equipment are shown to be in the same space and she is not sure that they need to be together. The multi-purpose room should have the ability to be separated into smaller spaces as well. Ms. Norris read about separate secure entrances for the police but the multi-purpose room should be used as a command center in the event of emergency. She questioned where that room should be in relation to the police offices. Mr. Carmichael stated that an emergency operations center is used for multi-agency emergencies for the opportunity to share information in real time in the event of an emergency. Mr. Carmichael stated that it did not need to be in a secure environment which means that it does not have to be adjacent to the police offices. Mr. Hurt stated that the break room/kitchen would be adjacent to the conference room. Ms. Norris felt that the break room and kitchen do not serve the same purposes therefore it may be prudent to keep them separate. Mr. Sineath advised that he is doing a construction project now where the server is overheating and they are having to isolate the server and he feels Ms. Norris made a good point about keeping the server separate from the A/V equipment.

Mike Sonnenberg of 125 Virginia Road suggested building with trusses so that we can remove/add rooms real easily. Mr. Sonnenberg suggested a trailer that could be moved easily in emergency situations. He also mentioned that adaptations be made for handicapped/disabled people. Mr. Hurt advised that the restroom have to be ADA compliant.

Mr. Hurt and Mr. Sineath then verbally reviewed the recent survey questions that went out to the community via the Sunshine List and the Town of Montreat website. These ideas were written down on poster board paper at the front of the room and can be found in minutes following this document.

Jim Williamson of 529 Memphis Lane felt that there were two qualities which were very important to consider but they are intangible items that cannot be written down or measured in square feet. One is the "quality of welcome" and the other is the "quality of the civic". Mr. Williamson feels that to meet the quality of welcome the structure needs to be more than

utilitarian. This will be the first building that everyone encounters before they even get to the gate. Mr. Williamson stated that our existing Town Services Building is a public building but it does not represent the civic quality. The idea of presenting what Montreat is all about is the civic quality. To Mr. Williamson these two qualities are more important than anything tangible.

Commissioner Widmer read aloud some comments that related to Mr. Williamson's concerns.

Mr. Hurt then asked the crowd what the "Montreat Style" means to them. The answers can be found on the following minutes.

Jean Norris of 192 Mississippi Road asked if the function of welcome meaning volunteer desks and fliers would occur inside the Town Hall Building. Ms. Norris thinks that should influence the obvious entry point.

Ginny Porter of 388 Appalachian Way asked how they would identify the building as a Town Hall. Mr. Hurt said that something would have to be done to identify it to others outside the community. Ms. Porter asked who visited a Town Hall. Town Clerk Angie Murphy reviewed the types of visitors. Ms. Porter stated that she worked in the Gate House over the summer and she was amazed at the number of people who came in with questions about Montreat. She feels that there should be a kiosk or volunteers on hand to answer questions for people who stop in prior to entering the gate.

A male participant stated that he felt the "heart of Montreat" is the area around Lake Susan so we should emulate those buildings in the design.

Beth Fountain of 132 Kanawha Drive stated there was a house on Laurel Circle in Black Mountain designed by Mr. Hurt that looked like Montreat in her opinion. Mr. Hurt stated that particular home is in the arts & crafts style.

A female participant stated that Montreat stone are more natural and rounded like they just came out of the creek.

Jean Norris of 192 Mississippi Road stated that arts & crafts stylings and timber frame would be reflective of Montreat.

Mike Sonnenberg of 125 Virginia Road stated that Montreat was dark and he was hoping for a lot of glass and light.

Mr. Sineath asked what would be welcoming on the exterior.

Marth Campbell of 149 Maryland Place stated that the main entrance needs to be easily seen.

A male participant stated that building a welcoming building requires welcoming people. This



participant felt like volunteers should be on hand with an area to provide a welcoming environment. This could encompass the exterior with table being set up in the summer to the interior with information in the cooler months.

Lee Lancaster of 229 Texas Road Ext asked if they had thought of the placement of the building on the property. Mr. Hurt stated there are a lot of constraints to where the building can actually be placed.

Erskine Clarke of 558 Providence Terrace felt that a welcoming environment is one with a lot of light and windows.

A female participant mentioned that tying in the rocking chair theme that Black Mountain uses would be welcoming as well as a grateful gesture toward Black Mountain for their willingness in the de-annexation process.

Gill Campbell of 149 Maryland Place mentioned placing the porch off the multi-purpose room.

Mary Jo Clark stated that Montreat has the reputation of not being welcoming especially for certain groups of people. She questioned how we can make the Town Hall more welcoming for a wide spectrum of people.

Lee Lancaster of 229 Texas Road Ext suggested native and appropriate landscaping.

Commissioner Fouche suggested a water feature either inside or outside.

Jean Norris of 192 Mississippi Road stated that the landscaping could not be expansive due to the land constraints.

Tom Frist of 98 Frist Road expressed his interest in having a little park down by the creek.

A male participant suggested the landscaping also include the parking lot.

A female participant suggested a beautiful seasonal tree.

A female participant suggested the use of firewise plantings.

Mike Sonnenberg of 125 Virginia Road stated that the landscaping should be low maintenance.

Mr. Hurt asked about the interior aesthetics.

Jean Norris of 192 Mississippi Road asked if we could consider open permeable pavers for the parking lots.

Martha Campbell of 149 Maryland Place reminded everyone that this will be a business office

so it needs to have the feel of a business office.

A male participant suggested high vaulted open ceilings or revealed structures/timbers.

Tom Frist of 98 Frist Road feels that we can do all these things that have been mentioned tonight. He stated that one side could be “Chamber of Commerce” like with volunteers and brochures and the other side be the business office. Mr. Frist suggested a big attic for storage of documents.

Mike Sonnenberg of 125 Virginia Road suggested eliminating hallways thereby reducing space used and putting a lot of doors outside on the porch.

Elizabeth Fountain of 132 Kanawha Drive wants the current and future employees to feel honored after having to endure a “glorified rat hole” for so many years.

Mike Sonnenberg of 125 Virginia Road reminded people that jobs will evolve in the coming years and people will transition to working from home or their cars so the office spaces should be easily converted to other things.

A female participant mentioned that she was impressed with the renovations of Assembly Inn and that we can learn a lot from them.

Ken Shortridge of 113 Mississippi Road stated that arts & crafts movement evolved from the industrial revolution. Natural wood and open spaces would be in both the interior and exterior. Mr. Shortridge suggested visiting the Biltmore Forest Town Hall and the Gate House at the Grove Park Inn.

Linda Shortridge of 113 Mississippi Road applauded what other people have said this evening about incorporating the rock and the wood. Mrs. Shortridge stated that the building should represent the old but inject a fresh twist as well.

Commissioner Fouche suggested a public bathroom at the front door for hikers or walkers.

Mr. Widmer reviewed slides with information from the recent survey.

Judy Shuford of 613 Greybeard Trail felt that something should be done to the exterior of the current Town Services Building even though we do not own it. It should be complimentary rather than an eye sore.

Tom Frist of 98 Frist Road felt that security was very important. The doors leading to the offices should be secure.

Brad Hestir of 192 Mississippi Road stated that he read somewhere that certain employees need showers. He felt that the designs should fit the dual needs of both the public and the

employees. Mr. Hestir also mentioned putting conduits under the floor to entertain the idea of expansion more easily. Commissioner Fouche stated that the showers would be in the new Public Works Building which will be behind MRA's maintenance shed.

Mike Sonnenberg of 125 Virginia Road stated that the Town of Black Mountain employees had not used their showers in years.

A male participant suggested visiting The Cove Admin Building for ideas.

Lee Lancaster of 229 Texas Road Ext suggested visiting Asheville Eye & Associates for historical based decorating on the interior.

A male participant thanked everyone for the opportunity that was given this evening.

Commissioner Widmer then gave some closing remarks and the meeting ended at 5:59 p.m.

Town of Montreat  
Board of Commissioners  
Town Council - Special Meeting  
October 15, 2018  
Walkup Building

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The following ideas were presented in the Public Input Session that was held on October 15, 2018 in the Walkup Building.

