

**Town of Montreat  
Planning and Zoning Commission  
Meeting Agenda  
March 5, 2020 – 10:30 a.m.  
Walkup Building**

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**I. Call to Order**

- Welcome
- Moment of Silence/Invocation

**II. Agenda Adoption**

**III. Minute Adoption**

- A. February 20, 2020 Meeting Minutes

**IV. Old Business**

**V. New Business**

- A. Ordinance Review Sections

1. Current Sign Regulations – Discussion
2. Current Parking Regulations – Discussion
3. Setbacks – Continued Discussion

- B. Future Topics - Next Meeting, March 19, 2020

1. Article VI – Development Provisions

**VI. Public Comment**

**IX. Adjournment**

**Town of Montreat  
Planning and Zoning Commission  
Meeting Minutes  
February 20, 2020 – 10:30 a.m.  
Walkup Building**

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Board members present: Bill Scheu  
Allen Crawford  
Mason Blake (left at 11:36 a.m.)  
Wade Burns  
Dan Dean  
Bill Roberts

Board members absent: David Holcomb  
Sally Stancil

Town staff present: Angie Murphy, Town Clerk  
Adrienne Isenhower, Zoning Administrator ( via telephone )  
Stuart Bass, Regional Planner, Land-of-Sky Regional Council

No members of the public were present. Mr. Scheu called the meeting to order at 10:30 a.m., and led the group in a moment of silence.

**Agenda Approval**

Mr. Dean moved to adopt the agenda as presented. Mr. Blake seconded and the motion carried 6/0.

**Meeting Minutes Adoption**

Mr. Dean moved to approve the minutes as amended. Mr. Blake seconded and the motion carried 6/0.

**Old Business**

None

**New Business**

**A. New Ordinance Sections:**

1. Draft: Article IV – Establishment of Zoning Districts: Mr. Scheu suggested eliminating the 400 section and renumber from there. Mr. Scheu suggested making a note with regards to 503.1 R-3 Residential District that it is exclusively in the ETJ. Mr. Scheu stated that he would like a little more research on R-3 to see where it originated from and planned to call Mr. Bill Hollins prior to the next meeting. Mrs. Isenhower stated that the difference between R-1 Residential and R-3 Residential is

the provision about septic tanks which the Commission wants the Board of Commissioners to review further. Mr. Scheu asked for clarification of the phrases Conditional Zoning and Special Use Permit which Mr. Bass addressed. It was decided in Section 402.2 to change “seven days” to “promptly”. Mr. Dean suggested changing “shall be caused” to “shall be entered” in Section 402.2. Mr. Scheu added the word “and void” to the end of the last sentence in Section 402.3. It was decided to remove 403.8 completely. In section 403.9 the Commission changed “Board of Adjustment” to “Planning & Zoning Commission”.

2. Draft: Article V – Zoning District Regulations: Mr. Bass explained that the Permitted Uses Table will be listed categorically rather than alphabetically. Mr. Scheu suggested adding “3 or more” to Multi-Unit Dwelling for further clarification. Mr. Dean suggested adding “as indicated with a P” in 500.1. Mr. Dean pointed out an unnecessary “S” in the R-1 Accessory Uses and Structures row/column. Mr. Dean felt that the Manufactured Home, Class A and B should be allowed with a Special Use Permit in R-1, R-2 and R-3. Mr. Roberts suggested removing the “S” under R-2 for Multi-Unit Dwellings. It was decided to recommend to Town Council to consider a new Zoning District, appropriate to the development, of the property at the end of Greybeard in the EJT which is presently zoned R-3. This will be put into a note at the bottom of 401. Mr. Scheu requested to remove “Community Facility” completely but asked Mrs. Isenhower and Mr. Bass to see what this applies to currently. There was a lengthy discussion about removing “Day Care Center” and “Day Care, Home” and by consensus it was removed. Mr. Dean suggested to remove “Professional Services”. There were a couple of instances where minor words were changed to more grammatically correct words.

The next meeting will be held on March 5th.

### **Adjournment**

Mr. Dean moved to adjourn the meeting. Mr. Roberts seconded and the motion carried 6/0. The meeting was adjourned at 12:00 p.m.

