1. **Call to Order**

* Welcome
* Moment of Silence

1. **Agenda Adoption**
2. **Minutes Adoption**

* April 8, 2021 Meeting Minutes

1. **10:30 – 11 a.m., Discussion of Stormwater issues**

* Presentation of Montreat DRAFT ***Steep Slope Stormwater Management Concept Plan***(potential site-specific stormwater mitigation), by Blue Earth Engineering (Marshall Taylor and Tim Ormond & Land of Sky Regional Council Staff (Mary Roderick)
* Q&A, discussion

1. **11 – 11:45 a.m., Discussion of DRAFT 2021 Montreat Zoning Ordinance** 
   * Min. Off-Street Automobile Parking Requirements and Calculation methodology for “Hotel” use?

(existing ordinance item) – **see Sec. 702.2, ref. to Sec. 700 (Permitted Uses Table) “Inn” and “Lodge” are current corresponding uses as basis for parking.**

* + Min. Off-Street Bicycle Parking Requirements and Calculations methodology for “Hotel” and other

non-residential uses; **NOTE:** Bicycle parking is required in the Existing Montreat Zoning

ordinance and optional in the DRAFT 2021 Montreat Zoning Ordinance (existing and new ordinance item)

**- P&Z Commission want to make bicycle parking optional in DRAFT 2021 Montreat Zoning Ordinance**

* + On pg. 43-44 in Permitted Uses Table, the terms "Lodge" and "Inn" are still listed uses, albeit without

Definitions. Given that these are proposed to fall under the new "Hotel" definition, these terms should be

removed from Permitted Uses Table. (new ordinance item)

**- these will removed and corrected to show only “Hotel” as a use in Permitted Uses Table.**

* + Off-Street parking within setbacks - is this allowed? If so, the ordinance needs language specifying this.

(existing and new ordinance item) – **Yes, see Sec. 701.4 Curbing (2021 DRAFT Zoning Ordinance)**

* + Tandem Parking - is this allowed within a parking garage? Is this allowed for surface parking? If so, the  
     ordinance needs language specifying this. (existing and new ordinance item)

**- P&Z Commission is not going to address this at this time; will consider as later update to 2021 Zoning Ord.**

1. **11:45 a.m. – noon, Public Comment [Hayner Group questions]**

*Zoning Administrator will research and respond ahead of 5/13/21 meeting.*

* 1. What’s the process for changing review/approval authority for Special Use Permits from Board of Adjustment

(quasi-judicial process) to Board of Commissioners (legislative process)?

**Board of Commissioners would need to review and approve this per amendment to Zoning Ordinance.**

* 1. How do staff determine when a Conditional Use Permit/Special Use Permit application is “Complete”?

**When all relevant zoning/development standards have been addressed by the Applicant.**

* 1. Decisions about variances require a 4/5 majority vote; Conditional Use Permits/Special Use

Permits only require a simple majority vote – why?

**Variances are a *change* to the Zoning Ordinance *standards*. Conditional Use Permits/Special Use**

**Permits are simply a vote on whether or not an application meets objective zoning/development standards, in addition to discretionary review by Board of Adjustment members**.

* 1. In the DRAFT 2021 Montreat Zoning Ordinance, Section 311.637 is incorrect; it should read 310.637.

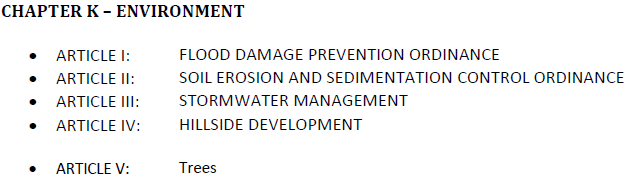
**Noted and corrected.**

* 1. When and how are environmental issues considered in Conditional Use Permit/Special Use Permit process?

**Montreat’s General Ordinances contain Chapter K – Environment, with specific and objective review criteria for the listed environmental considerations.**

**At the State level, the North Carolina Department of Environmental Quality (NCDEQ) may require additional requirements (eg. vegetated stream buffers) in relation to water quality if criteria area triggered. North Carolina has a State Environmental Policy Act (SEPA), but its review criteria only apply to private projects 10 acres or larger, and/or to projects using State funds (eg. roads, bridges, buildings).**

**North Carolina is one of 16 states with state-level environmental policy acts (EPAs). California, Minnesota\*, and New York State\*\* are the only three states in the country that require Environmental Impact Statements (EISs) in review of private actions from individuals and businesses, namely agriculture or projects requiring state permits or funding**. \*Minnesota requires an environmental review of private activities that involve specific agricultural projects. \*\*Applies only to private actions in New York that require a state permit or state funding



**VII**. **Discussion: Next Meeting Dates**

* **Montreat Board of Commissioners**

**May 13, 2021**

**6:30 p.m. – Public Forum (any and all topics)**

**7 p.m. – Regular Meeting**

**7 p.m**. – **Item III. Public Hearing [formal]: Zoning Ordinance Update**

**Later: VIII. Public Comment (any and all topics)**

**Later: XII. Public Comment (any and all topics)**

Public Hearing and discussion only, but no formal action by Montreat Board of Commissioners.

**NOTE:** Planning & Zoning Commission members advised to attend 6:30 p.m. Public Forum and  
7 p.m. Regular Meeting

**Link to 5/13/21 Board of Commissioner’s Meeting Packet** (incl. agenda)

<https://townofmontreat.org/wp-content/uploads/2021/05/packet05132021.pdf>

* **Montreat Planning & Zoning Commission, June 10, 2021, 10:30 am – noon**

**VIII. Adjournment**