Aesthetics –	“quality of welcome” “quality of civic mindedness” Signage “Town Hall” Information Center Lots of light Rocking Chair Theme
“Montreat Style”-	Stone/Rock (natural, rounded, similar to Montreat buildings) Porch Earthy tones Similar to buildings that surround Lake Susan (i.e. The Left Bank) Arts & Crafts Style, timber frame
Welcoming-exterior	Where is main entrance? Glass/light Rocking chairs
Grounds & Landscaping	Native plants (diverse) in compact spaces (firewise) Water feature Pocket park by the stream Open pavers for parking (permeable) Landscape including parking lot Seasonal trees Minimal amount of maintenance
Interior Aesthetics	Needs to feel like a business Visible structure (timbers) Natural wood Similar to Assembly Inn Big attic (storage of documents) “non”-offices Efficiency Arts & Crafts Open Spaces Bathrooms for public



Town of Montreat  
Board of Commissioners  
Town Council - Special Meeting  
October 15, 2018  
Walkup Building

Other Suggestions

Exterior of current Town Services Building (complimentary)  
Security  
Serving dual needs with restrooms  
Space with availability for new wiring  
Historical furnishings that relate to Montreat



## TOWN OF MONTREAT

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### **ADMINISTRATIVE REPORTS: Town Administration**

Town Administration report for the period beginning October 1 and ending October 30, 2018.

#### **Monthly Statistics**

Public Meetings	4
Inter-Organizational /Intergovernmental Meetings	0
Agendas Prepared	4
Minutes Transcribed	6
Resolutions Drafted	1
Public Records Requests Processed	0
Water Bills Processed	674
Leak Adjustments	20
New Water Accounts Established	4
Professional Development Hours	0
Sunshine List Messages	12
Website Posts	16
Social Media Posts	14
Code Red Alerts	1
Workers Compensation Claims	0

#### **Upcoming Events and Schedule Changes**

- Town Offices will be closed November 22<sup>nd</sup> and 23<sup>rd</sup>.

#### **Comments**

- N/A

#### **Staff Communications**

- N/A

<u>PIN #</u>	<u>Last Name</u>	<u>First Name</u>	<u>Montreat Address</u>	<u>Zoning Compliance Date</u>	<u>Permit #</u>	<u>Permit Date</u>
0710.02-95-2500	McCaskill	William and Susanne	302 Texas Road	1/2/2004	3959	
0710.15-74-0093	Claybrook	Diane	120 Shenandoah Terrace	1/5/2004	3960; 3962	
0710.02-86-0222	Neville	Susan	211 Virginia Road	1/15/2004	3964	
0710.15-54-5704	The HAJMM Co.		138 Mississippi Road	1/20/2004	3965, 3968	
0720.01-07-6368	Pruitt	John	422 Kentucky Road	1/21/2004	3966	
0721.03-11-0519	Boyd	Adam	621 Reservoir Road	2/9/2004		
0710.15-64-7059	Neale	Henry	117 Shenandoah Terrace	2/12/2004	4010	
0710.01-45-4003	Jackson	Lucille Wood	109 Westminster Terrace	2/13/2004	3969	
0720.01-07-6368	Pruitt	John	422 Kentucky Road	2/20/2004		
0720.01-07-8597	Davis	Dorothy	424 South Carolina Terrace	3/2/2004	3970	
0720.01-06-5108	Montreat College		310 Gaither Circle	3/4/2004	3971	
0710.15-74-4598	Layman	James and Katherine	141 Maryland Place	3/8/2004	3975	
0710.02-86-3355	Rada	Heath and Peggy	218 Virginia Road	3/15/2004	3979	
0710.02-65-7183	Potter	John and Sandra	183 Mississippi Road	3/18/2004	3976	
0710.02-55-7151	McCaskill	William and Susanne	114 John Knox Road	3/19/2004	3996	
0720.01-16-9897	Dibble	Parkes and Leslie	408 Appalachian Way	3/23/2004		
0710.15-74-1059	Dalrymple	Mary Anne	122 Shenandoah Terrace	3/24/2004	3983	
0720.01-28-9741	MRA		Greenspace at Flat Creek	4/16/2004	3982	
0710.01-45-5019	Stump	Ted and Patty	110 Mississippi Road	4/16/2004	3981	
0710.02-86-3874	Purvis	Mary	363 Nisbet Lane	4/26/2004	3997	
0710.02-66-4997	Dews/Warren	Julie/Bob	201 St. Andrews Place	4/27/2004		
0710.02-66-4997	Warren	Bob	201 St. Andrews Place		4308	3/20/2008
0710.02-96-1298	MRA	MRA	314 Georgia Terrace	4/27/2004	3986	
0710.15-64-1870	Barker	Robert and Jessie	119 Virginia Road	5/5/2004	3992	
0720.01-08-7914	Rogers	John and Anne	527 Calvin Trail	5/5/2004	4024	
0710.02-86-0222	Burns	Wade	211 Virginia Road	5/7/2004	3988	
0720.01-28-9741	MRA		628 Greybeard Trail	5/11/2004	3989	
0710.02-75-7827	Ellett	Elizabeth	203 Virginia Road	5/17/2004	3991	
0720.01-09-0232	Marshall, III	William III	523 Suwannee Drive	5/25/2004	4000	
0710.01-45-4003	Jackson	Lucille Wood	109 Westminster Terrace	5/26/2004	3994	
0720.01-18-6745	Ming	Egbert	542 Peace Lane	6/1/2004	3999	
0720.01-07-7657	Blake	R. Mason, et. Al.	431 South Carolina Terrace	6/4/2004		
0710.02-85-7261	Poole	Stephen and Marcia	Texas Road Spur	6/4/2004		
0710.02-55-9353	Underwood	Emory and Jane	120 John Knox Road	6/23/2004	3998	
0721.03-01-5037	Shuford	Gene and Judy	613 Greybeard Trail	6/27/2004	4013	
0710.02-86-6175	Key	Susan Dobbs	221 Alabama Terrace	7/2/2004	4001	
0720.01-16-6012	Miller	Patrick	377 Oklahoma Terrace	7/8/2004		
0720.01-08-7175	Cooper	Frank	443 Arbor Lane	7/9/2004		
0710.02-85-7917	Query	Mabel (Mrs. J. Sidney)	222 Alabama Terrace	7/14/2004		
0710.02-65-8890	Dunlap	Dunlap, Joseph	154 Overbrook Road	7/16/2004	4003	
0710.15-53-3969	McArthur	Betty	109 Mecklenburg Circle	7/30/2004	4006	
0720.01-07-9734	Robinson	James and Nancy	428 South Carolina Terrace	7/30/2004	4002	
0720.01-05-7339	Anderton	Joanne	341 Chapman Road	8/9/2004	4005	
0710.15-73-3723	Little	John and Jessie	126 Eastminster Terrace	8/20/2004	4009	
0710.16-74-7034	Scheu	William and Margaret	146 Eastminster Terrace	8/27/2004	4007	
0710.02-96-3852	KMB Family Limited Partnership		323 North Carolina Terrace	9/2/2004	4008	
0710.15-54-0715	Teters	Edward and Martha	107 Kanawha Drive	9/3/2004		
0710.02-65-9934	Query	Susanne	155 Overbrook Road	9/21/2004		
0710.02-85-1063	Neale	Henry	166 Texas Road Extension	9/22/2004		

