

**Town of Montreat**  
**Hillside Development Subcommittee**  
*Planning & Zoning Commission*  
**Meeting Agenda**  
**March 7, 2024, 9:00 a.m.**  
**Montreat Town Hall, 1210 Montreat Rd., Black Mountain, NC 28711**

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**I. CALL TO ORDER**

- Welcome
- Moment of Silence

**II. ADOPTION OF AGENDA**

**III. APPROVAL OF FEBRUARY 7, 2024, MEETING MINUTES**

**IV. ORGANIZATION OF SUBCOMMITTEE**

- Election of Officers:
  - Secretary (current: Vacant)

**V. OLD BUSINESS**

- Hillside Development Ordinance questions
- Overview of 2023 Recommendations

**VI. NEW BUSINESS**

- Discuss *Montreat Tomorrow* and Hillside Development Ordinance Questions
- Set meeting topics and future meeting dates for 2024

**VII. NEXT MEETING**

- TBD

**VIII. PUBLIC COMMENT**

**IX. ADJOURNMENT**



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Subcommittee Members Present: Liz Johnson  
Allen Crawford

Subcommittee Members Absent: Bill Scheu

Town Staff Present: Kayla DiCristina, Zoning Administrator

There was one member of the public present. Liz Johnson called the meeting to order at 9:17 p.m. and led the group in a moment of silence after a brief welcome.

**Agenda Approval**

Allen Crawford moved to approve the agenda as presented. Liz Johnson seconded, and the motion carried 2-0.

**Minutes Approval**

Liz Johnson moved to approve the June 14, 2023, meeting minutes as presented. Allen Crawford seconded, and the motion carried 2-0.

**Organization of Subcommittee**

Allen Crawford nominated Liz Johnson for Chairperson. Liz Johnson accepted. The Secretary position, now vacant, remains unfilled as of this meeting. The Subcommittee members in attendance decided to wait until Bill Scheu returns to see if he will take the Secretary position.

**Old Business**

Kayla DiCristina (“DiCristina”), the Town Zoning Administrator, began with the “Hillside Development Ordinance Questions” item under Old Business. Allen Crawford (“Crawford”) stated as the newest member this was his first meeting. DiCristina stated that she added this item to the agenda to make space for any questions regarding the Ordinance review PowerPoint given at the beginning or end of last year. DiCristina asked for any questions, but Crawford stated he had not reviewed the Ordinance yet due to extenuating circumstances. DiCristina proposed Crawford set a time to meet with DiCristina individually for her to review the Ordinance in detail with him and address any questions he had.

**New Business**

Liz Johnson (“Johnson”) asked for a refresh on the recommendations that the subcommittee made in 2023 to allow Crawford an opportunity to comment and to incorporate any new elements from the Town’s adopted Comprehensive Plan (“Montreat Tomorrow”). DiCristina shared the planning

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document from 2023 that listed the Subcommittee's meeting dates and topics with Johnson and Crawford. DiCristina shared the topics that were covered and overviewed briefly the recommendations made by the Subcommittee in 2023 but stated she would provide a full overview at the Subcommittee's next meeting. This item will be added to the next meeting's agenda. DiCristina recommended that questions about the Ordinance also be added to the next meeting's agenda. Liz Johnson ("Johnson") and Crawford agreed to have this included.

Crawford asked if the Subcommittee had incorporated the Montreat Tomorrow elements into the recommendations made in 2023. As a note, Montreat Tomorrow was adopted in August 2023. DiCristina stated the adopted Montreat Tomorrow plan had an objective to review and update the Ordinance. Johnson stated that there are additional elements that may be tied to the Ordinance. Johnson and Crawford agreed to add consideration of Comprehensive Plan connections between the Ordinance and Montreat Tomorrow to the next meeting's agenda. Johnson summarized the Subcommittee's homework with the assistance of DiCristina. Before the next Subcommittee meeting, members needed to (1) review the Ordinance review PowerPoint, (2) review the 2023 Subcommittee recommendations (to be provided by DiCristina in advance of the next meeting), and (3) review Montreat Tomorrow and note any connections between this document and the Ordinance. DiCristina suggested waiting until the next meeting to set future topics and meeting dates. Johnson and Crawford agreed. Johnson stated that the remaining topics to review the LRV regulations and Zoning Administrator's discretionary decisions.

