Board members present: All parties were present by Zoom or phone.

Board members via Zoom: David Holcomb

 Wade Burns

 Bill Scheu

 Mason Blake

 Allen Crawford (via telephone)

 Dan Dean

Board members absent: Sally Stancil

 Bill Roberts

Town staff present via Zoom: Scott Adams, Zoning Administrator

Alex Carmichael, Town Administrator

Angie Murphy, Town Clerk

Mary Roderick, Land-of-Sky Regional Council

Susan Taylor Rash, Town Attorney

No members of the public were present but several members were watching via Zoom. Mr. Scheu called the meeting to order at 10:32 a.m., and led the group in a moment of silence.

**Agenda Approval**

Mason Blake moved to adopt the revised agenda as presented. Wade Burns seconded and the motion carried 6/0.

**Meeting Minutes Adoption**

Dan Dean moved to approve the January 7th Meeting Minutes as presented. Mason Blake seconded and the motion carried 6/0.

**Clarification on Conditional Zoning and Vested Rights**

The Planning & Zoning Commission, in consultation with Susan Taylor-Rash, Montreat Town Attorney, are discussing Conditional Zoning (proposed for Montreat Zoning Ordinance update) and vested rights resulting from Conditional Zoning. Mr. Blake, Mr. Dean and Mr. Scheu proposed the following language for later consideration by the Commission: Section 510.58 If requested by the applicant, an approved Conditional Zoning District plan shall be a Site-Specific Vesting Plan under N.C.G.S. Section 160D-108.1. A vested right in a development plan established pursuant to Section 510 of this Ordinance shall run for a period of two (2) years from the effective date of the approval of the Conditional Zoning District plan and may be extended for up to an additional two (2) years as recommended by the Zoning Administrator and approved by the Montreat Board of Commissioners. They have also proposed the following language for a new section: "Section 510.7. PROCEDURE. A Conditional Zoning District shall be established in accordance with all of the requirements and provisions of Section 510 of this Ordinance pursuant to the procedures for amendments as set forth in Section 309 of this Ordinance, so long as such procedures are consistent with and include the specific procedural requirements set forth insaid Section 510. In the event of a conflict between the provisions of Section 309 and Section 510, those contained in Section 510 shall control.” Mason Blake moved to approve the two ordinance changes above. Dan Dean seconded and the motion carried 6/0. Bill Scheu will work with Mr. Adams on the final wording and circulate to the Commission at a later date.

**Continued Presentation/Discussion on Stormwater**

Mary Roderick of Land of Sky Regional Council gave a follow-up on Blue Earth Engineering’s Steep Slope Stormwater Management Concept Plan and advised they would have a draft by approximately April. Ms. Roderick will follow-up with major landowners such as Montreat College and Mountain Retreat Association after the draft plan is submitted.

**Reconsideration of Setbacks**

Mr. Adams advised that he has had 5-6 recent inquiries involving simple renovations or addition that run into setback issues. The inquiries have been simple in nature but because of the lot sizes in Montreat most will have to go before the Board of Adjustment for variance procedures. Mr. Adams gave an example of a request of a bedroom/bathroom addition on 134 Quillan Lane. Mr. Adams also gave an example of a vertical expansion of 196 Harmony Lane. Mr. Adams feels that additional verbiage needs to be discussed with reference to vertical and horizontal expansion. Dan Dean felt that verbiage needs to be added with regards to patios. Bill Scheu thanked Mr. Adams for the background information on this matter and advised that more in depth discussion would take place during the March meeting.

The next two meetings for March and April will be held on the second Thursday of the month at 10:30 a.m.

**Public Comment**

There was no public comment at this time.

**Adjournment**

Dan Dean moved to adjourn the meeting. Allen Crawford seconded and the meeting was adjourned at 11:42 p.m.

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Bill Scheu, Chair Angie Murphy, Town Clerk