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Bill Scheu, Chair

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Angie Murphy, Town Clerk

**Planning and Zoning Commission  
Meeting Minutes  
February 20, 2020**

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**TOWN OF MONTREAT**

**ZONING ORDINANCE**

**ARTICLE X - SIGN REGULATIONS***(Revised 6/10/2004); (Revised 7/13/06); (Revised 8/14/2008); (Revised 5/8/2014)*

- 1000 Purpose. The purposes of this Article are: (i) to permit such signs in the Town of Montreat that will not, by their reason, size, location, construction, or manner of display, confuse or mislead the public, obstruct the vision necessary for traffic safety, or otherwise endanger public health and safety; and (ii) to permit and regulate signs in such a way as to support and complement land-use objectives set forth in the Zoning Ordinance for the Town of Montreat.
- 1001 General Regulations. The following regulations shall apply to all signs in all Zoning Districts:
- 1001.1 Compliance. No sign of any type shall be constructed, erected, painted, posted, placed, replaced, or hung in any District except in compliance with this Ordinance.
- 1001.2 Maintenance. All signs, together with braces, guys and supports shall at all times be kept in good repair. If at any time a sign should become unsafe or poorly maintained, the Building Inspector shall send written notice to the owner or lessee of the sign that the sign must be repaired and maintained or removed. Upon failure of the owner or lessee to correct such condition within thirty (30) days, the Building Inspector shall order the removal of such sign. The expense of the removal of the sign shall be billed to the owner or lessee of said sign in accordance with Section 1001.94.
- 1001.3 Removal of Obsolete Signs. Signs identifying establishments no longer in existence, products no longer being sold, and service no longer being rendered shall be removed from the premises within ten (10) days from the date of termination of such activities. Upon failure of the owner or lessee of these signs to remove such signs within the prescribed time period, the Building Inspector shall order their removal subject to the terms of Section 1001.94. Temporary signs, pole-mounted banners giving notice of seasonal or special events, and political signs shall be removed within two (2) days after termination of the event or election advertised. Upon failure of the owner or lessee of these signs to remove such signs within the prescribed time period, the Building Inspector shall order their removal and any expense of removal shall be billed to the owner or lessee of said sign(s) in accordance with Section 1001.95.

- 1001.4      Measurement of Area; Height.      Sign area shall be computed by means of the smallest square, circle, rectangle, triangle, or combination thereof which will encompass the entire advertising copy or art designed to attract attention including borders and other architectural embellishments.
- Sign height shall be measured from the street grade of the closest point in the street along which the sign is located or the average grade at the base of the sign, whichever is higher, to the highest point of the sign Structure.
- 1001.5      Building Code Compliance.      All signs shall fully comply with the requirements of the North Carolina State Building Code and National Electrical Code (NEC). A building permit shall be required for any projecting sign attached to a building or structure which has a surface area in excess of six (6) square feet. An electrical permit is required for any internally or externally illuminated sign powered by electrical sources regulated by requirements of the NEC.
- 1001.6      Sign Setback Requirements.      No projecting portion of any free-standing sign may be located closer than two feet (2') to any vehicular or pedestrian traveled way. For the purposes of this Ordinance, house numbers and nameplates shall be exempt from this setback requirement.
- 1001.7      Illumination of Signs.      Unless otherwise expressly prohibited, signs may be illuminated from above at a downward angle provided that lighting directed toward a sign shall be shielded in such a manner as to illuminate only the face of the sign, and shall not project light into any portion of the traveled roadway or toward neighboring buildings.
- 1001.8      Sign Permit Required.      A sign permit, issued by the Zoning Administrator shall be required for all signs except those specified in Section 1003 and 1004. No permit shall be issued until the Zoning Administrator inspects plans for such signs and determines that they are in accordance with the requirements contained in this Article. The fee schedule for sign permits shall be set forth in the Town of Montreat Fee Schedule.
- 1001.9      Enforcement of Regulations.      Any non-conforming sign constructed after the date of enactment of this Article or any sign maintained in a non-conforming manner shall be subject to the following actions.
- 1001.91      Notice.      The Building Inspector shall notify in writing the following persons of the non-conforming sign:
- 1)      The owner or lessee of the sign;

- 2) The owner of the property on which the sign is located; and;
- 3) The occupant of the property on which the sign is located.

Notice shall be given to the above persons that the non-conforming condition shall be corrected within fifteen (15) days from the date of notification.

- 1001.92 Penalties. Refer to Article XIV – Legal Status Provisions.
- 1001.93 Appeals. Any person having an interest in a sign found to be non-conforming or the property on which it is located may appeal a determination by the Building Inspector ordering removal or compliance as provided in Article XII of this Ordinance.
- 1001.94 Removal. If the non-conforming sign has not been brought into compliance with the provisions of this Ordinance or removed within the allotted fifteen (15) days as specified above, then said sign shall be removed by the Town and the cost of removal shall be billed to the owner or lessee of the sign.
- 1001.95 Failure to Pay Removal Costs. Pursuant to N.C.G.S. § 160A-193, if the Zoning Administrator determines that a sign removed by the Town was dangerous or prejudicial to the public health or safety and the owner of the sign has not paid the costs of removal, then a lien shall be placed on the real property where the removed sign was located in the amount of the costs of the removal and shall be collected as unpaid taxes.
- 1001.96 Failure to Pay Removal Costs of Other Signs. If the owner or lessee of a non-conforming sign that has been removed by the Town fails to pay for the costs of removal within thirty (30) days of the billing date, then the costs for removal shall be collected by the Town in a civil action in the nature of a debt.