Johnson reminded the group that this Ordinance applies only to properties with slopes greater than 40 percent. DiCristina shared that this was a great reminder that the Subcommittee should be aware of where the Ordinance applies and what the Ordinance is addressing as the Town does not see a lot of development. Existing development cannot be modified by the Ordinance. The Subcommittee must think critically about what the "threat" is to the Town and how it can best be addressed. Creative thinking is needed. DiCristina stated that sometimes grassroots community-led solutions are most effective and sometimes its regulation. Jane Alexander (Board of Commission Member), attending as a member of the public, shared that Ordinances are not retroactive and that she wished she was more aware of the regulations or the options available to address things before they happened. Crawford stated that likely the only places the Town would see development would be the Graham Property and the land surrounding Whitewater Cove Road. DiCristina clarified that these areas were within the Town's Extraterritorial Jurisdiction and would be subject to this Ordinance and the Town's other development regulations. As an aside, DiCristina also stated that the Town cannot regulate architectural details unless the Town enacts a historic district. The group briefly discussed short-term rentals. DiCristina summarized the path forward. At the next meeting, the Subcommittee will have time for questions on the Ordinance, overview the 2023 Subcommittee recommendations, discuss connections between Montreat Tomorrow and the Ordinance, and develop a framework for 2024 with topics and future meeting dates.

**Next Meeting**

The Subcommittee will meet on February 29, 2024, at 9:00 am in Town Hall.

**Public Comment**

Commissioner Jane Alexander spoke during public comment and thanked the Subcommittee and Town staff for their work on the Ordinance. The Subcommittee thanked Commissioner Alexander and DiCristina for their work and involvement as well.

**Adjournment**

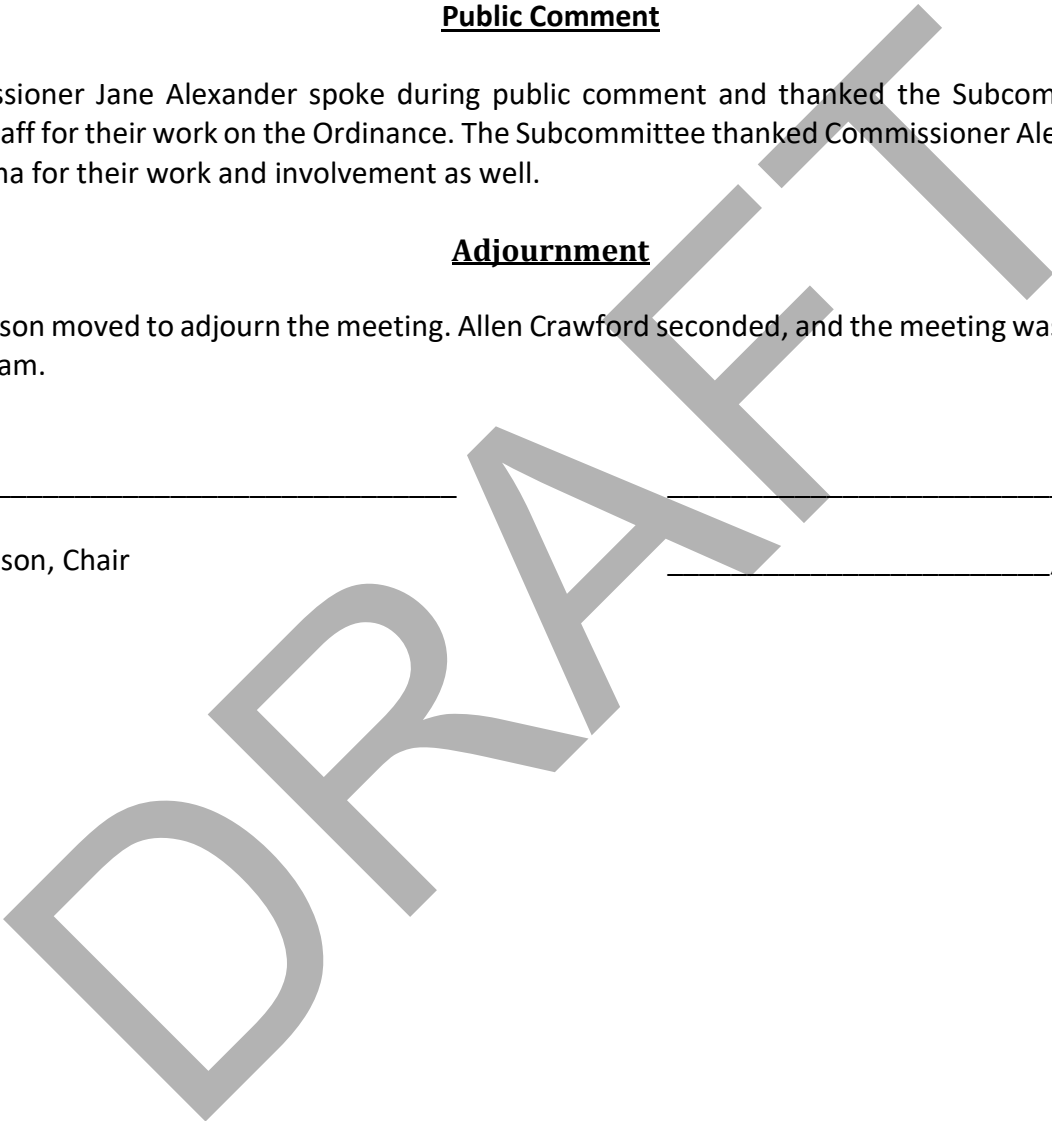
Liz Johnson moved to adjourn the meeting. Allen Crawford seconded, and the meeting was adjourned at 9:48 am.

