

**Town of Montreat
Planning & Zoning Commission (P&Z)
Meeting Agenda
July 16, 2026, 10:30 a.m.
Town Hall 1210 Montreat Road, Montreat, NC 28757**

- I. CALL TO ORDER**
 - Welcome
 - Moment of Silence

- II. ADOPTION OF AGENDA**
 - **Suggested Motion:** To adopt the meeting agenda as presented/amended

- III. ADOPTION OF April 16, 2026, MEETING MINUTES**
 - **Suggested Motion:** To adopt the April 16, 2026, Meeting Minutes as drafted/amended.

- IV. PUBLIC COMMENT**
 - 5 Minute Time Limit

- V. OLD BUSINESS**

- VI. NEW BUSINESS**
 - **PLANNED UNIT DEVELOPMENT ZONING REQUEST & PUBLIC HEARING**
 - **ZONING ADMINISTRATOR UPDATES & DISCUSSION**

- VII. PUBLIC COMMENT**
 - 5 Minute Time Limit

- VIII. REMINDER OF NEXT MEETING DATE**
 - **October 15, 2026**

- IX. PUBLIC COMMENT**

- X. ADJOURNMENT**

Planning & Zoning Commission Meeting

April 23, 2026, 10:30 a.m.

Meeting Minutes

Commission Members in Attendance:

Julie Schell, Chair
Clay Hamilton, Vice-Chair
Eleanor James
Bill Tucker
Sally Jenkins, Alternate Member
Allen Crawford, ETJ Member

Town Staff in Attendance:

Shelly Johnston, Zoning Administrator
Angie Murphy, Town Clerk
Barry Creasman, Public Works Director

Members of the Public in Attendance:

0 people in attendance

CALL TO ORDER

Chair Julie Schell called the meeting to order at 10:31 AM. She extended a special welcome to Shelly Johnston, the new Zoning Administrator, expressing appreciation for her willingness to serve and noting that she was absolutely needed. Ms. Johnston confirmed her work schedule: in the office Tuesdays and Thursdays from 9 to 5, with Wednesday as a remote day, and noted that email was the best way to reach her as she checks it regularly.

The meeting paused for a moment of silence.

ADOPTION OF AGENDA

Chair Schell noted that to be mindful of time constraints, the commission would swap items three and five on the agenda. She explained this would move Barry Creasman's presentation earlier to accommodate his schedule.

Motion: Bill Tucker moved to adopt the meeting agenda as amended by switching items three and five. Eleanor James seconded. Motion passed unanimously.

ADOPTION OF JANUARY 15, 2026, MEETING MINUTES

Bill Tucker presented several minor corrections to the minutes, including changing "Montreat" to "Mountain Retreat Association" on page two and correcting "Clay Tucker" to "Clay Hamilton" in multiple locations. Chair Schell suggested the addition of "and federal" to the phrase about flag regulations aligning with state laws noting there had been significant focus on federal laws during previous discussions. Clay Hamilton recommended changing "Mr. Hamilton" to "Mr. James Hamilton (neighbor)" for clarity in the Burns conditional zoning section and correcting the final reference from "Clay Tucker" to "Clay Hamilton."

Motion: Eleanor James moved to adopt the January 15, 2026, meeting minutes as amended. Clay Hamilton seconded. Motion passed unanimously.

Barry Creasman

Public Works Director Barry Creasman provided feedback on lessons learned from Hurricane Helene that might inform ordinance updates. He emphasized that "you can't prepare enough" for storms like Helene and noted that aging infrastructure was being systematically upgraded with larger capacity pipes and different materials to handle increased flow.

Mr. Creasman explained that weather patterns have changed, with more frequent intense rainfall (2-3 inches in 45 minutes) rather than slow, soaking rains, requiring infrastructure upgrades to handle higher volumes. The stormwater system took the biggest hit during Helene, followed by the water system.

Regarding ordinance considerations, Mr. Creasman noted that allowing water to sheet off properties rather than concentrating flow helps significantly. The town is removing curbing in many areas to promote sheet flow rather than allowing water to build velocity and volume running downhill.

Clay Hamilton asked about specific problem areas or instances, but Mr. Creasman noted the widespread nature of Helene's damage made it difficult to pinpoint specific private property issues, as massive slides overwhelmed any individual property problems.

Discussion arose about potentially allowing administrative decisions for minor setback variances (such as five feet or less) rather than requiring Board of Adjustment review, which could reduce lawsuit exposure while maintaining appropriate oversight.

The commission agreed to prioritize storm water ordinance updates, with Eleanor James and Bill Tucker volunteering for that subcommittee, while deferring hillside and zoning ordinance updates pending other priorities and legal clarifications.

The commission discussed debris and tree management. Mr. Creasman reported that residents appear very aware of fire safety, with the town collecting almost 500 bags of leaves in the current month alone and chipping significant brush. He noted cooperation with the Firewise program led by Nancy Midgette of Oak Lane.

Regarding infrastructure resilience, Mr. Creasman explained they're working with the state on removing dangerous trees along Flat Creek and have their own extensive list of trees requiring removal. He emphasized the importance of residents maintaining 30-50 foot clearances around homes and keeping gutters clean.

Bill Tucker asked about alternative access routes and bridge restoration. Mr. Creasman noted that alternative routes would require crossing significant private property, and pedestrian

bridge restoration has been postponed due to funding constraints. He confirmed they're waiting on engineering drawings for Flat Creek bank restoration work.

Discussion touched on FEMA funding delays due to government issues and the need for fire risk mitigation. Mr. Creasman suggested that any debris cleanup grant funding would likely need to come through Mountain Retreat Association or other larger landowners rather than the town.

The commission appreciated Mr. Creasman's insights and ongoing infrastructure improvements, particularly his team's efforts during and after the hurricane.

ORDINANCE UPDATE

Sign Ordinance Update

Clay Hamilton provided an update on the sign ordinance's progress with the Board of Commissioners. He noted that the town had recognized that reviewing complex ordinances cannot be done effectively in a single meeting format, leading to the scheduling of a workshop for May 1st where commissioners could sit with subcommittee members to ask questions and suggest changes.

Mr. Hamilton explained that commissioners had specific legal questions and there had been community input as well. He noted the ordinance represented years of work that couldn't be easily condensed for quick review. The workshop format would allow for more thorough discussion while meeting North Carolina regulations requiring public meetings.

Chair Schell confirmed she would follow up on the workshop time and circulate details to the commission, including the new zoning administrator.

Zoning Ordinance Update

Chair Schell noted that zoning ordinance updates had been previously identified but never picked up due to other priorities. She referenced finding old lists of items for zoning updates in her materials.

Hillside Ordinance Update

Eleanor James reported that the hillside ordinance subcommittee remained "dead in the water" pending clarification on North Carolina legislation. The commission discussed concerns about potential state legislation that would prevent towns from having more restrictive zoning than the state, with particular concern about hillside regulations since the state reportedly has no hillside ordinances.

Shelly Johnston confirmed that towns cannot create regulations stricter than state requirements but noted uncertainty about the specific status of hillside ordinances. She agreed to research the current state regulations and what Montreat could legally maintain or modify.

