1. **Call to Order**

* Welcome
* Moment of Silence

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

* October 14, 2021 Meeting Minutes

1. **10:30 a.m. – 10-:45 a.m., P&Z Commission Vote on Comprehensive Planning Committee Chairperson**
   * P&Z Commission members will **vote on a Chairperson sourced from the existing Ad Hoc Comprehensive Planning Committee members** ahead of the Montreat Board of Commissioners meeting and second reading of the following ordinance November 11, 2021, 7 p.m.

ORDINANCE # 21-10-0001

AN ORDINANCE ESTABLISHING AN AD HOC COMPREHENSIVE PLAN UPDATE STEERING COMMITTEE

WHEREAS, in accordance with North Carolina §160D-501, the Town of Montreat finds it advisable and necessary to update, amend, or supplement its 2008 Comprehensive Plan; and

WHEREAS, The Montreat Board of Commissioners seeks to broaden public participation in the comprehensive planning process in a similar fashion to previous efforts where nine members of the community were selected representing diverse interests in Montreat; and

WHEREAS, Article III, section 308.3 (B) of the Montreat Zoning Ordinance vests responsibility in the Planning and Zoning Commission “To prepare, review, maintain, monitor and periodically update and recommend to the Board of Commissioners a comprehensive plan for the physical development of the Town…”

WHEREAS, North Carolina §160D-306 authorizes municipalities to establish “additional advisory boards;,”

NOW, THEREFORE, BE IT ORDAINED THAT THE BOARD OF COMMISSIONERS OF THE TOWN OF MONTREAT, NORTH CAROLINA: Authorizes and directs the Montreat Planning and Zoning Commission to select and appoint a Comprehensive Plan Update Steering Committee (“Steering Committee”) composed of nine members. One member of the Steering Committee shall be the Town Administrator, one member shall be a representative from the Mountain Retreat Association, one member shall be a representative from Montreat College, one member shall be from the Board of Commissioners. The remaining five members shall be full or part-time residents of the Town.

Section 1. The Steering Committee will report to the Planning and Zoning Commission, who will make a final recommendation to the Montreat Board of Commissioners. The Steering Committee will be appointed by November 30, 2021 and Planning and Zoning will endeavor to report to the Montreat Board of Commissioners by June 9, 2022.

Section 2. This ordinance shall become effective upon its adoption and approval.

FIRST READING: October 14th, 2021.  
SECOND READING: November 11th, 2021.  
READ, ADOPTED AND APPROVED this the 11th day of November 2021.

1. **10:45 a.m. – 11:45 a.m., Cont. Discussion of Montreat Stormwater Ordinance**
   * Presentation and discussion planned by Wade Burns, P&Z Commissioner
2. **11:45 a.m. – noon, Discussion: Scheduling of Next Meeting Dates and Topics**

* **Montreat Planning & Zoning Commission, December 9, 2021, 10:30 a.m. – noon**
  + **Cont. Discussion of Montreat Stormwater Ordinance**

**VII. Public Comment**

**VIII. Adjournment**