

Town of Montreat
Planning & Zoning Commission (P&Z)
Meeting Agenda
October 19th, 2023, 10:30 a.m.
Montreat Town Hall, 1210 Montreat Rd., Black Mountain, NC 28711
And via Zoom (please visit the Town website)

I. CALL TO ORDER

- Welcome
- Moment of Silence

II. ADOPTION OF AGENDA

III. ADOPTION OF JULY 27, 2023, MEETING MINUTES

IV. SWEARING IN OF NEW MEMBERS

- If present at this meeting, swear in **William Tucker** as a Regular Member of the Town of Montreat's Planning and Zoning Commission.

V. SUBCOMMITTEE UPDATES

- a) Hillside Development Subcommittee
- b) Montreat Sign Ordinance Subcommittee
- c) Zoning Ordinance Amendments Research Subcommittee

VI. NEW BUSINESS

- a) **Discussion of Montreat Tomorrow Comprehensive Plan Action Items**
(Presenter: Kayla DiCristina)
Suggested Motion: None
- b) **Discussion of Fall Planning and Zoning Commission Training**
(Presenter: Kayla DiCristina)
Suggested Motion: None

VII. NEXT MEETING

- January 19th, 2024, 10:30 a.m.

VIII. PUBLIC COMMENT

IX. ADJOURNMENT

Board members: Dan Dean
Liz Johnson
Bill Scheu, Chair
John Hinkle
Bill Tucker, Alternate Representative
Allen Crawford, ETJ Representative (arrived late)
Sally Stansill, Alternate Representative (arrived late)

Board members absent: Julie Schell

Town staff present: Kayla DiCristina, Zoning Administrator

There were a few members of the public present. Mr. Scheu called the meeting to order at 10:31 a.m., and led the group in a moment of silence after a brief welcome.

Agenda Approval

Zoning Administrator Kayla DiCristina stated that she was advised this morning by Regular P&Z Member Wade Burns that he no longer lives within the municipal boundaries of Montreat. Ms. DiCristina advised that Board that he was no longer eligible to fill a regular seat. Ms. DiCristina advised adding a third bullet point under “New Business” to discuss this vacancy on the Board. Mr. Dan Dean moved to amend the agenda as revised. Mr. John Hinkle seconded and the motion carried 4/0.

Meeting Minutes Adoption

Dan Dean moved to approve the April 27, 2023 Meeting Minutes as presented. Liz Johnson seconded and the motion carried 4/0. Dan Dean and Bill Tucker suggested some minor changes to the June 15, 2023 Meeting Minutes. Dan Dean moved to approve the minutes as revised. Liz Johnson seconded and the motion carried 4/0.

Subcommittee Updates

- Hillside Development Subcommittee: There was nothing new to report.
- Montreat Sign Ordinance Subcommittee: Chair John Hinkle advised that he would have a final report to share with the entire Board by the October meeting.

- Zoning Ordinance Amendments Research Subcommittee: Dan Dean stated that his subcommittee is still waiting for the Montreat Lodge controversy to resolve itself before moving forward with zoning ordinance amendments. Members of this subcommittee have compiled a list of things to discuss when the time is right.

New Business

Comprehensive Plan Public Engagement Summary from Board of Commissioners Meeting 7/14/23:

Ms. DiCristina advised that at the July 14th Board of Commissioners Meeting there were several individuals who spoke and provided comment on the proposed Comprehensive Plan Update. Several individuals asked that additional tax revenue information be added into the plan. Others expressed concerns that historical preservation issues were not as clearly defined in the plan. Ms. DiCristina advised that Board of Commissioners did not make any formal decisions at that meeting. They scheduled another Public Hearing to adopt the plan at their August meeting.

Discuss amendment of P&Z Ordinance and bylaws for participation by non-board members: Ms. DiCristina advised that she felt the November 2021 amendment to the bylaws was just a “clean-up”. Ms. DiCristina advised that a question has been brought up as to whether non-board members can serve on P&Z subcommittees. Ms. DiCristina reached out to her network of planning & zoning colleagues and found that this is something that is being accomplished in other jurisdictions. Ms. DiCristina advised that Rules 26 and 27 of the Rules of Procedure were very specific with regards to the composition of committees and subcommittees. Ms. DiCristina advised that if the P&Z Commission wants to open up membership on subcommittees to members of the public then the Rules of Procedure will have to be amended. Chair Scheu felt that it was the intent of the November 2021 amendment of the bylaws to address non-members sitting on subcommittees. Mr. Dean felt that the Commission could proceed with Mr. Burns serving on the Hillside Development Subcommittee but suggested that his subcommittee do some “clean-up work” to make things clearer and more certain. Dan Dean moved to make no action on this matter but to defer it to the Zoning Ordinance Amendments Research Subcommittee for review. John Hinkle seconded and the motion carried 6/0 (Allen Crawford and Sally Stansill arrived during this part of the meeting so voting requirements changed). Bill Tucker suggested adding verbiage to facilitate the changing of meeting dates and Ms. DiCristina agreed with his suggestion.