Bill Tucker raised concerns about unclear provisions in the current hillside ordinance that could create undue burdens, citing an example where steep slope provisions might apply to entire properties even when development occurs on flat portions.

Clay Hamilton suggested prioritizing storm water ordinance updates over other ordinance work, noting that 98% of variance requests are for setbacks and virtually all are approved, questioning whether the commission should focus on areas with more substantive impact.

The commission discussed efficiency improvements while maintaining protective standards. Shelly Johnston reported that the Board of Adjustment chair was not concerned about workload, though she noted the volume of applications requiring review for hillside, stormwater, floodplain, and impervious surface considerations.

REVIEW TERM LIMITS FOR ETJ MEMBERS

Chair Schell explained that a member of the Board of Commissioners had raised concerns about term limits for Extraterritorial Jurisdiction (ETJ) members, noting the smaller pool of potential candidates compared to town residents. Currently, all commission members are subject to two-term limits before needing to rotate off.

The commission discussed whether to recommend allowing the Board of Commissioners flexibility to defer term limits specifically for ETJ members. Bill Tucker noted that the ETJ represents perhaps 10% of the population size of the town, with many being part-time residents, creating a much smaller candidate pool.

Clay Hamilton emphasized that any extension shouldn't be automatic and should include efforts to find other candidates. Eleanor James asked about the current re-application process after term limits, learning that there is typically a one-year gap before someone can reapply.

The commission reached consensus on recommending a narrow change that would give the Board of Commissioners flexibility to defer term limit application for ETJ positions while still requiring open posting and application processes. Clay Hamilton requested that advertising and candidate search requirements be explicitly included in any change.

VI. ZONING ADMINISTRATOR UPDATES & DISCUSSION

Shelly Johnston reported on her first six weeks in the position, noting she had processed four letters of exemption for projects not requiring zoning approval but needing county permits. She explained her new practice of requiring zoning applications for any remodeling work to ensure proper oversight, even if projects ultimately receive exemption letters.

Ms. Johnston reported approving two zoning compliance applications and having four outstanding applications. She confirmed following existing six-week timelines for variances and approvals, though actual processing typically takes about two weeks.

A variance hearing is scheduled for May 28th at 5:00 PM for a fence setback issue. Ms. Johnston noted this involves replacing a previously existing fence at five feet from the road rather than the required 15 feet, which she considered a reasonable request that might qualify for administrative approval under different procedures.

The commission discussed challenges with permit requirements and public education. Clay Hamilton noted confusion about when permits are needed, even among commission members who had recently done renovation work. Ms. Johnston explained the difference between zoning permits (ensuring compliance with zoning codes) and building permits (ensuring compliance with building codes), noting that county requirements often trigger zoning review.

Discussion arose about the need for better public education materials and possibly a town hall meeting to clarify requirements. Ms. Johnston emphasized her advocacy for rules while supporting flexibility through variance processes when appropriate.

The commission discussed enforcement challenges without a building inspector, noting that the county handles building permits, but the town must rely on self-reporting or observations for zoning compliance issues.

Ms. Johnston confirmed she would work on developing clearer guidance materials for common situations, though noted this was lower priority given her current workload and learning curve.

UPDATE ON WADE & SUSIE BURNS CONDITIONAL ZONING APPLICATION

Chair Schell reported that the conditional zoning application was continued at the April 9th Town Council meeting rather than being approved or denied. She recommended commissioners watch the meeting recording on YouTube for full details of the extensive discussion involving the applicants, their attorney, neighbors, and commissioners.

Clay Hamilton explained that commissioners felt they couldn't make a decision based on the existing application, which had undergone multiple revisions during the P&Z review process. He noted that commissioners needed more complete information and clearer documentation before proceeding.

Shelly Johnston provided an update from Town Manager Savannah Parrish, indicating the town attorney would contact Mr. Burns's attorney suggesting withdrawal of the current application to start fresh, since the conditional zoning approval is based on the specific site plan, which had been changed.

Mr. Hamilton noted that commissioners had clarified the Planning & Zoning Commission had performed appropriately, but the town needed to tighten procedures for finalizing applications. He mentioned both sides had strong opinions and there were questions about whether approval would resolve the related lawsuit.

The commission recognized they would likely see a new application if the current one is withdrawn and resubmitted with proper documentation.

REVIEW COMPREHENSIVE PLAN ASSIGNMENTS FOR CONSIDERATION IN 2026

Chair Schell noted this discussion would be brief due to time constraints and material preparation issues. She explained that the comprehensive plan had assigned approximately 10-11 objectives to P&Z several years ago, and many items had been deferred in 2023 deliberations.

Key items previously assigned included investigating maximum lot coverage standards (assigned to the zoning ordinance subcommittee), updating wayfinding plans including educational signage (assigned to signs subcommittee but not completed), and various other objectives related to development regulations and traffic calming.

The commission discussed that several items might be resolved through other efforts (such as wayfinding signs being updated by Mountain Retreat Association and Montreat College independently) or should be reconsidered given post-Helene priorities.

Chair Schell proposed working with Ms. Johnston to create a tracking spreadsheet that commissioners could edit collaboratively via Google Docs, allowing progress toward the next meeting where they could formally close completed items and establish clear priorities for remaining work.

Bill Tucker noted that timeframes and priorities were established in the original comprehensive plan document and suggested asking the town whether those priorities had changed given Hurricane Helene and other developments.

The commission agreed to develop a systematic approach for reviewing and updating their comprehensive plan assignments, with emphasis on identifying what could be considered complete versus what required ongoing attention.

REMINDER OF NEXT MEETING DATE and Planning Board Workshop

Chair Schell reminded commissioners of upcoming meeting dates (July 16 and October 15) and noted the School of Government Planning Board Workshop on Legislative Zoning Decisions scheduled for April 28, 2026, in Asheville. She confirmed her attendance along with Clay Hamilton and noted that Board of Adjustment members would also attend.

Eleanor James expressed interest in attending if space became available due to cancellations. Chair Schell committed to taking detailed notes and sharing materials from the workshop with the full commission.

PUBLIC COMMENT

No members of the public were present for comment.

ADJOURNMENT

Motion: Eleanor James moved to adjourn. Bill Tucker seconded. Motion passed unanimously.

The meeting adjourned at 12:14 p.m., with discussion continuing about community signage needs, including the potential for consolidated informational signs at the town entrance to address fire safety, bear awareness, and other timely community issues while managing sign proliferation concerns.

Julie Shell, Chair

Angie Murphy



Staff Report – Planned Unit Development District (PUD) for 309 Collegiate Circle

Proposed Project: Richard DuBose, applicant on behalf of property owner Mountain Retreat Association, has submitted an application for a Planned Unit Development (PUD), requesting a rezoning for 309 Collegiate Circle (PIN# 071096345100000) from I/R Zoning District to PUD Zoning District.

Created by:

Alexis Baker, AICP, CZO
Interim Zoning Administrator
Town of Montreat

Created for:

Montreat Planning & Zoning Commission
July 16, 2026

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2. Master Plan
3. Development Standards and Supporting Documentation

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STAFF REPORT – Planned Unit Development Zoning District, 309 Collegiate Circle

Summary

The following report summarizes the Zoning Administrator’s review of an application for a Planned Unit Development Zoning District submitted by Richard DuBose, applicant on behalf of property owner Mountain Retreat Association (MRA), at property described as 309 Collegiate Circle (PIN# 071096345100000).

