

**Town of Montreat
Planning and Zoning Commission
Meeting Agenda
May 12, 2020 – 10:30 a.m.
Walkup Building and Zoom Attendance**

I. Call to Order

- Welcome
- Moment of Silence/Invocation

II. Agenda Adoption

III. Minute Adoption

- A. March 5, 2020 Meeting Minutes

IV. Old Business

- A. Ordinance Review Sections

1. Finalize Signage Regulation – Clarification (Note: Signage was discussed at the last regularly held Planning Board meeting on March 5th).
2. Review Article II Definitions – Discussion (Definitions emailed earlier).

V. New Business

- B. Where are we?

1. Review: Current Status of Zoning Ordinance Changes (Note: Attached is a Draft Table of Contents to aid in the discussion).
2. Remaining Work
 - a. Remainder of Zoning Ordinance
 - i. Development Provisions – Article VI
 - b. Parking Regulations
 - c. Review Setbacks – Discussion
 - d. Steep Slope and Stormwater Regulations

- C. Discussion: Next Meeting Dates

VI. Public Comment

IX. Adjournment

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

Board members present: Bill Scheu
Allen Crawford
Mason Blake
Dan Dean

Board members absent: Wade Burns
David Holcomb
Sally Stancil
Bill Roberts

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

Five members of the public were present. Mr. Scheu called the meeting to order at 10:34 a.m., and led the group in a moment of silence.

Agenda Approval

Mr. Dean moved to adopt the agenda as presented. Mr. Crawford seconded and the motion carried 4/0.

Meeting Minutes Adoption

Mr. Dean moved to approve the minutes as amended. Mr. Blake seconded and the motion carried 4/0.

Old Business

None

New Business

A. Ordinance Review Sections:

1. Current Sign Regulations – Discussion: Richard DuBose briefly discussed the MRA’s stance on signage issues. Mr. DuBose feels that branding is the biggest issue for MRA and quite possibly Montreat College. Mr. DuBose feels that the current Sign Ordinance does need to be relaxed, particularly for special occasions, but feels that the philosophy of the Ordinance does have some merit. Mr. Scheu suggested making the following changes to 1005.3: “Temporary signs, flags, or

banners advertising the initial openings of businesses, establishments, special events or special sales may be permitted provided the location and design of such signs is approved by the Zoning Administrator at his or her reasonable discretion.” It was decided to delete 1004.9 and add some additional parameters regarding sign size and duration of time displayed to 1005.3. Mr. Bass will provide some draft language based on what has been discussed this morning. Mr. Dean did some wordsmithing in sections 1001.2 and 1001.3 due to duplication of information. Mr. Dean made several changes due to inconsistencies between sections. In section 1004.1 Mr. Dean suggested removing “up to a maximum of twelve square feet of aggregate surface area.” Similar deletions were made to 1005.12 and 1005.13. Mr. Dean suggested reviewing Section 1006.4 in its entirety.

The next meeting will be held on March 19th.

Adjournment

Mr. Blake moved to adjourn the meeting. Mr. Dean seconded and the motion carried 4/0. The meeting was adjourned at 11:42 a.m.

Bill Scheu, Chair

Angie Murphy, Town Clerk

Article I – General Provisions

- 1.1 Title
- 1.2 Authority and Enactment
- 1.3 Effective Date
- 1.4 Jurisdiction
- 1.5 Purpose
- 1.6 Priority and Precedence of Ordinance
- 1.7 Relationship to the Comprehensive Plan
- 1.8 No Use of Land or Buildings Except in Conformity
- 1.9 Fees
- 1.10 Severability

Article II – Definitions

- 2.1 Interpretation
- 2.2 Definitions

Article III – Administrative Provisions

- 3.1 Administration
- 3.2 Certificate of Zoning Compliance Required
- 3.3 Building and Occupancy Permits Required
- 3.4 Compliance
- 3.5 Appeal from the Zoning Administrator
- 3.6 Notice of Violations and Citation Procedures
- 3.7 Responsibility for Violations
- 3.8 Penalties for Violations
- 3.9 Establishment of the Planning and Zoning Commission
- 3.10 Proceedings of the Planning and Zoning Commission
- 3.11 Powers and Duties of the Planning and Zoning Commission
- 3.12 Zoning Board of Adjustment
- 3.13 Establishment of the Zoning Board of Adjustment
- 3.14 Proceedings of the Zoning Board of Adjustment
- 3.15 Appeal from the Decision of the Zoning Administrator
- 3.16 Powers and Duties of the Zoning Board of Adjustment
- 3.17 Application Procedures
- 3.18 Decision of the Zoning Board of Adjustment
- 3.19 Appeals from Decisions of the Zoning Board of Adjustment
- 3.20 Variance Limited to Six Months
- 3.21 Amendments – Authority
- 3.22 Requirement for Change

- 3.23 Procedure for Amendments
- 3.24 Public Hearing by the Board of Commissioners

Article IV – Establishment of Zoning Districts

- 4.1 Establishment of Districts
- 4.2 District Boundaries
- 4.3 Rules for Interpretation of Zoning District Boundaries

Article V – Zoning District Regulations

- 5.1 Permitted Uses Table
- 5.2 R-1 Residential District
- 5.3 R-2 Residential District
- 5.4 R-3 Residential District
- 5.5 I/R Institutional/Residential District
- 5.6 I Institutional
- 5.7 WL Woodland District
- 5.8 RPO Ridge Protection Overlay District
- 5.9 TCO Town Center Overlay District
- 5.10 C Conservation District
- 5.11 CZ Conditional Zoning District
- 5.12 Lot Requirements Summary Table
- 5.13 PUD Planned Unit Development District

Article VI – Development Provisions

- 6.1 Use
- 6.2 Lot Reduction Prohibited
- 6.3 Street Access for a Lot
- 6.4 Minimum Lot Area
- 6.5 Height and Density
- 6.6 One Principal Building
- 6.7 Accessory Buildings and Uses
- 6.8 Corner Lots
- 6.9 Double Frontage Lots
- 6.10 Special Front Yard Requirements
- 6.11 Manufactured Housing
- 6.12 Travel Trailers, Campers, and Recreational Vehicles
- 6.13 Accessory Dwelling Units

Article VII - Special Uses

Article VIII - Parking and Loading Requirements

Article IX - Signage

Article X - Landscaping

Article XI – Nonconformities

Appendix A – Recommended Species for Landscaping

Appendix B – Greenspace Agreement

DRAFT