1002 Prohibited Signs. The following signs are prohibited:

- 1002.1 Signs Constituting Traffic Hazards. Any sign located in a manner or place so as to constitute a hazard to vehicular or pedestrian traffic as determined by the Building Inspector.
- 1002.2 Signs in Street Right-of-Way. Any free-standing sign located in a street right-of way, or projecting over into a street right-of-way. One house number and/or name plate shall be permissible.
- 1002.3 Signs Obstructing Passages. Any sign that obstructs or substantially interferes with any window, door, fire escape, stairway, ladder or opening intended to provide light, air, ingress or egress for any Building.

- 1002.4      Off-Premises Advertising Signs.      Billboards and other types of off-premises advertising signs.
- 1002.5      Flashing Devices.      Any flashing device or sign displaying flashing or intermittent lights or lights of changing degrees of intensity.
- 1002.6      Moving Devices.      Any commercial use of moving signs or device to attract attention, all or any part of which moves by any means, including motion by the movement of the atmosphere or by electrical or other means, including but not limited to, pennants, flags, propellers, or discs, whether or not any said device has a written message.
- 1002.7      Posted Signs.      Any sign posted to utility poles, trees, fences, rocks or other signs. Honorarium Signs meeting the requirements of 1005.25 are not prohibited under this section. House Number and Nameplate Signs meeting the requirements of 1004.6 are not prohibited under this section.
- 1002.8      Copies of Official Signs.      Any sign which is a copy or an imitation of an official sign, or which purports to have official status but does not have an official purpose.
- 1002.9      Portable Signs.      A sign that is not permanent, affixed to a Building, Structure or the ground.
- 1002.10      Roof Signs.      Roof signs are prohibited in all districts.
- 1002.11      Signs Not Permitted.      Any sign not expressly permitted elsewhere in this Ordinance.
- 1003      Exempt Signs.      The following signs are exempt from the provisions of this Ordinance:
- 1003.1      Governmental Agency Signs.      Signs erected or maintained by a governmental agency to regulate, control or direct traffic including Wayfinding signs, signs indicating bus stops, parking areas, , and similar transportation facilities, or signs employed to serve as a directory for services that may be found within the Town. Informational kiosks that provide maps and locational information. Such signs may be illuminated, flashing, or moving as required for public safety. Furthermore, signs erected by a governmental agency which convey information regarding a public service or the location of a public facility may also be illuminated as necessary.
- 1003.2      Signs Required by Law.      Signs erected pursuant to federal, state, or local laws or ordinances.
- 1003.3      Warning Signs.      Signs which warn of hazards to life, limb, and property such as high voltage electrical equipment, explosives and the like.

1004 Signs Permitted or Required Without a Permit. The following types of signs shall be permitted in any Zoning District without the issuance of a sign permit provided they meet the stated requirements:

1004.1 Temporary Real Estate Signs. Temporary real estate signs advertising a specific piece of property for sale, lease, rent, or development, located on said property, provided such signs shall not exceed six (6) square feet in surface area per side of sign up to a maximum of twelve (12) square feet of aggregate surface area. Signs shall not be illuminated and shall not exceed one (1) per parcel of land unless such land is located at an intersection of two streets; in such a case, two signs shall be allowed, one facing each street.

1004.2 Signs on Window Glass. Signs on window glass, regardless of size.

1004.3 Private Regulatory Signs. Private, unofficial regulatory signs not exceeding two (2) square feet in surface area per side of sign up to a maximum of four (4) square feet of aggregate surface area per sign, which indicate directions, entrances and exits, available parking facilities, no smoking, control of pets and other similar requirements. Such signs shall be located entirely on the property to which they pertain and shall not contain any advertising message.

1004.4 Construction Signs. One (1) construction sign per construction project not exceeding sixteen (16) square feet of sign area in residential Zoning Districts or thirty two (32) square feet in the Institutional or Institutional/Residential Zoning Districts, provided that such signs shall be erected no more than five (5) days prior to the beginning of construction for which a valid Building Permit has been issued, shall be confined to the site of construction, and shall be removed five (5) days after completion of construction and prior to occupancy.

1004.5 Public Notice. Official notices posted by public officers or employees in the performance of their duties.

1004.6 House Number Signs. Street address numbers must be clearly displayed so that the location can be identified easily from the road. Every property owner of improved property shall purchase and display in a conspicuous place on said property the number assigned.