Parcel Identifier Number (PIN #): 071096345100000

Address: 309 Collegiate Circle

Owner: MOUNTAIN RETREAT ASSOCIATION
PO BOX 969, MONTREAT, NC, 28757

Applicant: Richard DuBose (applicant)

Zoning: I/R, Institutional/Residential District

Current Land Use: Residential and Hotel (Lodge)

Utilities: Existing onsite (public water/private sewer)

Acres: 2.17 acres (94,699.44 SF lot)

Public Notice

Town staff mailed Public Notice to properties within 250’ of the site on **July 1, 2026** (15 days ahead of **7/16/2026 Planning & Zoning Commission hearing**)

Montreat’s Town Clerk will provide Public Notice at least one week ahead of the **7/16/26 Planning & Zoning Commission hearing**, posting notice via:

- The Town’s website
- The Town’s “Montreat Minute” e-mail newsletter
- Posted notice on a community bulletin board at the Montreat Post Office
- Posted notice on the Town’s Hall’s community bulletin board

While not a requirement per Section 511, the Applicant held public meetings with the community and neighbors on April 9, 2026, and May 5, 2026

Montreat Planning & Zoning Commission, Public Hearing: **7/16/26**

Public Notice cont.

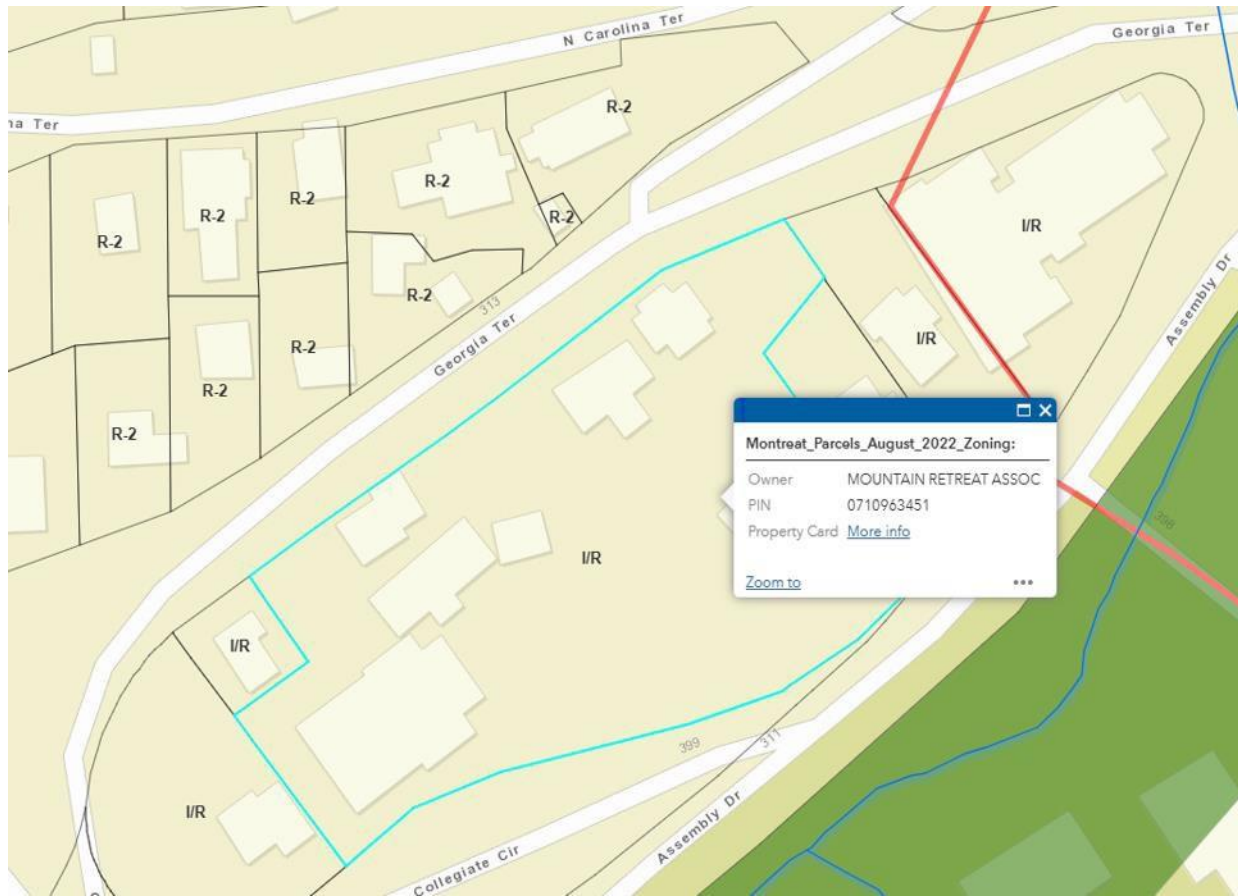


Figure 1: 250' Public Notice for Conditional Zoning, PIN 071096345100000, 309 Collegiate Circle

Planned Unit Development Zoning Request

Richard DuBose, applicant on behalf of property owner Mountain Retreat Association, has submitted an application for a Planned Unit Development (PUD) District requesting a PUD rezoning for 309 Collegiate Circle (PIN 071096345100000) from I/R to PUD zoning district.

Staff analysis is provided by Alexis Baker, AICP, CZO, Interim Montreat Zoning Administrator, in addition to applicant-provided materials. This report contains references to the Montreat Zoning Ordinance (**MZO**) and Montreat General Ordinances (**MGO**) where noted.

Planned Unit Development Zoning

A Planned Unit Development shall be a new zoning District that replaces the existing zoning District. The development standards and land Uses in the approved PUD Master Plan are the zoning regulations, standards, and land Uses for a PUD in the PUD District. The Official Zoning Map shall identify the area covered by each PUD District (MZO Section 511.3).