0710.02-99-8256	Waterstradt	William and Margaret	521 Suwannee Drive	9/23/2004	4012	
0721.03-01-5037	Shuford	Gene and Judy	613 Greybeard Trail	9/24/2004		
0720.01-15-4426	Roddey	Richard and Gail	349 Florida Terrace	10/4/2004	4018	
0710.02-96-7472	MRA		Assembly Drive/Lookout Road	10/8/2004	4016	
0710.02-86-6993	Goode	Seddon and Jane	373 Nisbet Lane	10/27/2004	4015	
0710.15-74-0093	Claybrook	Diane	120 Shenandoah Terrace	10/28/2004	4017	
0710.01-45-7198	Shortridge	Kenneth	113 Mississippi Road Extension	11/9/2004		
0710.02-55-4339	Ashley	Matt and Ann	111 John Knox Road	11/10/2004	4022	
0710.15-54-0298	Hinkle	John and Dora	121 Mecklenburg Circle	11/16/2004	4019	
0710.02-76-1001	Lee	William	158 Overbrook Road	11/23/2004	4021	
0710.15-73-1644	Straughan	William and Ann	122 Eastminster Terrace	11/29/2004		
0710.16-74-7034	Scheu	William and Margaret	146 Eastminster Terrace	12/14/2004		
0720.01-15-3530	Montreat College		Newell Field/Yale Road	12/21/2004		
0710.02-86-0211	Burns	Wade	211 Virginia Road	12/30/2004		
0720.01-15-4426	Roddey	Richard and Gail	349 Florida Terrace	12/30/2004		
0710.15-63-3733	Town of Montreat		Flat Creek lot at head of Gate Trail	1/10/2005	4029	
0720.01-09-8302	McEachern	George	536 Calvin Trail	2/1/2005		
0710.16-74-5167	Todd	William and Mary	113 Eastminster Terrace	2/9/2005	4102	
0710.02-96-3434	MRA		312 Georgia Terrace	2/10/2005		
0710.02-96-6289	MRA		Robert Lake Park	2/10/2005	4036	
0710.02-85-4950	Bes-Lu, LLC		221 Tennessee Road	2/18/2005	4109	
0710.02-95-7176	Suddeth	Alvin and Alice	312 Chapman Road	2/21/2005		
0710.02-86-6993	Goode	Seddon and Jane	373 Nisbet Lane	2/22/2005	4037	
0740.02-96-6952	Synod of the Mid-Atlantic (PCUSA)		329 North Carolina Terrace	3/1/2005	4039; 4040	
0720.01-08-2012	Brooks	Frank	433 West Virginia Terrace	3/2/2005	4041	
0720.01-07-6592	Wright	Mrs. W. E.	426 Kentucky Road	3/4/2005	4038	
0710.15-54-0932	Caldwell	Charles C.	124 Mississippi Road	3/14/2005		
0710.01-45-9306	Chesnutt/Moore	Charlotte/Jane	100 Frist Road	3/28/2005		
0710.02-86-6993	Goode	Seddon and Jane	373 Nisbet Lane	3/31/2005		
0710.15-74-2283	Vaughan	Robert	134 Shenandoah Terrace	4/4/2005		
0710.02-96-5492	Georgia Lodge, Inc.		321 Assembly Drive	4/8/2005		
0720.01-07-6368	Pruitt	John	422 Kentucky Road	4/8/2005		
0720.01-05-1224	Montreat College		Yale Road	4/12/2005	4050	
0720.01-07-7765	Lee	Cathy "Clee"	432 Kentucky Road	4/19/2005	4055	
0710.15-53-5957	Sprawls	Perry and Charlotte	130 Kanawha Drive	4/19/2005	4053	
0710.15-64-7740	Elliott	Maggie	127 Assembly Drive	4/29/2005	4057	
0720.01-06-6329	Montreat College		310 Gaither Circle	5/4/2005	3990	
0720.01-07-2782	Newell	C. Morris	431 Greybeard Trail	5/20/2005		
0710.15-64-6622	Field	Jim and Katherine	121 Assembly Drive	6/2/2005		
0710.15-74-0093	Claybrook	Diane	120 Shenandoah Terrace	6/29/2005	4071	
0720.01-08-7175	Cooper	Frank	443 Arbor Lane	7/12/2005		
0720.01-18-0709	Motes	David and Mary Lou	543 Kentucky Road	7/13/2005		
0710.15-64-3481	Wilhelmi	Norm	111 Assembly Drive	7/15/2005	4095	
0710.02-85-5666	Butler	Teresa	233 Assembly Drive	7/20/2005		
0710.02-65-5598	Gaw	Daphne	143 Virginia Road	8/9/2005	4080	
0710.02-65-0128	White	Rose	161 Mississippi Road	8/18/2005		
0710.02-65-9165	Saunders	Saunders, Leslie	189 Mississippi Road	8/24/2005		
0710.15-54-8724	Fisher	Rev. H. Bruce	148 Mississippi Road	8/26/2005	4108	
0710.02-55-9934	Query	Susanne	155 Overbrook Road	9/2/2005	4091	
0710.02-86-6993	Goode	Seddon and Jane	373 Nisbet Lane	9/7/2005	4104	
0710.02-66-6805	Truslow	Truslow, William and Mary	202 St. Andrews Place	9/7/2005	4092	



0710.02-66-9270	Ricks	Mrs. George H.	165 Oak Lane	9/8/2005		
0720.01-16-7355	Taylor	James and Letta Jean	386 Oklahoma Terrace	9/9/2005	4096	
0720.01-06-5108	Montreat College		307 Gaither Circle	9/14/2005	4100	
0720.01-05-3782	MRA		350 Texas Road	9/14/2005	4098	
0720.01-08-7175	Cooper	Frank	443 Arbor Lane	9/16/2005		
0720.01-07-8962	Ray	Richard and Lila	436 Kentucky Road	9/16/2005	4103	
0720.01-08-6661	Ervin	Daniel	509 South Carolina Terrace	9/20/2005	4117	
0720.01-07-8823	Cooper	James	434 Kentucky Road	9/30/2005	4127	
0710.15-74-3901	Emerson	Harry and Kathleen	145 Assembly Drive	10/4/2005	4107	
0710.02-85-4950	Bes-Lu, LLC		221 Tennessee Road	10/7/2005		
0710.02-85-0788	Alexander	Paul and Lucille	209 Tennessee Road	10/21/2005	4101	
0710.02-86-1332	Young	Dorothy	North Carolina Terrace	10/27/2005	4113	
0720.01-07-4476	Sloan	Sam and Suzanne	423 Kentucky Road	10/28/2005		
0710.02-65-9774	Dubard/Giblin	David/Deirdre	155 Virginia Road	11/1/2005	4118	
0720.01-16-7538	Cribbs/Hope	Mary R./Clarence and Sue	390 Oklahoma Terrace	11/3/2005	4116	
<b>0720.01-06-4659</b>	<b>MRA</b>	<b>MRA</b>	<b>304 Gaither Circle</b>	<b>11/16/2005</b>	<b>Blank</b>	
<b>0721.03-23-5201</b>	<b>MRA</b>		<b>Assembly Drive/Gate House</b>	<b>11/16/2005</b>	<b>Blank</b>	
0720.01-26-4938	Weir	Sam and Betty	422 Appalachian Way	11/21/2005		
0710.02-76-7372	Wynne	Robert and Margaret	221 North Carolina Terrace	12/20/2005	4138	
0710.16-74-7034	Scheu	William and Margaret	146 Eastminster Terrace	12/30/2005	4123	
0710.02-55-4339	Ashley	Matt and Ann	111 John Knox Road	1/12/2006	4156	
0710.02-86-9576	Dudley/Lake	William/Julia	306 North Carolina Terrace	1/13/2006	4126	
0710.02-86-0222	Burns	Wade and Susie	211 Virginia Road	1/23/2006		
0710.15-74-0389	Johnson	John and Margie	131 Shenandoah Terrace	1/24/2006	4129	
0710.02-86-8470	Martin/Eads	Margaret/Sally	299 Georgia Terrace	1/24/2006		
0720.01-08-5110	Wetzel	Jake	441 Greybeard Trail	2/7/2006	4131	
0710.14-44-9952	Paine	Paine, Bill and Jackie	129 Virginia Road	2/9/2006	4133	
0720.01-27-3283	Williams	Louise	423 Appalachian Way	2/13/2006	4136	
0710.02-85-6935	Philips	Katherine	218 Tennessee Road	2/21/2006	4135	
0710.02-95-2500	McCaskill	William and Susanne	302 Texas Road	2/28/2006	4137	
0710.02-99-8363	Hewitt	Daniel	525 Suwannee Drive	3/8/2006		
0710.15-54-4976	McEaddy	T. Hunter	137 Mississippi Road	3/8/2006	4141	
0710.02-86-6993	Goode	Seddon and Jane	373 Nisbet Lane	3/13/2006	4140	
0702.01-07-8465	Legerton	Clarence W. (Chip)	420 South Carolina Terrace	3/31/2006	4149	
0710.02-55-2242	Grethen	John P.	108 John Knox Road	4/6/2006	4151	
0710.02-96-6289	MRA		317 Texas Road	4/10/2006	4148	
0720.01-15-4843	Burriss	Francis M.	360 Arkansas Trail	5/18/2006	4164	
0720.01-05-8691	Baroody	Margaret	328 Lookout Road	5/19/2006		
0720.01-05-8691	Baroody	Margaret	328 Lookout Road	5/24/2006	4152	
0710.02-86-9576	Dudley	William	307 North Carolina Terrace	5/26/2006		
0710.15-74-4524	Hitchens	Peter	138 Shenandoah Terrace	5/30/2006	4153	
0710.15-63-1353	MRA		96 Rainbow Terrace	6/14/2006	4157	
0720.01-06-3931	Montreat College		405 Assembly Circle	6/20/2006	4159	
0710.01-45-8483	Frist	Jane	102 Frist Road	6/21/2006	4166	
0710.02-85-4950	Bes-Lu, LLC		222 Tennessee Road	6/29/2006	4165	
0720.01-15-2666	MRA		334 Florida Terrace	6/30/2006		
0710.02-95-8923	Michael	Robert F. and Gail	330 Texas Road	7/2/2006	4163	
0710.02-65-6163	Shillinglaw	Ben	179 Mississippi Road	7/2/2006		
0710.02-95-9775	Beasley	Ed	303 Chapman Road	7/18/2006	4172	
0720.01-18-2730	Brown, Jr.	Gaines E.	531 Kentucky Road	7/18/2006	4170	
0710.02-96-0447	Richey, III	Hank and Jennifer	305 Georgia Terrace	8/3/2006	4174	