1004.61 The official address number must be displayed on the front of a Building or at the entrance to a Building which is most clearly visible from the street or road during both day and night.

1004.62 If a Building is more than seventy-five feet (75') from any road or if two or more homes use the same entrance, the

- address number(s) shall be displayed at the end of the driveway or easement nearest the road which provides access to the Building(s)
- 1004.63 Numerals indicating the address number shall be at least three (3) inches in height and shall be posted and maintained so as to be legible from the road.
- 1004.64 Numerals must be of contrasting color to the background. Reflective numbering or placing reflective dots at the sign to direct attention to it is encouraged.
- 1004.65 The Zoning **Administrator** will have the right to authorize and approve alternate methods of displaying house numbers which meet the intent of this Ordinance when strict adherence to these standards cannot reasonably be met.
- 1004.7 Residential Nameplate Signs. Residential Nameplate Signs are permitted and may include House Numbers. Residential Nameplate Signs shall not exceed six (6) square feet in area.
- 1004.8 Political Signs. Political signs shall, with the permission of the property owner, be allowed on private property more than five (5) feet from the traveled portion of the roadway, sixty (60) days before and on the date of the election or referendum. Political signs are defined as signs for candidates for election or for issues on the ballot, and such signs shall not exceed eight (8) square feet in area per display side, shall not have more than two (2) display sides per sign, and shall be removed within seven (7) days after the election or referendum. Political signs may not be illuminated.
- 1004.9 Special Event/Public Interest Signs. Signs providing notice of upcoming events or gatherings of special interest to the public, meeting dates and locations, etc. may be displayed within the four (4) designated changeable-copy sign structures located along Assembly Drive which are maintained by the Town. Signs shall be limited to informational material only, no commercial advertisements or for-profit endorsements shall be permitted. Signs shall be of standard dimensions designed to be easily inserted within, and removed from, the sign structure.
- 1005 Signs Allowed with Permits. The following types of signs shall be allowed within the Town of Montreat upon the issuance of a sign permit for each proposed sign and subject to the regulations set forth below:

- 1005.1      Signs Allowed in Residential Zoning Districts (R-1, R-2, and R-3).      The following types of signs shall be allowed in all of the residential Zoning Districts subject to the accompanying restrictions and the issuance of a sign permit:
- 1005.11      Home Occupation Signs.      Each home occupation shall be allowed one (1) sign for purposes of identification. Said sign shall not exceed four (4) square feet of surface area and shall be attached to the residence. Signs shall not be illuminated.
- 1005.12      Subdivision Signs.      One (1) ground sign per entrance to a subdivision. Said sign(s) shall be no larger than sixteen (16) square feet of surface area per side of sign up to a maximum of thirty two (32) square feet of aggregate surface area per sign. Signs shall not exceed six feet (6') in height and may not be illuminated.
- 1005.13      Non-Residential Uses.      Non-residential uses permitted as a special use in residential Districts shall be allowed one (1) free-standing or wall identification sign per street fronted on by the permitted use. Said sign shall be no larger than eight (8) square feet of surface area per side of sign up to a maximum of sixteen (16) square feet of aggregate surface area for said sign. Signs shall not exceed eight feet (8') in height and shall not be illuminated.
- 1005.2      Signs Allowed in the Institutional/Residential and Institutional Zoning Districts.      The following types of signs shall be allowed in the above Zoning Districts for uses permitted by the conditional use permitting process or for a use-by-right for that Zoning District subject to the accompanying restrictions and the issuance of a sign permit:
- 1005.21      Ground or Free-Standing Signs.      One (1) ground sign not to exceed the following surface area limitations: Sixteen (16) square feet in surface area per side of sign, up to a maximum of thirty two (32) square feet of aggregate surface area for the entire sign.
- 1005.22      Wall Signs.      Each establishment located in the Zoning Districts set forth in Section 1005.2 shall be allowed wall signs in accordance with the following provisions: One (1) wall sign located on the street frontage side of the Building not to exceed sixteen (16) square feet. Existing or newly engraved permanent wall signs consisting of chiseled or hewn stone which identify the current use or occupancy of an associated structure are permitted to serve as one (1) allowable wall sign on the street frontage side of the building. Should the use or occupancy change such that the