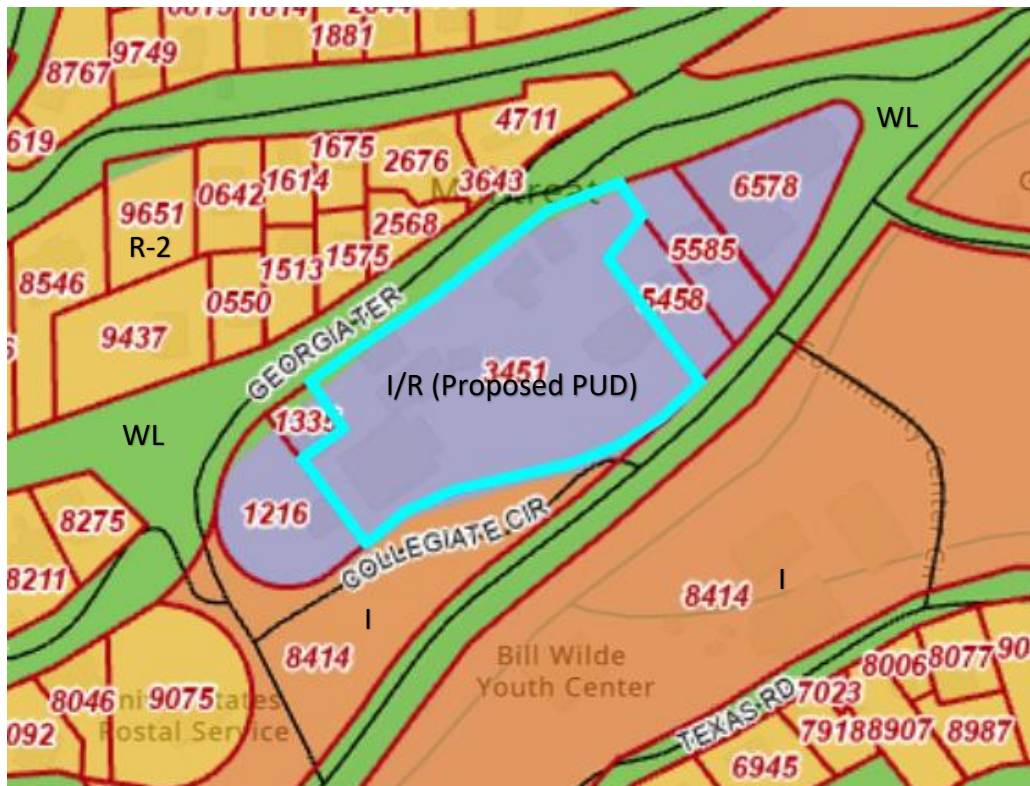


Figure 2: Current Montreat Zoning Districts

The subject property is currently zoned I/R - Institutional/Residential District. The zoning districts surrounding the subject property are as follows:

North : WL - Woodland District

South: I - Institutional District and WL - Woodland District

East and West: I/R – Institutional/Residential District

The WL zoning district properties, in green, per an agreement between the MRA and Town of Montreat, signed in 1983, were dedicated to the public and Town of Montreat for recreation, fishing, greenspaces, beautification, and for street, bridge, and utility right-of-way.

Please note, the subject of the proposed PUD zoning district request is only for 309 Collegiate Circle (PIN # 071096345100000). Any property added to this PUD zoning district request will be subject to re-review and approval through a public hearing process.

Development Standards

Development standards established by the approved PUD Master Plan shall be the applicable development standards within the PUD. Such standards shall include, but are not limited to, Building Height, building separations, building Setbacks, parking requirements, Lot size, Yard, Buffer and landscape requirements or other dimensional standards (MZO Section 511.35).

Uses

Existing rental cottages and additional residential uses are on the property. Several existing buildings will be demolished.

All Uses that are set out in the approved PUD Master Plan shall be treated as a permitted Use within the District (MZO Section 511.31).

Per the submitted development standards, multiple principal buildings are proposed.

The applicant proposes the following by-right permitted uses in the submitted development standards:

Permitted Uses-by-Right in the Montreat Lodge PUD District:

- Public & Institutional: Conference Center
- Commercial: Hotel (Lodge)

All Permitted Uses in the I/R District, which include the following:

- Single Family Dwelling
- Two Family Dwelling
- Multi-Unit Dwelling
- Family Care Homes
- Accessory Buildings or Uses
- Home Occupation
- Studios
- Swimming Pools, Private
- Auditorium
- College
- Educational Facility
- Library, Public
- Municipal Government Facilities
- Museums, Public

The proposed master plan identifies existing and proposed residential (cottages) and commercial (hotels/lodges) uses on the property.

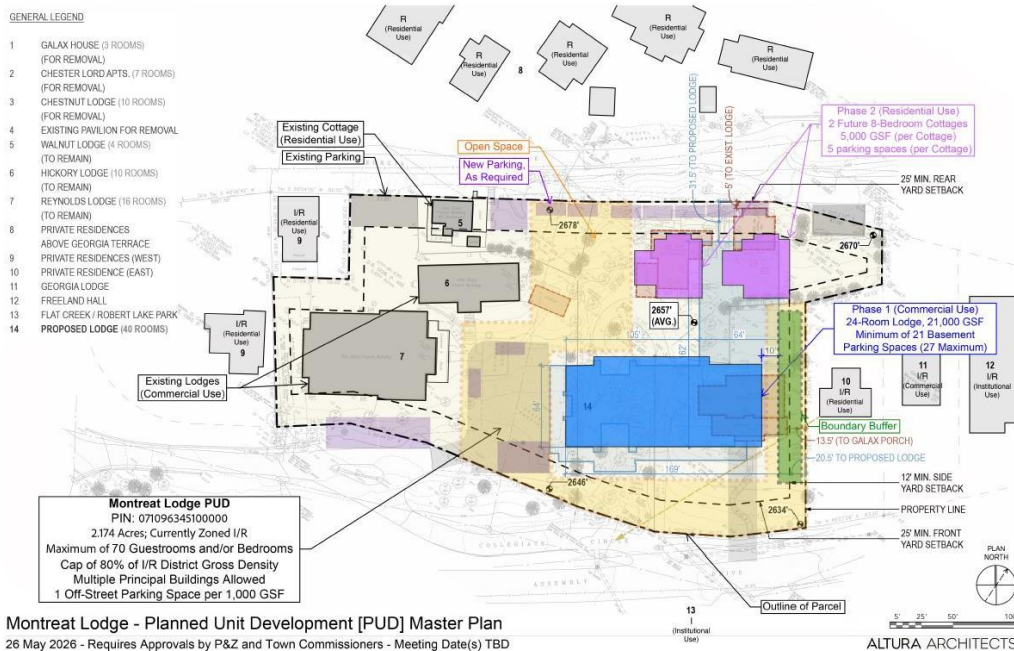


Figure 3: Montreat Lodge - Planned Unit Development (PUD) Master Plan, 26 May 2026

Setbacks

The master plan identifies the proposed setback standards as a minimum of 25' for the front and rear yard setbacks and a minimum of 12' for the side yard setbacks.

Density

Per the MZO, the PUD Master Plan shall identify the total number of residential units and the maximum square footage for non-residential Uses. The form for presenting these quantities shall be clearly presented and easy to track. If the measure used includes Density, gross density is the applicable standard (MZO Section 511.32).

The master plan indicates a total of six (6) existing and proposed buildings proposed on the property.

Per the submitted PUD application, the applicant proposes that the following parameters be placed on the PUD:

- Combined residential bedrooms and non-residential guestrooms shall not exceed 70 (140 beds).
- Lower density, in the form of total building area being capped at 80% of what is permitted under the I/R district zoning.

Parking Requirements

The proposed parking standards for the PUD zoning district will use MZO Section 702.4, rather than Section 702.1 and 702.2 for residential dwellings and hotels.

Section 702.4 (Other Occupancies/uses) states:

One (1) standard space is required per 1,000 square feet of Gross Floor Area. Ten percent (10%) of the total number of required standard spaces may be met through installation of compact car spaces.