0720.01-08-3689	Smith/Salmon	Kent and Margo/Kay and Mike	513 Greybeard Trail	8/4/2006	4183	
0710.02-85-6732	Ogden	William and Lou	237 Assembly Drive	8/15/2006		
0710.02-75-4193	BGEA		155 Assembly Drive	9/14/2006	4179	
0721.03-23-5202	MRA		Assembly Drive/Montreat Memorial Garden	9/21/2006	4180	
0720.01-18-4561	Ray	Margaret	507 Greybeard Trail	9/25/2006		
0710.02-85-9246	Preston	Priscilla	242 Texas Road Spur	9/27/2006	4182	
0710.02-86-3874	Purvis	Mary	363 Nisbet Lane	9/27/2006	4181	
0720.01-15-4608	Prescott	Louisa	353 Florida Terrace	10/1/2006	4184	
0720.01-07-8465	Legerton	Clarence and Coleman	420 South Carolina Terrace	10/3/2006	4187	
0710.15-64-8765	Jones	Jeane and Walter	132 Quillan Lane	10/4/2006	4150	
0710.14-44-9952	Paine	William and Jackie	120 Mississippi Road	10/5/2006	4185	
0710.15-64-7452	Thielman	Dorothy	120 Assembly Drive	10/10/2006	4186	
0710.15-74-4269	Varvel	Walter and Janet	148 Maryland Place	10/10/2006	4189	
0720.01-07-8376	J&S Developers Partnership		416 South Carolina Terrace	10/17/2006	4190	
0721.03-11-0519	Boyd	Adam	621 Reservoir Road	10/30/2006	4193	
0720.01-18-5894	Lasley Construction Company		546 Peace Lane	11/13/2006	4195	11/22/2006
0720.01-05-7959	Montreat College		310 Appalachian Way	12/7/2006	4011	12/8/2006
0720.01-05-7959	Montreat College		310 Appalachian Way	12/7/2006	4197	12/8/2006
0720.01-06-6329	Montreat College		310 Gaither Circle	12/7/2006	4196	12/8/2006
0720.01-06-6329	Montreat College		310 Gaither Circle	12/7/2006	4196	12/8/2006
0710.02-96-1779	Frith	Catherine	317 North Carolina Terrace	12/13/2006	4300	1/2/2007
0720.01-09-3397	Bell	William	531 Greybeard Trail	12/19/2006	4301	1/4/2007
0710.02-86-6658	Hissam	Eleanor	372 Nisbet Lane	12/27/2006	4204	1/16/2007
0720.01-05-7959	Montreat College		310 Appalachian Way	12/27/2006	4299	12/27/2006
0720.01-77-3114	Windy Ridge Farms, LLLP		421 Appalachian Way	1/3/2007	4202	1/9/2007
0720.01-06-5108	Montreat College		307 Lookout Road	1/9/2007	4203	1/12/2007
0710.15-73-0925	Hazelwood	Bill and Beverly	188 Mississippi Road	2/6/2007	4209	2/9/2007
0710.15-73-0924	Purvis	Mary	363 Nisbet Lane	2/6/2007	4207	2/8/2007
0710.15-73-0922	Rencher	Rebecca	369 Nisbet Lane	2/6/2007	4208	2/8/2007
0710.15-73-0921	First Presbyterian Church of Asheville		425 Kentucky Road	2/13/2007		
0710.15-73-0920	Kilkenny Plantation, LLC		362 Arkansas Trail	2/14/2007	4210	2/15/2007
0710.15-73-0919	Spencer	Dr. and Mrs. Sam	217 North Carolina Terrace	2/22/2007		
0710.15-73-0918	Standaert	Mary and Joseph	118 Shenandoah Terrace	2/23/2007	4211	2/26/2007
0720.01-08-3287	Dusthimer	Lucy	439 West Virginia Terrace	2/26/2007	4212	2/27/2007
0710.02-86-0222	Burns	Wade	211 Virginia Road	3/7/2007		
0710.02-65-5125	Hollins/Manson	Mary/Catherine	132 Virginia Road	3/19/2007	4220	3/20/2007
0720.01-08-8766	Webb	James	515 South Carolina Terrace	3/23/2007	4245	6/25/2007
0710.01-45-4003	Jackson	Lucille White	109 Westminster Terrace	3/28/2007	4223	3/30/2007
0710.14-44-3991	Jackson	Lucille White	109 Westminster Terrace	3/28/2007	4223	3/30/2007
0710.02-65-0693	Massey	Richard and Jane	125 John Knox Road	4/4/2007	4229	4/17/2007
0720.01-19-5011	Sharpe	Danny and Ann	552 Providence Terrace	4/18/2007		
0710.02-85-7715	Burriss	T. Moffat and Suzanne	239 Assembly Drive	4/23/2007	4246	7/9/2007
0720.01-08-3116	McGeachy	Alexander	437 West Virginia Terrace	5/1/2007		
0710.02-99-7071	Anderson	Eade and Jane	517 Suwannee Drive	5/2/2007	4234	5/9/2007
0720.01-09-4930	MRA		549 Calvin Trail	5/8/2007	4237	5/15/2007
0710.02-86-3691	McMaster, III/Mason, III	John G./Fordyce H.	291 North Carolina Terrace	5/14/2007	4277	110607
0720.01-06-1982	MRA		401 Assembly Circle	5/18/2007	4239	5/23/2007
0720.01-07-3833	Thompson	Jim	433 Greybeard Trail	5/25/2007	4240	5/29/2007
0710.02-96-6289	MRA		301 Lookout Road	5/30/2007	4241	5/31/2007
0710.02-86-5306	McNair	James	224 Virginia Road	6/4/2007		
0710.02-86-5306	McNair	James	224 Virginia Road	3/11/2008	4307	3/11/2008