- chiseled or engraved sign no longer serves to indicate the current use or occupancy of the structure, one (1) new wall sign shall be permitted.
- 1005.23     Multi-Tenant Signs. Buildings occupied by two or more tenants, regardless of individual or shared ownership, are permitted to have one (1) free-standing sign on the property on which the building is located. Maximum size of such free-standing signs shall not exceed sixteen (16) square feet in surface area per side of sign up to a maximum of thirty two (32) square feet of aggregate surface area. In addition, each multi-tenant building shall be allowed one (1) wall sign, per tenant, not to exceed eight (8) square feet of surface area. The sign structure(s) may be designed to allow the addition or removal of copy elements as tenants change in the case of multi-tenant buildings.
- 1005.24     Buildings Located on Corner Lots. In cases where a building is located on a corner or double-frontage lot, then said building is allowed two (2) wall and two (2) free-standing signs - one (1) of each sign type facing each street that borders the lot.
- 1005.25     Honorarium Signs. Honorarium Signs shall be permitted if the size and scale are deemed proportionate to the structure and location whereon displayed. Signs may be located on existing rocks, buildings or other structures as approved by the lead entity. Signs shall be constructed of stone or bronze and securely anchored so as to prevent dislocation by weathering or impact. Signs erected above walkways or other areas of public assembly shall be subject to approval by the Building Inspector for adequate anchorage and structural support.
- 1005.26     Educational Signs. Signs that supply information about people, facilities, natural features or other areas of educational or historical interest shall be permitted as Educational Signs. The content of educational signs is subject to review and approval by the Town. Maximum size of such free-standing signs shall not exceed twelve (12) square feet in surface area for pedestal-mounted structures.
- 1005.3     Temporary Signs Allowed in All Zoning Districts. Temporary signs, flags, or banners advertising the initial openings of businesses, establishments, special

events or special sales may be permitted provided the location of such signs is approved by the Zoning Administrator. Such signs may be free-standing or attached to any part of the Building wall and said sign shall not exceed thirty (30) square feet in aggregate surface area and shall meet all other requirements.

1005.4 Recreational Signs. Sign structures designed to identify the location of specific recreational features through maps, such as hiking trail-head and course markers, bicycle paths, and walking trails are permitted in all zoning districts. Such signs are to be limited to the location of the associated feature(s) and are subject to approval by the lead agency in responsible charge of the property whereon the sign is located. Maximum size of such free-standing signs shall not exceed twenty-four (24) square feet in surface area for multi-base frame structures. Sign structures are to be fabricated of naturally-durable species of wood in the form of logs and rough-hewn dimensional timbers that cohere with the adjacent natural setting and location. Sign structures may be allowed with small roof or canopy features to provide weather-protective cover for viewers, subject to approval by the Building Inspector. Roof coverings shall also be constructed of naturally-durable species of wood such as cedar, redwood, black locust or black walnut.

1006 Non-Conforming Signs. No person shall erect any sign which does not conform to the requirements of this Article.

1006.1 Maintenance of Non-Conforming Signs. All non-conforming signs shall be maintained in accordance with the requirements of this Article, provided, however, that no repainting of the sign shall alter the design of the sign in any fashion. If the design or dimensions of a non-conforming sign are altered, the non-conforming sign shall be removed or conformed to this Article at the time of the redesign.

1006.2 Replacement of Non-Conforming Signs. If a non-conforming sign is destroyed by vandals or adverse weather conditions, such sign may be replaced. If it is replaced, it shall conform to the requirements in this Article. Normal weathering does not constitute destruction by adverse weather conditions which would permit replacement of a non-conforming sign. If a sign is allowed to deteriorate, it shall not be replaced under this Section.

1006.3 Relocation of Non-Conforming Signs. A non-conforming sign may be relocated on the same premises on which it is located and the relocation brings the sign into conformity.

1006.4      Removal of Non-Conforming Signs. Any non-conforming sign existing on the effective date of this Article shall be removed within the following time limits:

1. Any existing permanent sign made non-conforming through adoption of this amended Section shall be allowed five (5) years to either be removed or brought into compliance;
2. Any permanent non-conforming sign existing prior to adoption of this amended Section shall be allowed three (3) years to be removed or brought into compliance;
3. Non-exempt temporary signs located on private property shall be removed within sixty (60) calendar days;
4. Exempt or non-conforming temporary signs located within public right-of-way may be removed by the Town if they are found to be in violation of Article X and the cost of removal billed to the owner or lessee of the sign.

Any non-conforming sign erected after the effective date of this Article shall be removed immediately. Upon the failure of the owner or lessee of the non-conforming sign to remove it, the Building Inspector shall order its removal and any expense of removal shall be billed to the owner or lessee of the non-conforming sign in accordance with Section 1001.9.