Building Height

The applicant proposes the following building height standards:

- Maximum Building Height is forty feet (40'), measured from the Average Natural Grade at the footprint of each principal building. All proposed Buildings, other than Single Family, must be approved by the authority having jurisdiction for fire code enforcement. Structures over thirty-five feet (35') in height will require special fire protection systems

This varies from Section 201 Definitions, which defines building height as “ the vertical distance measured from the Average Natural Grade of the applicable Lot to the highest point of the roofline of the applicable Building, or from the top of the parapet or roof surface for flat-roofed Buildings.”

Separation

As proposed by the applicant, “separation [between buildings] shall not be required (except as may be required by the Building Code and/or Fire Code).”

Open Space

The applicant proposes the following requirements per the proposed development standards and master plan:

- Open Space shall be a minimum of 20% of the total lot area, reducing the buildable area to 80%.
- Refer to the PUD District Master Plan for the proposed amount of open space.
- No revisions, alternatives, and/or clarifications to the Town’s adopted plans for greenways, recreation space, and open space are provided.
- No conservation and/or preservation areas are provided.
- No public recreation areas are provided.
- Management and long-term maintenance of open space will be conducted by a private entity (the Mountain Retreat Association).

Landscaping

The applicant proposes the following requirements per the proposed development standards and master plan:

- Except as shown on the PUD District Master Plan, there shall be no variations from compliance with Article IX.
- Refer to the PUD District Master Plan for the transition between the PUD and land Uses adjacent to the outer boundary of the PUD; these may include buffers, specific compatible land Uses, and/or other transitions; these boundary transitions may be varied over their length and/or width.

Per Article IX- Landscaping of the MZO:

No less than five percent (5%) of the Lot or parcel which is the subject of the required landscape plan shall be landscaped. This requirement may be met with both existing and new plants and trees. This requirement shall be met in addition to any area required for screening, provided that the total area of the site devoted to landscaping shall not be required to exceed forty percent (40%) of the site (MZO Section 902).

Additionally, for all off-street parking and loading areas, landscaping is required for parking lots over 2,500 square feet (MZO Section 903). Developers must also make every effort to protect existing plants.

All developers of public and private property shall make every effort to protect and retain existing trees, shrubbery, vines, and grasses not actually lying in public roadways, drainage-ways, Building foundation sites, private driveways, paths and public walkways wherever possible. Trees are to be protected and preserved during construction in accordance with sound conservation practices. All such trees may be preserved by well islands or retaining walls wherever abutting grades are altered (MZO Section 904- Existing Flora).

Screening and Signs

The applicant proposes that development standards for screening and sign regulations will comply with Section 504.12 and 504.13 of the MZO. Screening regulations require unlike and dissimilar uses abutting each other in the same or different districts to include a six foot (6') high closed fence or evergreen vegetation of sufficient density to serve the purpose of a solid fence.

Additional Requirements

The applicant noted that MRA will consult with the police chief and fire chief regarding potential impacts of the PUD District Master Plan. They also noted that no historic structures were on the parcel. A technical memorandum dated 8 October 2012, stated that "the added trips do not reach the TIA [transportation impact analysis] threshold of NCDOT."

General Ordinances and Environmental Standards

Except as otherwise provided by the adopted PUD Master Plan, property within an approved PUD shall be subject to all applicable regulations, subdivision plan approvals, site plan approvals, and other permits and approvals required by Town ordinances (MZO Section 511.32).

Erosion & Sediment Control (ESC)

Erosion & Sediment Control (ESC) is the technical term for “stormwater control during construction”.

The Town of Montreat does not have its own independent ESC standards, but rather, references Buncombe County’s standards as follows:

MONTREAT CODE OF GENERAL ORDINANCES

CHAPTER K – ENVIRONMENT

ARTICLE II: SOIL EROSION AND SEDIMENTATION CONTROL ORDINANCE

(Refers to the most updated version of the “Buncombe County Soil Erosion and Sedimentation Control Ordinance.”)

Projects that disturb more than one (1) acre of land are subject to Buncombe County ESC review and permitting. This project **appears to disturb more than one (1) acre** and therefore is subject to Buncombe County ESC review.

Post-Construction Stormwater Control

Post-Construction Stormwater Control is the technical term for “stormwater control after construction is complete.” The applicant is required to adhere to all relevant Post-Construction Stormwater Control requirements in MGO, Chapter K, Article III: Stormwater Management.

The applicant has supplied a stormwater plan labeled “309 Collegiate Circle – Plan Addressing Stormwater.” This plan, attached to this report, shows that several stormwater control measures exist or will be incorporated on site, including catch basins, diversion swales, permeable pavement, drop inlets, storm drains, pipes, and underground detention measures. The increase in the impervious area is estimated to be 9,730 square feet.

Hillside and Floodplain Development

The Town of Montreat’s Hillside Development and Floodplain Development ordinances are not applicable to this site since neither steep slopes (>40% slope) nor floodplains exist on the site.

Comprehensive Plan

According to page 54 of **Montreat Tomorrow: Town of Montreat Comprehensive Plan** (2023), the following objectives may apply to this project:

Preserve, protect, and enhance the character of Montreat by evaluation and improving existing allowable uses, densities, and dimensional regulations in each Zoning District.

Investigate development regulations per Zoning District for short-term rentals with consideration for existing short-term rentals and potential funding sources.

In the spirit of the long-term success of the Town of Montreat, work collaboratively with the institutions of the Town, including, but not limited to, Montreat College and the Mountain Retreat Association, on any future development to support the vitality and future of the institutions and the town.



MAP AMENDMENT APPLICATION

Town of Montreat Planning and Zoning
1210 Montreat Road, Black Mountain, NC 28711 | (828) 669-8002

REQUIRED FEE: \$200.00 (CASH OR CHECK)

INSTRUCTIONS

All applications for amendments to the Town of Montreat's Zoning Map must include a completed and signed application and fee, set forth by the Town of Montreat Fee Schedule. Completed applications are submitted to the Town Clerk. All fees must be made payable to the Town of Montreat. Fees are non-refundable except where an application is withdrawn prior to its consideration by the Planning and Zoning Commission. The Zoning Administrator will determine whether the application is complete following its submittal and will notify the applicant via the contact information listed below of the tentative meeting dates that the Planning and Zoning Commission and Board of Commissioners will hear the proposal and of any action taken or decision made concerning this request. All meetings of the Planning and Zoning Commission and Board of Commissioners are open to the public.

APPLICANT INFORMATION

APPLICANT NAME: Mountain Retreat Association TELEPHONE: (828)669-2911
 MAILING ADDRESS: 401 Assembly Drive CITY: Montreat STATE: NC ZIP: 28757
 LOCAL ADDRESS: 401 Assembly Drive CITY: Montreat STATE: NC ZIP: 28757
 EMAIL: rdubose@montreat.org

PROPERTY INFORMATION

PLEASE NOTE: A RECORDED SURVEY MAP, DEED, OR OFFER TO PURCHASE MAY BE REQUIRED AT THE ZONING ADMINISTRATOR'S DISCRETION.

