

**Town of Montreat  
Board of Commissioners  
Town Council Meeting  
November 8, 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 Tom Widmer

Board members absent: Commissioner Alice Lentz

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

Approximately 13 members of the public were also present. Mayor Helms called the meeting to order at 7:01 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 Widmer seconded and the motion carried 4/0.

**Public Hearing: Proposed Rezoning of the following parcels: NC PIN 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**

Adrienne Isenhower stated that these five parcels were recently annexed into the Town of Montreat and the Planning and Zoning Committee reviewed the parcels last month and are recommending Institutional/Residential (I/R) as the zoning district.

Brad Hestir of 192 Mississippi Road asked for a definition of Institutional/Residential. Mrs. Isenhower defined the zoning classification as to include mixed-use of residential and office buildings.

Mr. Carmichael stated that staff has had many conversations with the MRA who will have properties effected by this rezoning. The discussions with the MRA led to a conversation about future variances sought by the Board of Adjustments related to set-back standards. The MRA would like for the current Board of Commissioners to write a letter in support of future set-back

requirements in case a variance is ever an issue for them.

Mr. Carmichael stated that if a motion is made tonight it will require 4/5 of the Commission's vote to pass this evening.

Mayor Helms closed the Public Hearing.

### **Mayor's Communications**

Mayor Helms ran into Anne Rogers who wanted to thank Town Staff and the Commission for the repairs to the culvert on Calvin Trail.

### **Consent Agenda Review**

The proposed Consent Agenda will include the following items:

- 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 15, 2018, Special Meeting Minutes

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

- Mr. Carmichael stated that the Town is slowly making progress on the new Town Hall. Commissioners Fouche and Widmer met with Mr. Carmichael and the owner's representative, Rick Giles, and the architect yesterday.
- Mr. Carmichael received an upset bid in the amount of \$117,500 for one of the Florida Terrace lots and a contract is in the process of being prepared.

### **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.

Mayor Helms commented that Town Clerk Angie Murphy had been out on a lengthy leave of absence but she is currently working hard to get the minutes caught up.

### **Public Comments**

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

There were no public comments at this time.

### **Old Business**

There was no Old Business at this time.

### **New Business**

- A. Planning & Zoning Committee Appointment: William "Bill" Scheu: Commissioner Widmer moved to appoint William "Bill" Scheu to the Planning & Zoning Committee for a term of three years to expire on January 31, 2022. Commissioner Fouche seconded and the motion carried 4/0.
  
- B. Rules of Procedure Change: Public Comment Period: Commissioner Widmer moved to amend Rules 6 and 7 of the Rules of Procedures to allow discussion for any topic during Public Comment Period. Commissioner Fouche seconded the motion. Commissioner Widmer stated that he asked for this item to be placed on the Agenda simply because in the Commission's attempt to be more open in their communication and in the spirit of transparency it would lift the restrictions placed on the public. Commissioner Fouche stated that she feels the two comment periods tend to be confusing about what is on the agenda and what is not. Commissioner Fouche does like the structure but she does feel the Mayor manages the meetings well if comments get out of control. Mayor Pro Tem Otto thanked everyone for their helpful comments during the Public Forum about this matter. Mayor Pro Tem Otto stated that the Commission loves to hear from the Community. He does like the procedural quality that the two public comment periods bring to the business meeting. The motion carried 3/1 with Mayor Pro Tem Kent Otto voting in opposition of the motion. Upon further review it was determined that 2/3 of the actual membership of the Board excluding any vacant seats but not including the Mayor was needed for this motion to carry so the motion failed. The Mayor requested this item to be added to the December agenda.

- C. 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: Mayor Pro Tem Kent Otto moved to rezone the parcels identified by NCPIN 0710-63-2389, 0710-53-9360, 0710-63-1204, 0710-63-0467 and 0710-63-0580 as Institutional/Residential (I/R). Commissioner Gilliland seconded and the motion carried 4/0. Mayor Pro Tem Otto requested that Mr. Carmichael draft a memo giving the MRA the support of the current Board of Commissioners in the event that they ever seek out a variance for the properties they own in the recently rezoned parcels. All those in agreement for the letter of support 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.

Jean Norris of 192 Mississippi Road stated that there are a lot of water issues in Montreat and we are getting a lot of erosion from water moving where it shouldn't. She was pleased to see that Town Staff had been out driving the roads watching the water flow.

### **Commissioner Communications**

Commissioner Fouche stated that the Landcare Committee is starting a stream watch program. Homeowners will have the opportunity to "adopt-a-stream". Landcare has also received a grant for 6 nesting boxes for the endangered hellbenders that can be found in Flat Creek. Town Administrator Alex Carmichael gave an interesting presentation on stormwater runoff. Katie Widmer talked about the Community Wildlife Certification and there is hope that more people will seek this certification in Montreat. Landcare is also working on achieving a firewise certification for the community.

Commissioner Widmer stated that we are working very closely with the architect and contractor on final details of the contract for the new Town Hall. The architect is so excited that he is moving ahead with preliminary drawings.

Commissioner Bill Gilliland stated that someone stopped him in the Post Office and thanked him for the work being completed on John Knox Rd. He passed these thanks onto Barry Creasman and his crews. Commissioner Gilliland recently had reason to contact the Montreat Police Department with the tree damage on Shenandoah Terrace and he was pleased with how quickly everyone coordinated efforts to remove the trees and clear the roadways.

**Upcoming Meeting Dates**

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

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

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  
9:00 a.m. Allen Building, Swannanoa Room

December Town Council Meeting: Thursday, December 13, 2018  
7:00 p.m. Walkup Building  
Public Forum begins at 6:30 p.m.

**Adjournment**

There being no further business Commissioner Fouche moved to adjourn the meeting. Mayor Pro Tem Otto seconded and the meeting was adjourned at 7:31 p.m.

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Tim Helms, Mayor

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Angela Murphy, Town Clerk