0710.02-86-2059	DuBose	William and Sally	209 Alabama Terrace	6/5/2007	4244	6/14/2007
0720.01-08-3743	Salmon	Mike and Kay	Greybeard Trail (no house # assigned)	6/8/2007		
0710.15-64-0511	Hunter	Lucielle	111 Virginia Road	7/12/2007	4248	7/13/2007
0710.02-85-4950	Bes-Lu, LLC		221 Tennessee Road	7/16/2007	4249	7/17/2007
0710.02-75-6817	Lyons	Scott and Ann	208 Virginia Road	7/20/2007	4253	8/1/2007
0710.02-76-7018	Legerton Family General Partnership		222 North Carolina Terrace	7/30/2007	4252	7/30/2007
0710.02-85-7917	Query	Dick	222 Alabama Terrace	8/3/2007	4255	8/2/2007
0710.02-66-4997	Dews/Warren	Julie/Bob	201 St. Andrews Place	8/10/2007		
0710.02-86-3874	Purvis	Mary	363 Nisbet Lane	8/29/2007	4262	8/29/2007
0710.02-96-6289	MRA		Assembly Inn	9/4/2007		
0710.02-85-8255	J&S Developers		238 Texas Road Spur	9/17/2007	4270	10/10/2007
0720.01-09-4203	Kuhnle	John H. and Edith H.	526 Greybeard Trail	9/18/2007	4266	9/26/2007
0710.02-86-6175	Key	Susan Dobbs	221 Alabama Terrace	10/8/2007	4268	10/8/2007
0710.02-66-9422	Akers	John and Anne	226 Louisiana Road	10/12/2007	4271	10/16/2007
0720.01-15-4843	Burriss	Francis M.	360 Arkansas Trail	10/18/2007	4291	12/19/2007
0710.02-86-6658	Hissam	Eleanor	372 Nisbet Lane	10/25/2007		
0710.02-96-8001	Maddux	Carlen	322 Texas Road	10/25/2007	4275	10/26/2007
0720.01-19-2270	Clarke	Ersine and Nancy	558 Providence Road	10/29/2007		
0710.02-95-0344	Melvin	Brinkley and Robin	246 Texas Road Spur	10/30/2007	4278	11/6/2007
0710.02-75-6817	Lyons	Scott and Ann	208 Virginia Road	11/9/2007	4279	11/13/2007
0710.02-85-0543	Havard	Frank D.	217 Assembly Drive	11/28/2007	4285	11/29/2007
0710.15-64-0511	Hunter	Lucielle	111 Virginia Road	12/6/2007		
0710.02-75-4193	BGEA		155 Assembly Drive	12/11/2007	9/28/1911	12/11/2007
0710.14-44-9218	Hull	Dr. and Mrs. Sam	100 Kanawha Drive	12/13/2007		
0710.02-55-1218	Phipps, Jr.	Jimmie	106 John Knox Road	12/18/2007	4290	12/19/2007
0720.01-09-4930	MRA		549 Calvin Trail	12/20/2007	4301	2/27/2008
0720.01-15-8710	Kerr	Russell and Sallie	368 Oklahoma Road	12/28/2007	4293	12/31/2007
0710.16-73-5981	Potts	Woods	142 Eastminster Terrace	1/8/2008	4292	12/20/2007
0720.03-04-2888	Sulaski	Robert	Chapman Road Subdivision	1/8/2008	4294	
0710.15-54-1720	Alexander	James and Mary	109 Kanawha Drive	1/10/2008		
0720.01-16-5503	Porter	Virginia	388 Appalachian Way	1/14/2008	4295	1/17/2008
0710.02-86-5367	Stone	Will	294 North Carolina Terrace	1/29/2008	4296	1/29/2008
0720.01-27-1495	Shaw	Robert and Elizabeth	431 Appalachian Way	2/11/2008	4298	2/13/2008
0720.01-08-7175	Cooper	Frank	443 Arbor Lane	2/13/2008		
0710.02-66-6489	Culpepper	Richard and Julie	200 Harmony Lane	2/13/2008		
0720.01-06-7544	Montreat Prebyterian Church		396 Geneva Place	2/15/2008	4300	2/20/2008
0720.01-15-4925	Melvin	Brinkley and Robin	362 Arkansas Trail	2/18/2008		
0710.02-85-6732	Ogden	William and Lou	237 Assembly Drive	2/26/2008	4305	3/10/2008
0710.02-85-7261	Poole	Stephen and Marcia	477 Texas Road Extension	unsigned		
0710.15-54-6554	Aceto	Steven and Fran	121 Kanawha Drive		4222	3/29/2007
0710.02-96-1409	Alexander	Emmie	307 Georgia Terrace		4258	8/20/2007
0710.15-64-2331	Alvis	Joel	110 Virginia Road		4256	8/3/2007
N/A	AT&T		148 Assembly Drive		4297	1/29/2008
0710.02-95-2544	Begley	Michael	304 Texas Road		4052	
0720.01-09-3397	Bell	William	531 Greybeard Trail		4188	
0720.01-09-3397	Bell	William	531 Greybeard Trail		4192	
0710.02-85-4950	Bes-Lu, LLC		221 Tennessee Road		4158	
0710.01-45-7778	Biddle	Andrew	106 Frist Road		4171	
0721.03-11-0519	Boyd	Adam	621 Reservoir Road		4193	11/1/2006
0720.01-08-2012	Brooks	Frank	433 West Virginia Terrace		4004	
0720.01-08-7020	Brueggemann	Mary	439 Kentucky Road		4210	3/19/2007

0720.01-08-7020	Brueggemann	Mary	439 Kentucky Road		4232	4/26/2007
0710.02-96-0230	Cannon	Lindy and Anna	300 Georgia Terrace		4125	
0710.02-55-8221	Carey	William "Ted"	116 John Knox Road		4058	
0710.02-66-3092	Chesnutt	Calvin	133 John Knox Road		4079	
0720.01-19-2270	Clarke	Erskine and Nancy	558 Providence Road		4276	11/1/2007
0710.01-45-7778	Cozad	David	106 Frist Road		4178	
0720.01-16-9897	Dibble	Parkes and Leslie	408 Appalachian Way		4142	
0710.02-86-6480	Donkle	Corinne	298 North Carolina Terrace		4227	4/16/2007
0710.02-86-7453	Dowdy	Bo	North Carolina Terrace		4228	4/16/2007
0710.02-86-9576	Dudley	William	306 North Carolina Terrace		4235	5/11/2007
0710.02-65-8890	Dunlap	Dunlap, Frances	154 Overbrook Road		4085	
0710.15-74-3901	Emerson	Harry and Kathleen	145 Assembly Drive		4267	10/3/2007
0710.15-74-3901	Emerson	Harry and Kathleen	145 Assembly Drive		4281	11/15/2007
0720.01-08-6661	Ervin	Dan	509 South Carolina Terrace		4236	5/14/2007
0720.01-08-6661	Ervin	Daniel	509 South Carolina Terrace		4144	
0710.15-54-6027	Erwin	Nancy	124 Kanawha		3967	
0710.15-54-5704	Evans McIver, LLC		138 Mississippi Road		4086	
0710.02-55-9082	Farrior	Stephanie	157 Mississippi Road		4302	2/28/2008
0710.15-64-6622	Field	Jim and Katherine	121 Assembly Drive		4257	8/7/2007
0710.02-95-8457	Garry	Ivan and Barbara	307 Chapman Road		4177	
0710.02-95-8457	Garry	Ivan and Barbara	307 Chapman Road		4169	
0710.02-65-1781	Henderson	James	129 John Knox Road		4063	
0720.01-07-0799	Herring	Jerone	427 West Virginia Terrace		3985	
0710.02-97-6175	Hill	Sarah	403 West Virginia Terrace		4218	3/14/2007
0710.15-54-0298	Hinkle	John and Dora	121 Mecklenburg Circle		3974	
0710.15-54-0298	Hinkle	John and Dora	121 Mecklenburg Circle		3972	
0710.02-86-6658	Hissam	Eleanor	372 Nisbet Lane		4075	8/1/2005
0710.02-86-6658	Hissam	Eleanor	372 Nisbet Lane		4238	5/15/2007
0710.02-86-6658	Hissam	Eleanor	372 Nisbet Lane		4304	3/6/2008
0720.01-05-8357	Hollandsworth	Ned and Peggy	343 Chapman Road		4282	11/20/2007
0710.15-63-9933	Hollins	William	116 Shenandoah Terrace		4260	8/22/2007
0710.02-75-0199	Hopper	Barron	191 Mississippi Road		4205	1/23/2007
0710.15-64-0511	Hunter	Dolly	111 Virginia Road		4265	9/25/2007
0710.15-64-0511	Hunter	Lucielle	111 Virginia Road		4257	7/23/2007
0710.15-64-0511	Hunter	Lucielle	111 Virginia Road		4274	10/24/2007
0710.14-44-3991	Jackson	Lucille and Max	109 Westminster Terrace		4065	
0710.15-64-8765	Jones	Jeane and Walter	132 Quillan Lane		4091	
0710.02-86-6175	Key	Susan Dobbs	221 Alabama Terrace		4269	10/9/2007
0720.01-09-3281	Kuhnle	John	526 Greybeard Trail		4299	2/18/2008
0720.01-07-5508	Lake	Gilmour	427 Kentucky Road		4194	11/22/2006
0710.02-85-5326	Lancaster	John	229 Texas Road Extension		4070	
0702.01-07-8465	Legerton	Clarence W. (Chip)	420 South Carolina Terrace		4167	
0702.01-07-8465	Legerton	Clarence W. (Chip)	420 South Carolina Terrace		4168	
0710.02-76-7018	Legerton Family General Partnership		222 North Carolina Terrace		4280	11/15/2007
0710.02-76-7018	Legerton Family General Partnership		222 North Carolina Terrace		4286	11/30/2007
0710.15-63-8876	Lentz	Alice Boggs	115 Eastminster Terrace		4231	4/23/2007
0710.16-74-7412	Lindsay	Elizabeth	152 Maryland Place		3961	
0720.01-09-0232	Marshall	William David	523 Suwannee Drive		4066; 4093	
0710.02-86-8470	Martin	Margaret	299 Georgia Terrace		4132	
0710.02-86-8470	Martin	Wardie	299 Georgia Terrace		4130	
0710.15-54-7724	Masche	Robert	144 Mississippi Road		3963	