ADDRESS: 309 Collegiate Circle CITY: Montreat STATE: NC ZIP: 28757
 PIN#: 071096345100000 TOTAL ACREAGE: 2.174 FLOODPLAIN: YES NO
 PROPERTY OWNER: Mountain Retreat Association TELEPHONE: (828)669-2911
 MAILING ADDRESS: 401 Assembly Drive

CURRENT ZONING: I/R OTHER: _____ OVERLAY ZONING: N/A
 REQUESTED ZONING: N/A OTHER: PUD OVERLAY ZONING: N/A

STATE THE REASON FOR THE REQUEST (ATTACH SHEETS AS NECESSARY): Per Section 511 of the MZO, a Planned Unit Development is requested. Please refer to the attached documents for additional information.

CONDITIONAL ZONING REQUESTS DOCUMENTS

For Conditional Zoning Requests, the applicant is required to hold a community meeting in accordance with Section 510.4 of the Montreat Zoning Ordinance.

DATE OF COMMUNITY MEETING: 9 April 2026

CONDITIONAL ZONING APPLICATIONS MUST INCLUDE THE FOLLOWING DOCUMENTS:

1. A site plan drawing (to scale) showing:
 - a. The total acreage, present zoning classifications and Uses for the subject property and adjacent properties, date, and north arrow.
 - b. All existing Easements, reservations, and rights-of way.
 - c. Areas within the regulatory floodplain as shown on official Flood Hazard Boundary Maps for the Town of Montreat including delineation of streams and associated stream Buffers.
 - d. All proposed uses of land and structures, including all required and requested setbacks. For residential uses this includes the number of units and an outline of area where the Structure will be located. For nonresidential uses, this includes the approximate square footage of all structures and an outline of the area where the structures will be located.
2. If applicable, a written report of the community meeting including a listing of those persons and organizations contacted about the meeting and the manner and date of contact, the time, date, and location of the meeting, and a description of any changes to the rezoning application made by the applicant as a result of the meeting.

SIGNATURES AND ACKNOWLEDGEMENT

Richard DuBose, hereby certify that all of the information set forth above is true and accurate to the best of my knowledge.



Signature of Applicant

19 May 2026


Date

Richard DuBose

Printed Name of Applicant

OFFICE USE ONLY

Complete Incomplete



Zoning Administrator Signature

6/26/26

Date

Alexis R. Baker

Printed Name of Zoning Administrator

Fee: \$200

Paid: Yes No

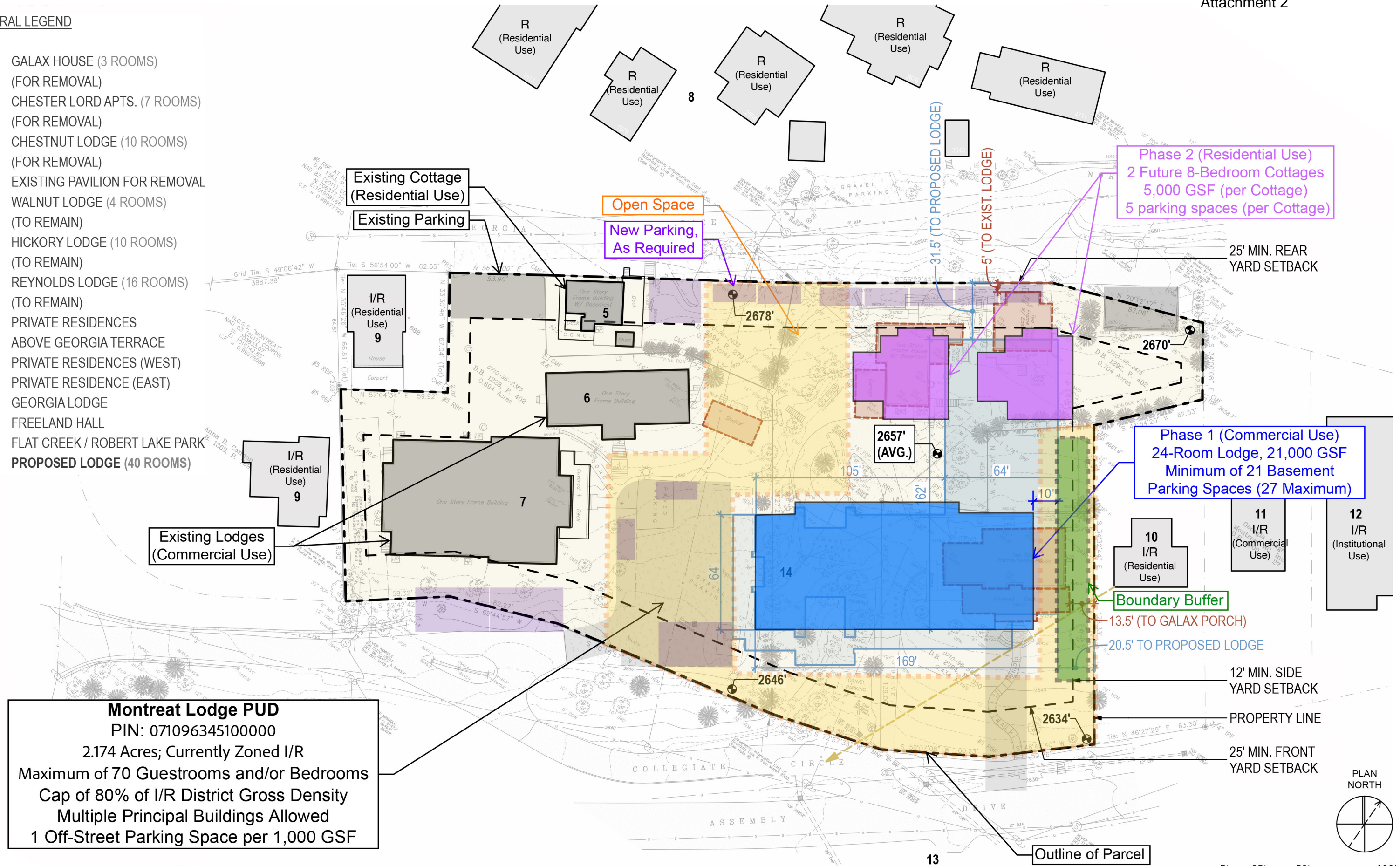
Payment Method: _____

Scheduled Planning and Zoning Commission Meeting Date: 7/16/26

Scheduled Board of Commissioner Meeting Date: _____

GENERAL LEGEND

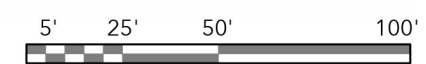
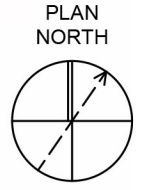
- 1 GALAX HOUSE (3 ROOMS)
(FOR REMOVAL)
- 2 CHESTER LORD APTS. (7 ROOMS)
(FOR REMOVAL)
- 3 CHESTNUT LODGE (10 ROOMS)
(FOR REMOVAL)
- 4 EXISTING PAVILION FOR REMOVAL
- 5 WALNUT LODGE (4 ROOMS)
(TO REMAIN)
- 6 HICKORY LODGE (10 ROOMS)
(TO REMAIN)
- 7 REYNOLDS LODGE (16 ROOMS)
(TO REMAIN)
- 8 PRIVATE RESIDENCES
ABOVE GEORGIA TERRACE
- 9 PRIVATE RESIDENCES (WEST)
PRIVATE RESIDENCE (EAST)
- 10 GEORGIA LODGE
- 11 FREELAND HALL
- 12 FLAT CREEK / ROBERT LAKE PARK
- 14 PROPOSED LODGE (40 ROOMS)