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Liz Johnson, Chair

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\_\_\_\_\_, Secretary





# HILLSIDE DEVELOPMENT ORDINANCE

## *2023 Subcommittee Summary*

Members: Wade Burns (Chair), Bill Scheu, & Liz Johnson

Topics covered: Purpose and AGA & Development Intensity Ratio

Topics not covered: Development Density Ratio, LRV Regulations, Discretionary Decisions, Additional Topics

**March 23, 2023, @ 4 -5 pm** | Topic: Ordinance Purpose

*Summary: Subcommittee voted to revise purpose.*

### **New Purpose:**

Establish guidelines for responsible land use in steep slope areas to address factors unique to Montreat that pose challenges in locating and installing structures and managing erosion, sedimentation, and stormwater to ensure the stability of our hillsides, promote low-impact development, and preserve the view scape and natural aesthetic characteristics of the Town.

**April 6, 2023, @ 4 – 5 pm** | Topic: AGA & Development Intensity Ratio

*Summary: Additional information from staff requested on this topic.*

**May 3, 2023, @ 4 – 5 pm** | Topic: Development Density Table

*Summary: Development density not discussed. Remained on topic of AGA and Development Intensity Ratio. Options for alternative text from staff requested.*

**June 14, 2023, @ 4 – 5 pm** | Topic: Development Density Table

*Summary: Development density not discussed. Remained on topic of AGA and Development Intensity Ratio. Staff provided options for alternative text. No revision recommended. Alternative text provided from staff:*

### **1. APPLICABILITY (MGO Chapter K Article IV Section 1(3)(a))**

Current Requirement: Entire Ordinance applies to all lots with a slope of 40% or greater. Approved graded area and development intensity/impervious ratio regulations apply to all lots.

Alternative Option A1: Entire Ordinance applies to all lots with a slope of 40% or greater. Lots subject to the Ordinance that are less than [ ] acres in size are exempt from approved graded area and

development intensity/impervious ratio regulations stated in the Ordinance except for those limits identified in the required geotechnical engineering report.

Alternative Option B1: Entire Ordinance applies to all lots with a slope of 40% or greater. Lots subject to the Ordinance that are between [ ] and [ ] acres in size are exempt from development intensity/impervious ratio regulations stated in the Ordinance except for those limits identified in the required geotechnical engineering report. Lots subject to the Ordinance that are less than [ ] acres in size are exempt from approved graded area and development intensity/impervious ratio regulations stated in the Ordinance except for those limits identified in the required geotechnical engineering report.

## **2. GEOTECHNICAL ASSESSMENT (MGO Chapter K Article IV Section 2(4)(a))**

Current Requirement: Required for all lots with slopes of 40% or greater.

*No alternative proposed. Required for all lots with slopes of 40% or greater.*

## **3. APPROVED GRADED AREA (MGO Chapter K Article IV Section 2(4)(a))**

Current Requirement: Applies to all lots with slopes of 40% or greater.

Existing Grade	Approved Graded Area
40% - 45%	40%
45% - 50%	35%
50% - 55%	30%
55% +	25%

Alternative Option A3: Approved Graded Area table remains the same. Lots that are less than [ ] acres\*\* in size are exempt from approved graded area regulations stated in the Ordinance except for those limits and/or areas identified in the required geotechnical engineering report.

*The lot size would depend on which applicability option is chosen \*\**

## **4. DEVELOPMENT INTENSITY & IMPERVIOUS RATIO (MGO Chapter K Article IV Section 2(4)(i))**

Current Requirement: Applies to all lots with slopes of 40% or greater.

Existing Grade	Maximum Allowable Impervious Ratio
40% - 45%	0.30
45% - 50%	0.25
50% - 55%	0.225
55% +	0.20

Alternative Option A4: Development intensity and impervious ratio remain the same. Lots less than [ ] acres\*\* in size are exempt from these requirements unless required in the geotechnical engineering report.

*The lot size would depend on which applicability option is chosen \*\**