Circles ● indicate approved locations of sign structures

Approved Locations along Assembly Drive Corridor for Special Event Signage

## TOWN OF MONTREAT

### ZONING ORDINANCE

#### ARTICLE IX - PARKING AND LOADING REGULATIONS

*(Revised 6/14/2001); (Revised 11/14/2002); (Revised 9/10/2009)*  
*(Revised 1/14/2010); (Revised 1/10/2013)*

#### 900 Parking Regulations.

900.1 General. Areas suitable for parking or storing automobiles and bicycles in off-street locations shall hereafter be required in all Zoning Districts, unless the property meets the requirements for a combination of on-street and off-street parking in accordance with the provisions of this Article. Off-Street Parking areas shall be required at the time of initial construction of any principal Building or at the time of any expansion of an existing Building that produces an increase in dwelling units, guest rooms, floor area, seating or bed capacity, or when a conversion in use occurs. Such off-street parking areas shall be provided and maintained in accordance with the requirements set forth herein.

900.2 The requirement for additional off-street parking areas to supplement existing parking shall apply to new construction or modifications to existing Buildings resulting in increases in area or changes in use or occupancy classification as defined by N.C. State Building Code. The requirement for additional parking shall be based upon the increased area or change only.

Unless a change in the layout or number of parking spaces occurs, resurfacing and/or re-striping of existing parking facilities shall not be required under the provisions of this Ordinance.

901 Parking Area Construction Standards. With the exception of Sections A and F below, single- and two-family residential uses shall be exempt from the parking area construction standards unless specifically referenced. Entrances, parking spaces/areas, aisles or driveways in existence prior to adoption of this Ordinance which do not meet the specific provisions contained herein shall be considered existing non-conforming uses, and may be continued or maintained in accordance with Section 616 of this Ordinance.

A. Parking Space Requirements. For the purpose of this Ordinance, parking space dimensions (other than those designed to be handicap accessible) shall be as follows:

1. A standard car parking space is nine feet (9') wide and eighteen feet (18') long.
  2. A compact car parking space is eight feet (8') wide and sixteen feet (16') long.
  3. Parallel parking space dimensions shall be a minimum of eight feet (8') wide and twenty feet (20') long.
- B. Aisle and Driveway Widths. No two-way entrance or aisle shall be greater than twenty-four feet (24') wide. In no event shall an entrance be greater than twelve feet (12') for one-way traffic.
- C. Surfacing.
1. All vehicular parking spaces shall be constructed of durable, dustless surface as defined herein unless otherwise approved by the Zoning **Administrator** and shall comply with the remaining requirements of this section for durable, dustless surfaces.
  2. The installation of a durable, dustless surface may be temporarily delayed upon approval of the Zoning **Administrator** whenever it can be shown by the property owner or developer that the permanent size, shape or location of the parking area cannot be determined until the construction of a Building or permanent development of the property is completed. In those instances where a nondurable, non-dustless surface is approved, such surface shall at all times be maintained in good condition and free of ruts, potholes and vegetation. Failure to properly maintain such area shall be sufficient cause for the Zoning **Administrator** to require the owner to construct a durable, dustless surface.
  3. For the purposes of this Section, a durable, dustless surface shall be constructed of concrete, asphalt, macadam, brick or similar material or special paving brick or block or structural grid material of such design as to permit the passage of water freely through the brick or block or permit the cultivation of grass within the voids thereof.
  4. Loose stone or compacted stone without a suitable bonding agent may be acceptable as a durable, dustless surface if incorporated as part of an approved engineered pervious surface designed to accept the associated vehicular loads.
- D. Curbing Required. The Town of Montreat encourages Low Impact Development (LID) and other innovative stormwater management techniques. Conventional curbing may be waived by the Town if alternative designs are

approved and incorporated to encourage sheet flow drainage into pervious areas, or otherwise designed as part of an overall engineered stormwater retention/treatment system. All non-exempt residential and non-residential paved parking areas not utilizing approved alternative techniques shall be curbed using a standard curb with a minimum width of 1'-6".

Off-street parking areas shall be designed so that parked vehicles do not encroach upon or extend onto public rights-of-way, sidewalks, or allow vehicles to strike against or damage any wall, vegetation, utility, or other structure. Such off-street parking areas shall be provided and maintained in accordance with the requirements set forth herein.

- E. Markings and Signage. All non-exempt residential and non-residential paved parking spaces/areas shall be clearly delineated and identified by use of reflective paint, signage or other durable surface treatment as approved by the Town. Signage shall be Engineering Grade Prismatic (EGP) reflective finish designed in compliance with the current effective Manual on Uniform Traffic Control Devices (MUTCD) available for review at the Town Services Office. Accessible spaces for use by persons with disabilities shall be provided in conformity with the current effective North Carolina State Building Code and ADA standards. Compact car, bicycle, and other special-use parking spaces shall be clearly identified and located to facilitate use by residents and/or the public.

