Board members present: Mayor Tim Helms

Mayor Pro Tem Kent Otto

Commissioner Jane Alexander

 Commissioner Kitty Fouche

 Commissioner Alice Lentz

 Commissioner Tom Widmer

Board members absent: None

Town staff present: Alex Carmichael, Town Administrator

Adrienne Isenhower, Zoning Administrator

Angie Murphy, Town Clerk

David Arrant, Chief of Police

Darlene Carrasquillo, Finance Officer

Jarod McIntosh, Senior Water Operator

Nineteen members of the public were present. Mayor Helms called the meeting to order at 7:01 p.m., and led the group in the pledge of allegiance and a moment of silence.

**Agenda Approval**

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

**Public Hearing : Proposed Text Amendments to Zoning Sections 612.4(3), 628, 905(A) and Hillside Development Ordinance Section 4(b)**

Zoning Administrator Adrienne Isenhower stated that during the Zoning Ordinance Review the Planning & Zoning Commission and Town Staff identified sections in the Zoning Ordinance that needed dual signatures for approval from Town Staff. This seems unnecessary and often cumbersome for Town Staff. These changes will streamline the process for property owners as well as Town Staff.

Mr. Bill Scheu of 146 Eastminster Terrace, Chair of the Montreat Planning & Zoning Commission, stated that this change was originated from the Planning & Zoning Commission’s review of the Zoning Ordinance. This change will simplify the process and take the burden off of Staff.

There were no comments from the public.

**Mayor’s Communications**

Mayor Helms wished everyone a Merry Christmas and a Happy New Year.

**Meeting Minutes Adoption**

* November 14, 2019, Public Forum Minutes
* November 14, 2019, Town Council Minutes

Commissioner Widmer pointed out a clarification in last month’s minutes. There was a statement summarizing remarks by Mary Standaert about the extended terms of the Council which inferred that she said Montreat followed Asheville, Black Mountain and Biltmore Forest in extending terms. Although it was a true statement which Mary has made in the past, she did not state it during last month’s meeting.

**Town Administrator’s Communications**

Mr. Carmichael had no updates to report.

**Administrative Reports**

* Administration – This report was given in written format.
* Finance- This report was given in written format.
* Planning & Zoning – This report was given in written format.
* Police – This report was given in written format.
* Public Works and Water – This report was given in written format.
* Sanitation – This report was given in written format.
* Streets – This report was given in written format.

Mr. Carmichael, at Commissioner Widmer’s request, gave an update on the Public Works Building. There was some confusion about who needed to sign a document entitled “Appendix B” but that signature has since been captured. A building permit has been submitted to the Building Inspector and Staff is just awaiting the issuance of the permit to start the process. Staff anticipates that they will be pouring the concrete slab this month.

Commissioner Widmer also requested an update on the process of Duke Power spraying the foilage/shrubbery under power lines. A citizen brought this up to Council a few months ago. Mr. Carmichael stated that Utility Maintenance Worker Daniel Wiggs has been working closely with the Tree Board on this matter. Mayor Helms asked Mr. Carmichael to follow up on this matter.

Mayor Pro Tem Otto spoke with Senior Water Operator Jarod McIntosh about the recent leak on Kentucky Road. Mr. McIntosh advised that the paving company will actually come back out and repair the pavement on Kentucky Road from where it was cut into to repair the water leak.

**Public Comment**

Mrs. Shannon Ingersoll of 124 Eastminster Terrace asked if there was a way to notify water customers when Public Works Crews will be flushing hydrants. Town Staff agreed to send notifications to residents.

**Old Business**

There was no old business to discuss.

**New Business**

1. Establish a Three -Way Stop Sign on Assembly Drive: This resolution, if passed, would establish a three-way stop sign on Assembly Drive and Georgia Terrace at the Post Office. A public survey poll was sent out by the Montreat Minute over the past month asking for resident’s opinions on the proposed three-way stop. There were 110 responses with 54% approving the stop sign and 46% opposed to the stop sign. Mayor Pro Tem Ken Otto moved to deny resolution #19-12-001 Establishing a Three-Way Stop Sign on Assembly Drive. Commissioner Jane Alexander seconded the motion. Mayor Pro Tem Otto questioned whether this was a speed situation or a pedestrian issue. Commissioner Jane Alexander felt that it was a matter of speed and there was not a need for a stop sign. Commissioner Kitty Fouche felt that after reading the comments in the survey that the comments against the stop sign were much stronger than those in favor of the stop sign. Commissioner Alice Lentz felt that it would be better to address to speed issue more gradually. Commissioner Widmer gave a kudos to Chief Arrant and his staff on their vigilance in slowing people down over the past month and suggested another speed sign like the one at Welch Field. The motion carried 5/0 against the establishment of a three-way stop sign.
2. Establish a Tow-Away Zone on Lookout Terrace: Chief Arrant emphasized the need to ease up the congestion on Lookout Terrace to allow passage for emergency vehicles. The tow-away zone would start at the top of Lookout Trailhead and stop near Whitewater Cove Road. Chief Arrant stated that approximately 18-24 parking spaces would be eliminated. Commissioner Lentz moved to adopt resolution#19-12-002 Establishing a Tow-Away Zone on Lookout Terrace. Commissioner Kitty Fouche seconded the motion. Mayor Pro Tem Otto felt that until a solution for additional parking is suggested that the Town might be creating a host of other problems. After much discussion Commissioner Kitty Fouche moved to table this discussion, and investigate other parking options and ramifications, to the March 2020 meeting. Commissioner Tom Widmer seconded the motion and it carried 5/0.

