Board members present by Zoom: None

Board members: Wade Burns

 Bill Scheu

 Allen Crawford

 Mason Blake

 Dan Dean

 John Hinkle

Board members absent: Sally Stansill

Town staff present: Scott Adams, Zoning Administrator

Alex Carmichael, Town Administrator

Angie Murphy, Town Clerk

Special Guests: None

There were two members of the public present and several members were watching via Zoom. Mr. Scheu called the meeting to order at 10:30 a.m., and led the group in a moment of silence after a brief welcome. Mr. Scheu also reminded everyone to give thanks for Veteran’s Day.

**Agenda Approval**

Bill Scheu proposed to add item #5 (revisions to Planning & Zoning Rules of Procedure) to today’s agenda. Mason Blake moved to adopt the agenda as amended. Allen Crawford seconded and the motion carried 6/0.

**Meeting Minutes Adoption**

Dan Dean moved to approve the October 14th Meeting Minutes as presented. John Hinkle seconded and the motion carried 6/0.

**Continued Review/Discussion of Montreat Ordinances containing well/septic language**

Mr. Scheu reminded everyone in attendance that at tonight’s Tonight Council there will be a Public Hearing about the General Ordinance containing Well/Septic language. They will also be voting on the Ordinance giving Planning & Zoning the authority to form a Comprehensive Plan Update Steering Committee. Mr. Scheu stated that P&Z had made recommendations of members to serve on the Comprehensive Plan Steering Committee but they would not be official until the Ordinance was approved by Council. Mason Blake stated that at the next meeting the P&Z Commission needed to ratify the Comprehensive Plan Update Steering Committee Ordinance. Mr. Scheu suggested that maybe a Special Meeting would be necessary to designate a Chairperson and ratify the Ordinance.

**Amendments to Planning & Zoning Rules of Procedure**

Dan Dean thanked Sub-Committee Members Wade Burns, Mason Blake, John Hinkle and Alex Carmichael for their work on the Rules of Procedure. The Sub-Committee did a line by line review of the Rules of Procedure cleaning up and shortening when necessary. The following changes were made after the Sub-Committee met. Under Rule 1 it was suggested to change the meeting date from the third Thursday of the month to the second Thursday of the month. Rule 2 deals with emergency meetings and states that a written notice be required to establish an emergency meeting and the sub-committee decided that, in this world of email, to remove the signed notice requirement. Mr. Dean stated that the Montreat Zoning Ordinance Section 308.2 establishes that P&Z has a Secretary and instead of revising the entire ordinance the sub-committee wants to revise the Rules of Procedure to say that P&Z will appoint a secretary which could be a municipal employee or commission member. In Rule 6 it was decided to just clarify that individuals or groups who wish to address or present the Board must make a request to the board chair who will then determine whether the Board will hear the individual or group. In Motion 10 under Rule 17 it was decided to delete the twenty minute time limit. In Rule 21 it was decided to allow conversation and debate but not allowing a vote in matters where there is a conflict of interest. In Rule 24 change “is adopted” to “must be adopted”. In Rule 25 the minutes will be kept and stored in Town Hall. Mr. Dean moved, on behalf of the sub-committee, to recommend the previous amendments to the Planning & Zoning Rules of Procedure. Mr. Scheu suggested two more possible changes: change Rule 11 to say only one motion shall be considered at a time and in Rule 14 it was decided to add the “chair, or commission by majority vote”. Dan Dean moved to approve the two recent amendments with a second by Allen Crawford. The motion carried 6/0.

**Continued Discussion of Montreat Stormwater Ordinance**

**Presentation and Discussion Planned by Wade Burns**

Wade Burns believes the Town of Montreat’s Stormwater Ordinance is very confusing to say the least. Mr. Burns stated that Montreat Stormwater is harmful in many ways. Mr. Burns stated that he believed that Planning & Zoning should recommend to the Board of Commissioners to hire Blue Earth to do some Stormwater Ordinance work for the Town of Montreat. Mr. Burns showed an exhibit that involved 30 feet setbacks from an intermittent or ephemeral stream in the ETJ on Greybeard Trail. Mr. Burns feels that the Stormwater Ordinance needs to be equitable and fair. Bill Scheu stated that the Zoning Ordinance states that the Planning & Zoning Commission act as a Stormwater Advisory Board. Mr. Scheu also suggested, based on Mr. Burns’ presentation, the formation of a special committee to review and adapt the Stormwater Ordinance. Mr. Scheu also suggested referring to the Town Council to hire Blue Earth to do Stormwater Ordinance preparation for the Town. Town Administrator Alex Carmichael stated that the NC Procurement laws may require an RFQ or a RFP so he advised that the motion not name Blue Earth but merely name hiring a consultant. Mason Blake moved to appoint a sub-committee of 6-8 members, with 1 or 2 members being made up of Planning & Zoning Commission members, to review the Stormwater Ordinance. Mason Blake also moved to ask Town Council, by appropriate procurement methods, to engage a consultant to perform an audit of the Stormwater Ordinance. John Hinkle seconded and the motion carried 5/0. Wade Burns abstained from voting because of his financial interest.

The next meeting will be held at 10:30 a.m. on December 9th.

**Public Comment**

Dr. Mary Standaert of 118 Shenandoah Terrace stated that she liked the idea of an outside committee to review the Stormwater Ordinance. Dr. Standaert also expressed her concerns about the last Planning & Zoning Commission when a Town Staff member inadvertently exposed others to a breakthrough COVID-19 infection. Dr. Standaert felt that the public should have been notified of the exposure by the Town. Dr. Mary Standaert also felt that the draft minutes should be posted to the website prior to the approval in the agenda packet.

**Adjournment**

John Hinkle moved to adjourn the meeting. Wade Burns seconded and the meeting was adjourned at 11:47 a.m.

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Bill Scheu, Chair Angie Murphy, Town Clerk