Parking areas shall be constructed with a well-maintained traffic directional system and proper drainage.

- F. Stormwater Management. All newly-installed parking lots, regardless of surfacing, shall retain stormwater onsite or direct flows to systems designed to effectively remove pollutants and promote infiltration and recharge of the subsurface aquifer.
- G. Landscaping. No parking area shall be closer than eight feet (8') to the traveled portion of the roadway and said area shall be maintained as a landscaped buffer, unless the Zoning Administrator determines an alternate layout/design provides an equivalent safety factor. No vegetation in this landscaped area shall exceed two and one-half feet (2 1/2') in height nor shall it obstruct visibility at any traffic intersection or entrance. Refer to Article VI, Section 632 of this Ordinance for additional Landscaping requirements.
- H. Permitted Slope. No grade within a commercial or institutional parking area shall exceed sixteen percent (16%) slope. Residential parking areas shall not exceed twenty percent (20%) maximum grade. Driveway areas that exceed 20%

slope and/or which do not provide adequate turnaround width for parked vehicles shall not be included in calculation of required parking spaces. Accessible parking spaces, as defined by the current effective North Carolina State Building Code and ADA standards shall not exceed a surface slope of two percent (2%) at any point.

902 Off-Street Parking Space Requirements. Off-street parking space shall be provided for uses listed below as specified. Refer to Section 903 of this Ordinance for additional bicycle parking requirements.

A. Residential Use.

1. Residential and Institutional/Residential District.

a) Single and Two-Family Residential. The total number of required parking spaces for residential structures shall be calculated by considering both heated square footage and sleeping accommodations (bedrooms) provided, and shall be the greater of the two.

i. The number of parking spaces based on square footage is as follows: Two (2) spaces required per dwelling unit up to 2000 square feet. One (1) additional space required for each additional 500 square feet above 2000. For existing residential structures out of compliance with this Ordinance, one (1) additional parking space shall be required for each 500 square feet that is added to the structure.

ii. The number of parking spaces based on bedrooms is as follows: For dwelling units there shall be one (1) parking space for each bedroom. For existing residential structures out of compliance with this Ordinance, one (1) additional parking space shall be required for each bedroom that is added to a structure.

2. Multi-Family Dwellings, Lodges and Boarding Houses. A minimum of one (1) standard car parking space for resident owner or manager is required, with a minimum of one (1) standard space per dwelling unit or rooming unit. In addition, one (1) compact car space and one (1) long-term bicycle space are required for each multiple of four (4) dwelling or rooming units (or fraction thereof). If sixteen (16) or more dwelling/rooming units are provided, one (1) short-term space shall be required for every four (4) long-term spaces required. A maximum of two (2) standard car spaces is permitted per dwelling or rooming unit.

3. Institutional District Use Requirements.

- A. Inns and Motels/Hotels. One (1) standard space per rooming unit is required with one (1) standard space per manager/staff member. In addition, one (1) compact car space and one (1) long-term bicycle space is required for each multiple of five (5) rooming units. A maximum of 1.25 auto spaces is permitted per rooming unit (rounded to the nearest whole number).
- B. Dormitories. One (1) standard space is required per each two (2) persons in the dorm based on full occupancy. Ten percent (10%) of the total number of required standard spaces may be met through installation of compact spaces. One (1) long-term and two (2) short-term bicycle parking spaces are required for every ten (10) occupants (or fraction thereof) based on full capacity.
- C. Other Occupancies/Uses. One (1) standard space is required per 1,000 square feet of gross floor area. One (1) compact car space is required per each twenty (20) standard spaces (or fraction thereof). One (1) long-term and two (2) short-term bicycle parking spaces are required for every twenty (20) automobile spaces installed (or fraction thereof).

903 Bicycle Parking. Single- and two-family residential buildings shall be exempt from requirements for bicycle parking. Bicycle parking standards are based upon the number of vehicular parking spaces required for each use, and the estimated parking needs of cyclists. Every other use shall include an area for parking bicycles in accordance with the provisions of Section 902. The bicycle parking area may be designated parking space(s) within the required automobile parking area, or an area outside the parking area and adjacent to the Building. The bicycle parking area shall include a bicycle rack. Bicycle parking areas shall be classified as either short-term or long-term use spaces. Short-term use is defined as being readily accessible to cyclist visiting a building or area for less than twenty-four hours; long-term use provides parking spaces for cyclist using overnight facilities for one or more days.

Required short-term bicycle parking spaces (i) shall be located in a convenient and visible area within one hundred (100) feet of a principal entrance; (ii) shall permit the locking of the bicycle frame and one (1) wheel to the rack; and (iii) shall support a bicycle in a stable position. Required long-term bicycle parking spaces shall be located in enclosed and secured or supervised areas providing protection from theft, vandalism and weather and shall be accessible to bicycle owners using the parking spaces.