0720.01-08-9130	McCallum	Brown	440 Kentucky Road		4082	
0720.01-08-3116	McGeachy	Alexander	437 West Virginia Terrace		4233	5/1/2006
0720.01-08-3116	McGeachy	Sandy and Camille	437 West Virginia Terrace		4226	4/16/2007
0720.01-07-6960	McNeil	Mary Margaret	435 Kentucky Road		4173	
0720.01-17-9193	Meyers	Jean	415 Appalachian Way		4272	10/16/2007
0710.14.44.8567	Moberg	Karl	103 Kanawha Drive		3958	
0720.01-05-7959	Montreat College		310 Appalachian Way		4250	7/20/2007
0720.01-05-7959	Montreat College		310 Appalachian Way		4197	
0720.01-06-1982	Montreat College		401 Assembly Drive		4097	
0720.01-06-6329	Montreat College		310 Gaither Circle		4259	8/20/2007
0720.01-06-6329	Montreat College		310 Gaither Circle		4284	11/28/2007
0720.01-06-9180	Montreat College		Florida Terrace		4198	12/8/2006
0720.01-16-0194	Montreat College		370 Florida Terrace		4145	
0720.01-07-6235	Montreat College		416 Kentucky Road	3/31/2008		
0720.01-18-0826	Motes	David and Mary Lou	541 Kentucky Road		3984	
0710.02-85-8989	MRA	MRA	155 Assembly Drive		4054	
0710.02-96-6289	MRA		300 Montreat Conference Center Road		3993	
0710.02-96-6289	MRA		401 Assembly Drive		3987	
0710.02-96-7472	MRA		327 Texas Road		3973	
0720.01-06-1982	MRA		401 Assembly Drive		4081	
0710.02-75-4486	Neville	John	203 Louisiana Road		4283	11/20/2007
0710.02-85-6732	Ogden	William and Lou	237 Assembly Drive		4154	
0710.02-85-6732	Ogden	William and Lou	237 Assembly Drive		4155	
0710.02-65-6106	Pender	William	177 Mississippi Road		4124	
0720.01-16-5503	Porter	Virginia	388 Appalachian Way		4225	4/12/2007
0710.02-86-7937	Purvis	Mary	363 Nisbet Lane		4087	
0710.02-65-9934	Query	Richard	155 Overbrook Road		4175	
0710.02-65-9934	Query	Richard	155 Overbrook Road		4176	
0710.15-73-0922	Rencher	Rebecca	369 Nisbet Lane		4206	2/5/2007
0720.01-15-1758	Riddle	Eugene	330 Florida Terrace		4105	
0720.01-15-1758	Riddle	Eugene	330 Florida Terrace		4139	
0720.01-15-1758	Riddle	Eugene	330 Florida Terrace		4143	
0710.15-64-2681	Robinson	Jean	118 Virginia Road		4020	
0720.01-15-4426	Roddey	Sarah	349 Florida Terrace		4112	
0710.16-74-7034	Scheu	William and Margaret	146 Eastminster Terrace		4264	9/19/2007
0720.01-18-2927	Sharp	Cyrus	536 Kentucky Road		3980	
0710.02-65-7906	Sloop	Gray	151 Overbrook Terrace		4224	4/9/2007
0710.15-73-0918	Standaert	Mary and Joseph	118 Shenandoah Terrace			3/21/2007
0710.02-86-5367	Stone	Ron	294 North Carolina Terrace		4287	12/3/2007
0710.02-95-7176	Sudduth	Alvin and Alice	303 Chapman Road		4064	
0710.15-64-5866	Swetenberg	Jane	176 Mississippi Road		4094	
0710.02-86-4123	Talmage	Roy	213 Alabama Terrace		4247	7/10/2007
0720.01-16-7355	Taylor	James and Letta Jean	386 Oklahoma Terrace		4128	
0710.15-54-1513	Thom	Evelyn	108 Kanawha Drive		4161	
0710.15-54-1513	Thom	Evelyn	108 Kanawha Drive		4162	
0710.12-95-9958	Towne	Barbara	338 Texas Road		4230	4/18/2007
0720.01-27-3585	Tucker	Leslie	442 Appalachian Way		4083	
0710.02-76-9155	West	Joanne	209 Virginia Road		3977	
0710.02-85-0169	White	Spratt	169 Texas Road Extension		4122	
0710.02-96-6952	William Black Lodge		329 North Carolina Terrace		4068	
0720.01-15-3795	Wilson	John	355 Florida Terrace		4146	



0710.02-95-6967 Wolfe  
0710.02-76-5467 Henschen

Richard  
Gary

324 Texas Road  
215 North Carolina Terrace

4078  
4306 3/10/2008

### Description

**C/O Date**

[illegible]

[illegible]



Foundation Repair	
Deck Addition	
New Single Family Home	
Deck Construction, Widen Off-Street Parking Area	
Exterior Wall Repair	
Basement Remodeling	
Wall Repair, Plumbing and Electrical Update, 1/2 Bath Addition	
Finish 800-900 square feet in basement	
Installation of Fire Alarm System	
Installation of Fire Alarm System	
Installation of Fire Alarm System	
Installation of Fire Alarm System	
Kitchen and Bath Renovations; Install HVAC, Electrical Work As Needed	
New Single Family Home	
Kitchen Renovation; Stone Wall Repair, Stone Steps	
Installation of Archive Wall Unit Cabinetry in Library	
Interior renovations and enclosure of exterior stairwell	
Installation of 100-gallon LP gas tank	
Construction of Off-Street Parking Area	
Addition of Covered Porch	
Addition of Master Bedroom, Bathroom and Laundry Room; Renovation of Bedroom, Stairwell and Front Porch	
Renovation of Four Bathrooms to Include Drywall and Flooring Replacement	
Interior Renovations to Include Electrical, Plumbing and HVAC Work; Replace Roof, Doors, Windows and Siding	
Addition and Renovation to Residence	
Construction of New Deck and Replacement of Existing Screen in Porch Area	
Back Deck Extension	
Permit Fee Increase Letter from Dan Cordell	
Interior Renovations	
Renovations and Additions per March 22, 2007	
Addition of Master Bedroom and Bathroom	
Addition of Master Bedroom and Bathroom	
New SF Residence	
18' X 18' Parking Area	
New SF Residence	
Replace Garage Roof and Porch Decking	
Construction of a 10' x 12' Storage Building	
Run Utilities for New Bath House at Campground	
New Single-Family Residence	
Re-roof Left Bank	
Exterior Remodeling	
Extend Nature Center Shed Roof (10' X 25')	
Replace 16X16 porch roof and flooring	
Replace existing roof and add new front door entryway	

