Board members present: Wade Burns

 Dan Dean

Bill Scheu

 Mason Blake (in attendance by Zoom)

 Sally Stansill

 David Holcomb (arrived at 10:30 a.m.)

 Allen Crawford

 Bill Roberts (left at 11:00 a.m.)

Board members absent: None

Town staff present: Angie Murphy, Town Clerk

Adrienne Isenhower, Zoning Administrator

No members of the public were present but several members were watching via Zoom. Mr. Scheu called the meeting to order at 10:31 a.m., and led the group in a moment of silence.

**Agenda Approval**

Wade Burns moved to adopt the agenda as amended. Allen Crawford seconded and the motion carried 7/0.

**Meeting Minutes Adoption**

Dan Dean moved to approve the August 11th Meeting Minutes as presented. Bill Roberts seconded and the motion carried 7/0.

**Old Business**

1. Wade Burns Presentation: Wade Burns gave a brief presentation about setbacks for Montreat residential lots. Presently, the 30’ building setback on lots with a 40% or greater slope may be reduced by a maximum of 50%. Mr. Burns suggested the Commission consider extending this 50% setback reduction to lots of 25% or steeper grade. He also was interested in discovering the legality of placing this restriction on new construction only. Mr. Burns also suggested changing the front building setback of 30’ from the property line to 30’ from the edge of the paved road passing in front of the lot. By common consensus it was decided to defer this topic to the next scheduled meeting.
2. Items for Review:

a. Front Yard Setbacks-Article 500: After Mr. Burns’ presentation on setbacks it was decided to defer this discussion until the Commission addresses the Steep Slope Ordinance.

b. Double Frontage Lots-Article 608: Mrs. Isenhower passed out some maps that were good examples of double frontage lots. Currently the front yard setback is required on both street frontages. The way the Town is platted now the majority of the double frontage lots are non-conforming and based on that fact a lot of homeowners will have a hard time adding to or renovating their existing home. By common consensus it was decided to defer this topic to the next scheduled meeting.

c. Definition Review-Sign, Municipal Facility: It was decided to remove “designated critical operations area” from municipal facility. After reviewing the definition of Sign it was decided to leave in the verbiage regarding “flag, badge or insignia of any governmental facility”. There was a brief discussion about the greenspace appendices and it was decided to delete appendix b.

d. Accessory Buildings – Article 606.1: The words “as defined herein” was added into the sentence which includes “accessory buildings other than ADUs, as defined herein, shall not be used as a dwelling unit”.

e. Manufactured Homes – Article 611.43: Class C manufactured homes were discussed and it was decided to delete everything after “….temporary business”.

f. Time of Hearing – Article 310.53: It was suggested to change 60 days to a “reasonable time”

g. Appendices – What should be included?: Already discussed and changes were made.

H. Planning and Zoning Commission – Article 309: There was a discussion about term limits on the Planning and Zoning Commission and it was decided to leave the term limits as follows: “no member shall serve more than two consecutive terms”.

 **New Business**

A. Review of Final Draft Changes: In Section 108 insert a hyphen into “non conformities”. Section 306.3 recapitalize the “Notice of Violation” in several instances and throughout the entire ordinance. In Section 310.1 and 310.2 the fonts appear to be different. Mr. Scheu requested Mrs. Isenhower to make similar changes to the Board of Adjustment section based on the composition of the Planning & Zoning Commission section. In Section 310.41 delete “for all landowners, applicants and/or persons who sought the determination”. Mr. Crawford suggested that for consistency sake to spell out the number word as well as inserting the number in parentheses. In Section 310.42 F add a period at the end of the sentence. In Section 310.5 it was suggested to change the word “application” to “appeal” in the caption. Section 310.6 needs to be renumbered to 310.55 which would cause subsequent renumbering. Section 311.12 needs a caption and “written application” was suggested. Section 311.13-14 and 311.2 the font needs to be reviewed. Section 311.22 at the end of the first line uncapitalize the word “the”. Mr. Crawford suggested capitalizing “General Use Zoning District” and it was decided to remove the words “general” and “use”. In Section 606.11 the word “use” is a defined term and should be capitalized. In Section 609 in the third paragraph the second line should be “Lot is”. In Section 611.2 please add the hyphen to 611.4 and 611.5. The same change needs to be made to Section 611.3. In Section 618.12 remove reference to subsection 3 and add 618.13. In Section 618.3 the second sentence should be deleted entirely. In Section 618.15 the same sentence is referenced and needs to be deleted. In Section 619.39 subsection G is referenced and needs to be deleted and 619.37 needs to be added. In Section 620 the word “units” should be accessory dwelling unit. In Section 620-620.1 the spacing needs to be reviewed. In Section 700 second paragraph in the 4th line “Net Floor Area” should be capitalized. Sections 801.92 and 801.93 have spacing issues. Section 805.2 should be renumbered and indented. Section 805.5 should be renumbered to be 805.2 with subsequent renumbering. In Section 1000.3 and 1000.4 the subsections need to be realphabetized.

**Public Comment**

There was no Public Comment at this time.

**Adjournment**

Dan Dean moved to adjourn the meeting. Wade Burns seconded and the meeting was adjourned at 12:25 p.m.

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Bill Scheu, Chair Angie Murphy, Town Clerk