Required long-term bicycle parking for residential uses shall not be located within dwelling units or within deck or patio areas, as this may interfere with required means of egress. Private storage areas accessory to dwelling units may be used if access is provided to the tenants or occupants, and approved by the Zoning Administrator as designated bicycle storage. With permission of the Zoning Administrator, long-term bicycle parking spaces for nonresidential uses may be located off-site within three hundred (300) feet of the site. All bicycle parking requirements (short- and long-term) shall be shown on site plans and final plats for development.

The minimum number of bicycle parking spaces per any non-exempt residential or non-residential use, when required, is two (2) spaces or one rack. A single “inverted-U” bicycle parking rack will count as two (2) bicycle parking spaces. The maximum required short-term bicycle spaces shall be twenty (20) (or ten (10) “inverted-U” racks) for any single Building.

- 904    Shared Parking.            Shared parking may be approved under the following conditions:
- A.     Adjacent parking areas serving non-residential buildings must be interconnected.
  - B.     Only two (2) facilities/buildings that meet the conditions stated in this section may request shared parking for a given parking lot/area.
  - C.     Where vehicular access is provided between adjoining non-residential uses and the operating hours of adjoining uses do not overlap, all of the required parking spaces (up to 100%) may be shared. For example, if a church, theater, assembly hall or other use with peak hours of attendance at night or on Sundays, is located next to another use or uses that are closed at night or on Sundays, both uses may be able to take advantage of this option.
  - D.     If the operating hours of two (2) adjoining non-residential uses overlap five or fewer hours each day, half of the required parking spaces (up to 50%) may be shared.
  - E.     The joint use of shared off-street parking between two uses must be guaranteed by a contract or other legally binding document between two or more adjacent property owners.
- 905    Use of Public Streets for Parking.    When determining parking area requirements for individual uses, portions of public streets may not be considered as permissible for parking unless part of an overall parking plan developed to accommodate new construction, alterations to, or changes in use of, existing buildings.

A. Parallel parking is currently permitted only along select streets in the Institutional (I) or Institutional/Residential (I/R) Districts, as delineated on the official zoning map, due to historic use of these locations for parking. Requests for approval of newly-created parallel or diagonal parking spaces in the I and I/R Districts of Town shall be reviewed for approval on a case-by-case basis by the Town ~~Administrator, Public Works Director and Zoning Administrator.~~ **Administrator.**

B. Residential buildings may meet or contribute to meeting motor vehicle parking requirements with on-street parking if individual driveways are minimized and the fronting street is sized or specifically designed to accommodate the parking needs of residential buildings. On-street parking shall be permitted by means of an Administrative Approval. Owners of residential buildings who use public street parking spaces are subject to the following provisions: (i) their use of public street parking spaces is non-exclusive and continued access by the public shall be maintained; and (ii) no private signage shall be permitted that restricts public use of designated on-street parking spaces or areas.

906 Structured Parking. Above-ground structured parking shall be screened in such a way to limit visibility of the parking structure from adjacent buildings or pedestrian ways. Locating structured parking at the interior of the block or developed area, surrounded by buildings, is the preferred method.

907 Off-Street Loading Regulations.

A. Loading Spaces. Every Building, excluding single family, two family and group dwellings, shall provide space indicated herein for the loading and unloading of vehicles off the street. Such space shall have access to an alley or if there is no alley, to a street. For the purposes of this Section, an off-street loading space shall have the minimum dimensions of twelve feet (12') by forty feet (40') and be free and clear of obstruction at all times. However, the minimum loading requirements shall meet the needs of each individual use. Required space shall be considered as follows:

1. Multi-family dwellings with more than ten dwelling units and large group dwellings: One (1) loading space.
2. All other uses:

<u>Square Feet</u>	<u>Number of Spaces</u>
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**Montreat Zoning Ordinances  
Parking**

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01-25,000	1
25,000 – 99,000	2
100,000 – 159,000	3
160,000 – 239,000	4
239,000 – 349,000	5
Additional 100,000 or fraction thereof	1 additional

- B. Loading Spaces Adjacent to Sidewalks. Where a loading space is adjacent to a public sidewalk or other public walkway, it shall be so located, arranged and improved with curbs or other barriers, as to provide adequate protection for pedestrians.
- C. Maneuvering Areas. All off-street loading spaces shall be allowed to use public rights-of-way for maneuvering areas incidental to parking, but loading spaces shall be so located that no vehicle will obstruct traffic or be parked on a street while loading or unloading is taking place.