Residential Addition	
New SF Residence	
Water Damage Repairs	
Siding Replacement, Interior Renovations, Eletrical and Insulation Work	
Attic Renovations	
Interior and Exterior Water Damage Repairs	
Residential Repairs	
Residential Addition	
24" x 100' Rock Wall	
2,500 gallon above-ground fuel tank	
Interior Renovation and Porch Restoration	
Residential Addition; second PIN#: 0720.01-09-3197	
Replace Deck Flooring and Framing	
Kitchen Remodeling	
Porch Addition	
Deck Replacement and Addition	
Replace Structural Beam and Pier	
New Single-Family Residence	
Renovation and Addition	
Upper and Lower Deck Additions	
Tree Damage Repair	
Portable Storage Unit Installation	
Roof Replacement	
Porch Roof Structure and Roofing Replacement	
Straight-Rail Chair Lift and Platform Installation	
Campground Bathhouse Construction	
Interior Renovations	
Bathroom Conversion and Deck Addition	
Subdivision of Nine Acres into Five Lots	
New Single Family Home	
Parking Area, Stairs and Retaining Wall	
Interior Renovations and Exterior Wall Foundation Repair	
Deck Addition and Interior Renovations	
Interior Remodeling and Addition	
New Single Family Home	
Electric Range Wiring	
Porch Addition, Breezeway, Retaining Wall and Roof Remodeling	
Utility Building Construction	
New SF Residence	
A/C Installation	
Electrical Permit	
Water Heater Replacement	
Electrical Permit for Communcation Equipment Installation	
temporary electrical pole	
Permit #4193 re-issued	
Electrical Work	



Replace Toilets, Kitchen Sink, Dishwasher, Lavatory Sink and Water Heater	
Grading Permit	
Sewer Line	
Sewer Line	
Mechanical and Electrical Permit for Gas Furnace Installation	
Mechanical and Electrical Permit for Gas Furnace Installation	
Propane Gas Line Installation Permit	
Electrical Circuits and Gas Piping	
Residential Repairs of Water Damage	
Mechanical and Electrical Permit for Gas Furnace Installation	
Residential Repairs	
Condensing unit replacement	
Retaining Wall Repair (under 5' in height)	
Residential Remodeling	
Water Heater Replacement	
Replace Hot Water Heater	
Add 3.5 ton split-system heat pump to existing oil furnace	
Mechanical Permit for heat pump	
Electrical Work	
Install Gas Line	
Water Heater Replacement	
Heat Pump Installation	
gas furnace replacement	
Electrical Permit	
Mechanical and Gas Permit for Furnace Installation and Ductwork	
Heat Pump Installation	

Residential Remodeling	
Electrical Work	
Heat Pump Installation	
Enclose Closet and Install Light	
Electrical Permit	
Howerton Hall Sewer Work - No Zoning Permit Required	
Heat pump replacements	
Interior and Exterior Rehab - painting, roofing and drywall	
Water Heater Replacement	
Water and Sewer Line Replacement	
Partial Demolition of Structure	
Paving of existing driveway	
Heat Pump Installation	
Install Lights and Ceiling Fan for Screened Porch	
Building Permit to Replace Exterior Basement Wall and Existing Deck	

Plumbing Permit

Mechanical Permit



**Town of Montreat**  
**October 2018 Zoning & Building Inspections Report**

Zoning/Building Permit Applications:

<u>Last Name</u>	<u>First Name</u>	<u>Montreat Address</u>	<u>Zoning Compliance Date</u>	<u>Permit #</u>	<u>Permit Date</u>	<u>Description</u>
Bryan	Jim	211 Assembly Drive	N/A	5426	10/3/2018	House Repair (Tree Damage)
Gregory	Scott and Julia	237 Assembly Drive	N/A	5427	10/5/2018	House Repair (Tree Damage)
Davis	Ken	426 South Carolina Terrace	N/A	5428	10/9/2018	Gas Line
Elliot	Henry	523 Big Piney Rd	N/A	5430	10/17/2018	Structural Repairs
Shaw	Robert	431 Appalachian Way	N/A	5437	10/21/2018	Replace meter base

ZONING ACTIVITY

<u>Zoning Permit Applications:</u>	3
<u>Variance/Interpretation Requests:</u>	0
<u>Conditional Use Requests:</u>	None
<u>Permit Extensions Requested:</u>	None
<u>Sign Permit Applications:</u>	1
<u>Violations Reported:</u>	None

BUILDING INSPECTIONS

<u>Building Permit Applications:</u>	8
<u>Building Inspections Requested:</u>	21
<u>Re-inspections Requested/Required:</u>	5
<u>Fire Inspections Requested/Required:</u>	None
<u>Fire Permit Applications:</u>	None

Totals

<u>Totals</u>		
<u>Approved Zoning Permits:</u>	0	<u>Building Permits Issued:</u> 5
<u>Denied Zoning Permits:</u>	0	<u>Pending Building Permits:</u> 3
<u>Pending Zoning Permits:</u>	3	<u>Building Inspections Performed:</u> 24
<u>Variance/Interpretation Granted:</u>	0	<u>*Stop Work Order Issued:</u> 1
<u>Conditional Use Permits Granted:</u>	None	<u>**Defective Building Posted:</u> None
<u>Permit Extensions Granted:</u>	None	<u>Denied Building Permits:</u> None
<u>Sign Permits Issued:</u>	0	<u>Fire Inspections Performed:</u> None
<u>Notice of Violation (NOV):</u>	None	<u>Fire Re-Inspections Performed:</u> None
		<u>Fire Permits Issued:</u> None



## TOWN OF MONTREAT

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### ADMINISTRATIVE REPORTS: POLICE

These numbers reflect October 1<sup>st</sup> -29<sup>th</sup>. October 30<sup>th</sup> – 31<sup>st</sup> will be reflected in the November report.

#### Monthly Statistics

<b><u>MONTHLY POLICE STATISTICS REPORT</u></b>					
<b>October</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
Mileage	2383	2565	3329	3415	2728
Dispatched Calls	91	102	95	125	94
Officer-Initiated Calls	490	425	294	338	206
Fire/EMS Assistance Calls	6F	11 F	6F 3E	9F 4E	8F 2E
Motorist/Other Assistance Calls	78	80	49	69	42
Traffic Stops	20	18	32	22	28
Parking Issues	3	4	11	5	4
Burglar/Fire Alarm Responses	6F	5F 2B	6B 2F	1B 3F	5B 4F
Residential/Building Checks	189	227	265	250	253
Ordinance violations	2	7	10	12	12
LE Agency Assistance Calls	39	24	6	16	14
Animal Calls	0	3	2	5	4
Larcenies	0	3	0	0	0
B&E Calls	0	1	0	1	0
Suspicious Person/Vehicle Investigations	5V 2P	13V 4P	35V 6P	13V 12P	19V 13P
Disturbance Calls	11	22	5	2	7
Accident Responses	3	0	1	0	0
Auxiliary Hours Worked	32R 47T	32R 72T	32R 60T	32R 48T	32R 80T
Truck turns at gate	2	2	1	1	3

#### Comments

- Town service: 443
- MRA service: 142
- College service: 11

- Fuel Cost: \$854.69
- October has left us little to talk about but the weather. On the 20<sup>th</sup> and 21<sup>st</sup> of this month, the Town experienced strong winds that caused numerous trees and limbs to cause havoc about the area. Blocked roads, power outages, and damage to property was spread throughout our area. MPD assisted Public Works, as well as Montreat College Campus Police, BMPD, and various utilities' contract crews in locating and assessing damage.
- A little more than a week before that, a significant amount of rain caused problems for us, and even more for Black Mountain. MPD assisted BMPD with locating problem areas, and road closures.
- On the 13<sup>th</sup>, MPD conducted its annual firearms qualifications. This concludes all of the mandatory training for 2018. I would like to thank all of our Officers for their time and dedication in these matters.
- The 29<sup>th</sup> saw the Oath of Office administered to our newest Reserve Officer, Jeffrey Davis. Jeff comes to us after many years of service with the BCSO, BMPD, and various other agencies, including the Asheville Buncombe Arson Task Force. Welcome aboard, Jeff.