Phase 2 (Residential Use)
 2 Future 8-Bedroom Cottages
 5,000 GSF (per Cottage)
 5 parking spaces (per Cottage)

Phase 1 (Commercial Use)
 24-Room Lodge, 21,000 GSF
 Minimum of 21 Basement
 Parking Spaces (27 Maximum)

Montreat Lodge PUD
 PIN: 071096345100000
 2.174 Acres; Currently Zoned I/R
 Maximum of 70 Guestrooms and/or Bedrooms
 Cap of 80% of I/R District Gross Density
 Multiple Principal Buildings Allowed
 1 Off-Street Parking Space per 1,000 GSF



Montreat Lodge - Planned Unit Development [PUD] Master Plan

26 May 2026 - Requires Approvals by P&Z and Town Commissioners - Meeting Date(s) TBD

Montreat Lodge - Planned Unit Development District
Development Standards
 30 June 2026

Narrative:

Strict application of the I/R Zoning District regulations does not provide the flexibility MRA requires to develop this parcel now and into the future. This Zoning Map Amendment strengthens the long-term viability of Montreat's conference operations by creating a Montreat Lodge PUD District that is scaled to mission, respectful of neighbors, and structured for future flexibility. It protects open space, limits density, aligns residential and non-residential uses with surrounding zoning, and ensures that all future development is managed under a single, clear, and enforceable framework.

Variations from the following applicable I/R District regulations and standards are being requested:

- Multiple principal buildings are permitted, reducing the scale and impact of a single, large, combined building.
- Section 702.4 governs Off-Street Parking Space Requirements
 - The parcel combines lodging, cottage rental, and the activities of conferees, including dining, gathering, and meeting.
 - With a blend of Uses, Section 702.4 most aptly governs the Montreat Lodge PUD District's Off-Street Parking, simplifying the calculation of required spaces.
- Permitted Uses requiring added clarification:
 - Lodge is a Permitted Use-by-Right.
 - Conference Center is a Permitted Use-by-Right.

In return for greater flexibility in regard to a mix of various land Uses, the Montreat Lodge PUD District shall provide:

- Creative design in the layout of buildings, open space, and circulation
- Open space amenities for guests
- Compatibility with surrounding land Uses and neighborhood character
- Greater efficiency in the layout and provision of roads, utilities, and other infrastructure
- Environmentally sensitive development, conforming to the requirements of the Montreat Zoning Ordinance, Stormwater Management Ordinance, and Noise Control Ordinance
- Protection of health, safety, and general welfare without unduly inhibiting the development of the property
- Lower density, in the form of total building area being capped at 80% of what is permitted under the I/R district zoning
- Fewer bedrooms than complete build-out of the parcel as Multi-Family Dwelling(s)

Permitted Uses-by-Right in the Montreat Lodge PUD District:

- Public & Institutional: Conference Center
- Commercial: Hotel (Lodge)

Permitted Uses-by-Right in the Montreat Lodge PUD District (continued):

- All Permitted Uses in the I/R District, which include the following:
 - Single Family Dwelling
 - Two Family Dwelling
 - Multi-Unit Dwelling
 - Family Care Homes
 - Accessory Buildings or Uses
 - Home Occupation
 - Studios
 - Swimming Pools, Private
 - Auditorium
 - College
 - Educational Facility
 - Library, Public
 - Municipal Government Facilities
 - Museums, Public

Summary of Gross Density of Residential and Non-Residential Uses:

- Combined residential bedrooms and non-residential guestrooms shall not exceed 70 (140 beds).
- Open Space shall be a minimum of 20% of the total lot area, reducing the buildable area to 80%.

Development Standards:

- Refer to Sections 504.1 through 504.9 of the I/R District for Purpose, Use, and Lot requirements.
- Maximum Building Height is forty feet (40'), measured from the Average Natural Grade at the footprint of each principal building. All proposed Buildings, other than Single Family, must be approved by the authority having jurisdiction for fire code enforcement. Structures over thirty-five feet (35') in height will require special fire protection systems
- Refer to Section 702.4 for Off-Street Parking Space Requirements.
- Refer to Sections 504.12 and 504.13 of the I/R District for Screening and Sign Regulations.
- Separation between buildings shall not be required (except as may be required by the Building Code and/or Fire Code)
- Multiple Principal Buildings shall be permitted.
- Open Space Requirements:
 - Refer to the **PUD District Master Plan** for the proposed amount of open space.
 - No revisions, alternatives, and/or clarifications to the Town's adopted plans for greenways, recreation space, and open space are provided.
 - No conservation and/or preservation areas are provided.
 - No public recreation areas are provided.
 - Management and long-term maintenance of open space will be conducted by a private entity (the Mountain Retreat Association).
- Additional Landscaping and Buffers
 - Except as shown on the PUD District Master Plan, there shall be no variations from compliance with Article IX.
 - Refer to the **PUD District Master Plan** for the transition between the PUD and land Uses adjacent to the outer boundary of the PUD; these may include buffers, specific compatible land Uses, and/or other transitions; these boundary transitions may be varied over their length and/or width.

Submission Check List:

- Community Meeting was held on 9 April 2026.

Persons and organizations contacted; manner and date of contact:

On 6 April 2026, the MRA sent a notice of the Community Meeting to be held on 9 April 2026 in email correspondence (to over 22,000 subscribers), in a separate notice in the weekly Community Announcements (a weekly Montreat-area community announcement email put out by the MRA), and on its social media accounts.

Written report of the community meeting held on 9 April 2026

The community meeting was held at 4:00 p.m. in Upper Anderson Auditorium in the Melvin Center, located at 401 Assembly Drive, Montreat, NC 28757.

The presentation included an overview of the MRA Board of Directors' direction for the project, including the construction of a smaller 24-room lodge and the possibility of developing residential-style cottage facilities on the northern half of the parcel as an alternative to building the planned second wing of the lodge. Over 100 people attended the meeting in person, and an additional 200-plus viewers watched the meeting via livestream. A recording was made available online following the event.

The alternative of residential-style cottages was generally well received by those in attendance at the Melvin Center, and the MRA is therefore pursuing the approvals necessary from the Town to implement this plan.

- Meetings with Neighbors (including Hayners, Joneses, and their attorney John Noor) was held on 5 May 2026.