Discuss vacancy of Regular Town Member Planning and Zoning Commission chair: Ms. DiCristina advised that since Wade Burns was no longer living within the municipal boundaries of Montreat he could no longer serve in his regular seat as a member of P&Z. Ms. DiCristina advised that typically when there is a board or commission vacancy the Board of Commissioners is asked to fill the seat. Ms. DiCristina wanted to see if either of the current P&Z Alternates would like to step up and fill the regular vacant seat. Chair Scheu suggested to Mr. Dean that his Subcommittee also look at full time versus part time residency and make the ordinance read a little clearer. Mr. Dean moved to recommend Bill Tucker, current Alternate Member, to the Board of Commissioners to fill the vacant regular town member PZC seat. Liz Johnson seconded and the motion carried 6/0.

Next Meeting

Regular Meeting Thursday, October 19th at 10:30 a.m.

Public Comment

There was no Public Comment at this time.

Adjournment

John Hinkle moved to adjourn the meeting. Dan Dean seconded and the meeting was adjourned at 10:59 a.m.

Bill Scheu, Chair

Angie Murphy, Town Clerk

DRAFT

VISION STATEMENT: ENVIRONMENT

Montreat will value and protect its tree canopy, streams, land, and natural beauty.

#	OBJECTIVE	TIME FRAME	PRIORITY	ENTITY	IMPLEMENTATION
3	Create a local erosion and sediment control ordinance for grading permits and requirements for projects that currently are not covered by Buncombe County's Erosion and Sediment Control Ordinances.	Short-Term	High	PZ	
4	Explore the adoption of additional stream protection ordinances.	Long-Term	Medium	PZ	
6	Explore conservation easements as an avenue for land protection.	Short-Term	Medium	PZ & OSC	
7	Implement the stormwater management plan as required and approved by Small MS4 NPDES Permit.	Long-Term	Medium	Town-wide	
9	Create a voluntary stormwater control measure and flood risk mitigation program with established goals that includes educational opportunities and outreach efforts.	Long-Term	Medium	PZ	
10	Investigate implementing viewshed protection regulations in Montreat.	Short-Term	Medium	PZ	
11	Examine the existing Hillside Development Ordinance and ensure that it is enforceable, practical, and sufficient for its purpose, with consideration to the responsibility placed on those building on property in Montreat.	Short-Term	High	PZ	
12	Support and implement the goals and recommendations for the Town of Montreat in the Buncombe and Madison County Regional Hazard Mitigation Plan.	Short-Term	Medium	Town-wide	

PZ = Planning & Zoning | OSC = Open Space Committee

VISION STATEMENT: DEVELOPMENT

Montreat will be a community that respects buildings with historic value, encourages new development to consider the surrounding architecture, and strives for resilience in the face of a changing climate.

#	OBJECTIVE	TIME FRAME	PRIORITY	ENTITY	IMPLEMENTATION
2	Investigate implementing a maximum lot coverage standard in the Montreat Zoning Ordinance to cap the percentage of a lot that can be developed	Short-Term	High	PZ	
3	In cooperation with the Town, Montreat College, the Mountain Retreat Association, and local organizations, work to update and implement a wayfinding plan including educational signage.	Long-Term	High	PZ	
4	Preserve, protect, and enhance the character of Montreat by evaluating and improving existing allowable uses, densities, and dimensional regulations in each Zoning District	Short-Term	High	PZ	
5	Investigate development regulations per Zoning District for short-term rentals with consideration for existing short-term rentals and potential funding sources.	Short-Term	High	PZ	
6	Support current and new activities with local, regional, and state partners to educate the public about the value of historic properties and landmarks.	Long-Term	Medium	PZ	
7	In the spirit of the long-term success of the Town of Montreat, and guided by the above vision statements and objectives, work collaboratively with citizens and the institutions of the Town, including, but not limited to, Montreat College and the Mountain Retreat Association, on any future development plans to support the vitality and future of the institutions and the Town.	Long-Term	High	PZ	

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VISION STATEMENT: TRANSPORTATION

Montreat will be accessible for people as they age, safe for children and families, and calm for those driving, biking, and walking.

#	OBJECTIVE	TIME FRAME	PRIORITY	ENTITY	IMPLEMENTATION
1	Calm traffic and lower speeds by partnering with regional transportation agencies to conduct a study of feasible options. This may include, but is not limited to, investigating posting advanced warning signs near the Montreat Gate, seasonal speed tables, or additional stop signs.	Short-Term	Medium	Town-wide	
2	Periodically examine the availability and demand for parking in the Town of M	Long-Term	High	Town-wide	
3	Investigate developing a freight plan in partnership with local and regional par	Long-Term	Medium	Town-wide	
4	Update and implement the Town's Bicycle, Pedestrian, and Greenways Master	Long-Term	Medium	Town-wide	

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