Notes:

- MPD would like to notify residents that 10/15/2018 was the start of bear hunting season.
- MPD would like to thank all citizens for their support. We have two holiday seasons approaching; let's work together to keep the community safe. Please be vigilant in notifying the Police Department of any suspicious activity.







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### ADMINISTRATIVE REPORTS: SANITATION

Sanitation report for the period beginning 10.1.18 and ending 10.31.18.

#### Monthly Statistics

Curbside Trash Collected (tons)	15.51
Curbside Recycling Collected (tons)	6.55
Diversion Rate	.30
Pay-As-You-Throw Trash Collected (bags)	33
Pay-As-You-Throw Recycling Collected (bags)	22
Unique Curbside Stops	1792
Bagged Leaf Pickup (bags)	227
Brush Pickup (cubic yards)	199.11
Hauling Fees (dollars)	333.86
Tipping Fees (dollars)	\$1,104.66
Dumpster Rental Fees(dollars)	\$203.62
Contracted Employee Staff Hours	114
Fuel (dollars)	\$281.00

#### Events and Schedule Changes

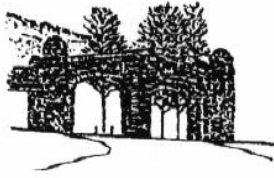
- December 24<sup>th</sup> Curbside Pickup will be postponed until December 26<sup>th</sup>.

#### Comments

- This month saw a significant increase in brush collected by both the Streets Department and outside tree companies.

#### Staff Communications

- Please remember to latch bear boxes.
- Please remember to tie your trash bags before setting them out for curbside pickup.



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### ADMINISTRATIVE REPORTS: STREETS

Streets report for the period beginning on October 1, 2018 and end October 31 , 2018 .

#### Monthly Statistics

Roads Maintained (miles)	15.12
New Roads Added (miles)	0
Sand Applied (tons)	0
Ice Melt Applied (tons)	0
Fuel (dollars)	\$220.28
Trees Removed	12 staff
	11 other

#### Comments

- We had another storm hit us on October 20-21 , 2018
- We received reported wind gusts of 60 to 65 mph
- We had a total of 23 trees fall
- 4 vehicles damaged
- 2 homes sustained damage also
- We had more wind gusts on October 26 with gusts up to 45mph
- 2 trees fell with 8 vehicles damaged
- Providence Terrace culvert project is complete
- Calvin Trail culvert project is complete
- Total of savings on tree removal by staff is estimated \$5,500.00

#### Staff Communications

- As you all may know we have a lot of repairs to do all over Town I am asking for everyone to pass it along that there will be multiple crews making multiple repairs at the same time all over the Town and to please travel slowly and safely when traveling around the crews Thank You.

- We are beginning to finally move forward with repairs to the storm damaged areas around town.
- Please keep a watchful eye out for contractors and our crew while the repairs are being made.



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### **ADMINISTRATIVE REPORTS: Water and Public Works**

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Water and Public Works report for the period beginning on October 1, 2018 and ending October 31, 2018.

#### **Monthly Statistics**

Calls for Service	42
Water Leaks Repaired	0
New Water Lines Installed	0
Meters Read	674
Meter Replacements	0
Water Produced (gallons)	3,349,100
Hours Pumped (11 wells combined total )	1,560
Fuel (dollars)	\$886.32

#### **Comments**

- N/A

#### **Staff Communications**

- We have received plans from the engineers for Texas Road waterline and chlorine gas conversion. They have been reviewed and sent to the State for approval.
- Fire Hydrant testing is complete.
- We will be making a few repairs to the hydrants as soon as the report is complete.
- The repairs to Well 2 are almost complete.

# Storm Damage From October 20-21,2018

- 11 Locations of downed powerlines
- Tree species were Red Oaks , Chestnut Oaks , White Oak , Sycamore and Hickory
- Total of 23 Trees downed
- 12 Trees that were in ROW
- 4 vehicles damaged
- 2 homes with damage
- 13 Dump Truck loads of logs or bulk wood and stumps
- 5 dump Truck loads of chips from storm damage



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**BOARD OF COMMISSIONERS &  
ADVISORY BOARD/COMMITTEE MEMBERSHIP APPLICATION**

Full Legal Name: Schen William Edward  
(Last) (First) (Middle)  
Physical Address: 146 Eastminster Terrace  
Mailing Address: P.O. Box 696  
Home Phone: 828-669-2891 Alternate Phone: 904-673-1720 (C)  
Email Contact Information: wschen@rtlaw.com

On which Board or Committee do you wish to serve?

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

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

I was requested to apply by Mayor Helms. I would enjoy serving because I am ~~not~~ interested in learning about the zoning code and regulations and bringing them up to date and relevant.

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

Completing the new town hall. Building trust and good relationships among the various Montreat entities (Town, MHA, Montreat College, the churches and others). Revising regulations to make them more relevant to our town and its citizens. I believe I can help because of my legal and community expertise -

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

I am a real estate development lawyer and have many years' experience in the area of land development and regulation. Also, I have served as a volunteer and board member of many community organizations particularly in Jacksonville, FL, and can utilize that experience in building comm.

Have you ever attended a regularly scheduled meeting of the selected board/committee? no  
How much time are you able to devote to fulfill this obligation? As much as needed

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

**Rule 6. Public Comments**

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

**Rule 7. Order of Business**

**II. Regular Meeting**

- A. Items shall be placed on the agenda according to the "Order of Business." The Order of Business for each regular meeting shall be as follows:

- Welcome
  - Pledge of Allegiance and Invocation
  - Discussion and Adoption of Agenda
  - Public Hearings (as needed or required by law)
  - Presentations to Council (as needed)
  - Mayor's Communications
  - Consent Agenda
  - Town Administrator's Communications
  - Administrative Reports
  - Public Comment ~~for items on Agenda~~
  - Old Business
  - New Business
  - Public Comment ~~for items not on Agenda~~
  - Commissioner Communications
  - Closed Session (as permitted by law) – optional
  - Return to open session and adjourn or continue
- B. However, by general consent of the Board, items may be considered out of this order. No item during the Town Administrator's report shall be given that requires a vote at that time, unless the Board has added said item to the agenda.
- C. Board approval to follow the meeting agenda automatically approves the Consent Agenda and approval of the minutes.
- D. Any attachment to the minutes must be approved by a vote of the Commissioners.
- E. The meeting shall generally be limited to one and one-half hours.

**Rule 8. Office of the Mayor**

- A. The Mayor shall preside at the meetings of the Board. A member must be recognized by the Mayor in order to address the Board. The Mayor shall have the following powers:

administrative or advisory functions. However, the Law's requirements shall not apply solely to a meeting of the Town's professional staff.

**Rule 32.      Amendment of the Rules**

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

**Rule 33.      References**

- A.     Suggested Rules of Procedure for a City Council, third edition by A. Fleming Bell, II is the source for these rules of procedure.
- B.     To the extent not provided for in these rules and to the extent that the reference does not conflict with the spirit of these rules, the Board shall refer to Robert's Rules of Order for unresolved procedural questions.

**Effective Date**

This document shall become effective upon its adoption.