1. Amending Fee Schedule for Parking: Commissioner Alice Lentz moved to adopt Budget Amendment #4 increasing certain fines. Mayor Pro Tem Kent Otto seconded the motion. Chief Arrant presented the proposed fines; the most significant being increasing illegal parking fines from $5 to $50. Commissioner Alice Lentz suggested that if illegal parking is a problem in the Community then people need to be made aware of the problem and ticketed accordingly. Mayor Pro Tem Otto felt that a compromise was needed and suggested $35. Commissioner Kitty Fouche suggested $25. It was decided that $30 would be the illegal parking fee. The motion carried 5/0.
2. Amending Development Ordinances: Commissioner Kitty Fouche moved to approve proposed text amendments to Zoning sections 612.4(3), 628, 905(A) and Hillside Development Ordinance Section 4(b). Commissioner Jane Alexander seconded the motion and the motion carried 5/0.

E. Contract for Information Technology: Commissioner Tom Widmer moved to approve Contract #19-12-01 with Electronic Office for Information Technology Service and Equipment in the amount of $60,463.97. Commissioner Kitty Fouche seconded the motion. Mr. Carmichael advised this contract was for the new Town Hall and it would provide for all of the IT needs for the new Town Hall building. The motion carried 5/0.

F. Contract for Well Repair: Commissioner Alice Lentz moved to approve Contract #19-12-02 with Reuben Caldwell Drilling Inc. for repairs to Well A in the amount of $16,883.53. Mayor Pro Tem Otto seconded the motion. Jarod McIntosh stated this well was over 20 years old and failed a little over three weeks ago. The motion carried 5/0.

**Public Comment**

Mrs. Mary Nell Todd of 143 Eastminster Terrace asked if what happened on Texas Road could happen to any other resident. Mayor Helms stated that anything could happen but if all building codes and ordinances are followed, the chances of this same situation are lessened. Mayor Helms assured Mrs. Todd that all ordinances were properly followed on Texas Road.

Mrs. Mary Standaert of 118 Shenandoah Terrace reiterated her opinion on the decision by Council to lengthen current terms as part of the decision to move to even year elections.

Mrs. Clare Frist of 98 Frist Road stated an opposing view on the decision by Council to lengthen current terms and expressed her gratitude for their service.

Mr. Wade Burns of 232 North Carolina Terrace suggested the Council think strongly about any parking decisions because hospitality is part of our Community and part of that is supporting the Conference Center and the image of the MRA.

Mr. Richard Dubose of 160 Woodland Road stated that MRA has deferred to the Town to determine what is in the best interest of public safety. Mr. Dubose hopes the police continue to use discretion with enforcement of parking regulations.

Mr. Tom Frist of 98 Frist Road recommended that the Council take this parking issue as a top priority and resolve this problem for the future of Montreat.

**Commissioner Communications**

Commissioner Alice Lentz mentioned that parking is indeed an issue and communicating parking changes and rules is even more important for the community. Commissioner Lentz also advised those in attendance that the newly updated Tree Management Guide is available online and in the Town Services Office.

Mayor Pro Tem Otto thanked Mr. Bill Scheu and his Planning & Zoning Commission members for all their hard work on the Zoning Ordinance review. Mayor Pro Tem Otto reflected on how appreciative he is of Staff and the community as a whole.

Commissioner Widmer thanked some members of the community for communicating problems with the recent Greybeard Trail detour.

**Meeting Dates**

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| Montreat Planning & Zoning Commission: | Thursday, December 19, 2019Walkup Building10:30 a.m. |
| Town Office Closed: | Tuesday & Wednesday, December 24 & 25Christmas Holiday |
| Town Office Closed: | Wednesday, January 1, 2020New Year’s Holiday |
| Montreat Planning & Zoning Commission: | Thursday, January 2, 2020Walkup Building10:30 a.m. |
| January Town Council Meeting: | Thursday, January 9, 2020Walkup Building7:00 p.m.Public Forum begins at 6:30 p.m. |
| Montreat Tree Board: | Tuesday, January 28, 2020Town Services Building9:30 a.m. |
| Save the Date! | Saturday, April 25, 2020Moore Center FieldNative Plant Sale & Arbor Day Celebration |

**Adjournment**

Commissioner Lentz moved to adjourn the meeting. Commissioner alexander seconded and the motion carried 5/0. The meeting was adjourned at 8:26 p.m.

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Tim Helms, Mayor Angie Murphy, Town Clerk