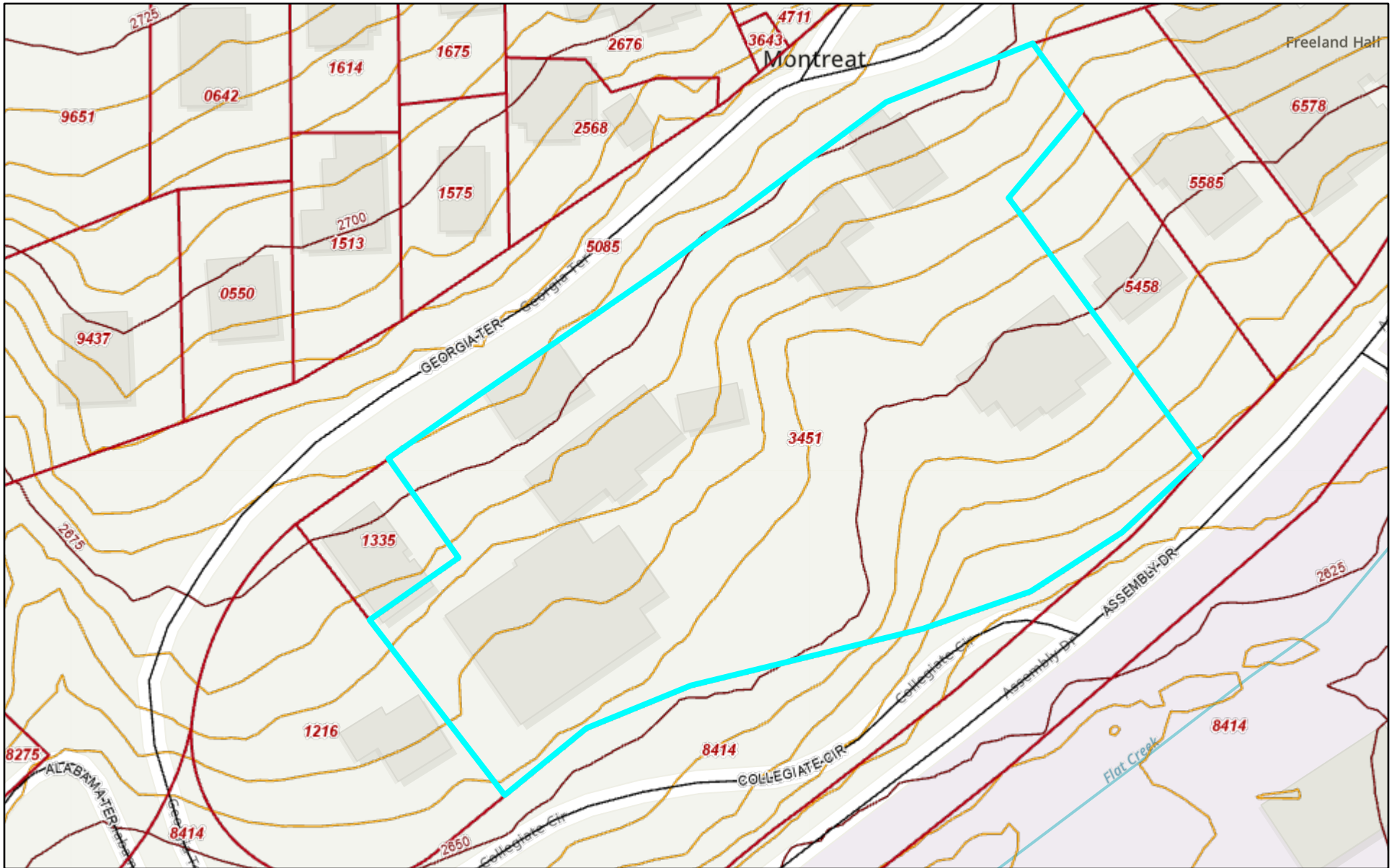
Questions raised about building materials, setbacks, and other issues were discussed.

- *Additional subsequent meetings with neighbors and other interested citizens are being held, following the Community Meeting, and those discussions will continue.*
- Pre-Application Meeting with Town Staff was held on 14 May 2026.

1. **PUD District Master Plan** includes the following:

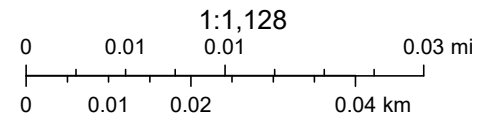
- a map, including parcel numbers, showing the parcels proposed for the PUD
- a topographic map(s) for the property included in the proposed PUD
- the locations of the proposed Uses
- a map(s) showing the locations of water bodies appearing on USGS or NRCS Soil Survey maps within or adjacent to the boundary of the proposed PUD
- a map(s) showing the locations of wetlands, stream Buffers, the 100 year floodplain, and slopes greater than 30%
- a utility plan that includes the type and general location of the proposed public utilities
- a plan addressing stormwater within the proposed PUD

2. **PUD District Development Standards** include the following:
 - a list of permitted Uses proposed in the PUD
 - a summary of the gross density of those Uses proposed in the PUD
 - proposed land development standards/regulations for the PUD
3. Additional Requirements requested by the Town of Montreat:
 - a public service plan for the PUD that evaluates potential impacts on: police service, fire service, schools **(MRA will consult with the police chief and fire chief regarding potential impacts of the PUD District Master Plan.)**
 - a multi-modal transportation plan for the PUD that includes the location of existing and proposed major roads in and adjacent to the PUD; to the extent practicable, the on-site transportation system shall be integrated with the off-site transportation system **(The PUD District Master Plan shows major roads adjacent to the parcel. The on-site paved areas are integrated with the off-site transportation system.)**
 - a plan for an on-site transportation systems that addresses vehicular, bicycle, transit and pedestrian circulation **(Refer to the PUD District Master Plan for on-site transportation systems.)**
 - the location of known historic Structures or sites within the PUD **(There are no historic structures on the parcel.)**
 - a recreation and open space plan(s) that includes the locations and standards for open space and recreation areas within the PUD **(Refer to the PUD District Master Plan for delineation of open space.)**
 - a boundary Buffer plan showing transition treatments between the proposed PUD and adjacent properties **(Refer to the PUD District Master Plan for transition treatments.)**
 - a plan for development phasing within the PUD **(Refer to the PUD District Master Plan for development phasing.)**
 - the Town Administrator or Board of Commissioners may require a Traffic Impact Analysis (TIA) to be conducted by the applicant and submitted as part of the rezoning application **(Refer to the Technical Memorandum, dated 8 October 2021, which states “the added trips do not reach the TIA threshold of NCDOT”. The scale of participation in Montreat Conference Center programs has not changed since 2021.)**
 - topographic map for the property included in the proposed PUD **(Topographic elevations of the parcel range from 2630 feet to 2680 feet; refer to 309 Collegiate Circle – Topographic Map.)**
 - a map showing the locations of water bodies appearing on USGS or NRCS Soil Survey maps within or adjacent to the boundary of the proposed PUD **(Flat Creek is adjacent to the boundary of the parcel; refer to 309 Collegiate Circle – Water Bodies Map.)**
 - maps showing the locations of wetlands, stream buffers, the 100 year floodplain, and slopes greater than 30%; a utility plan that includes the type and general location **(There are no wetlands, streams, or floodplains on the parcel. The percent slope is 17.56 from www.mapwnc.org/find-slope-for-parcel; refer to 309 Collegiate Circle – Slopes Map.)**



May 20, 2026

309 Collegiate Circle - Topographic Map



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

Find Slope for a Parcel

1. Use [SimpliCity](#) or [mapAsheville](#) to find the PIN of the parcel you are interested calculating slope for.

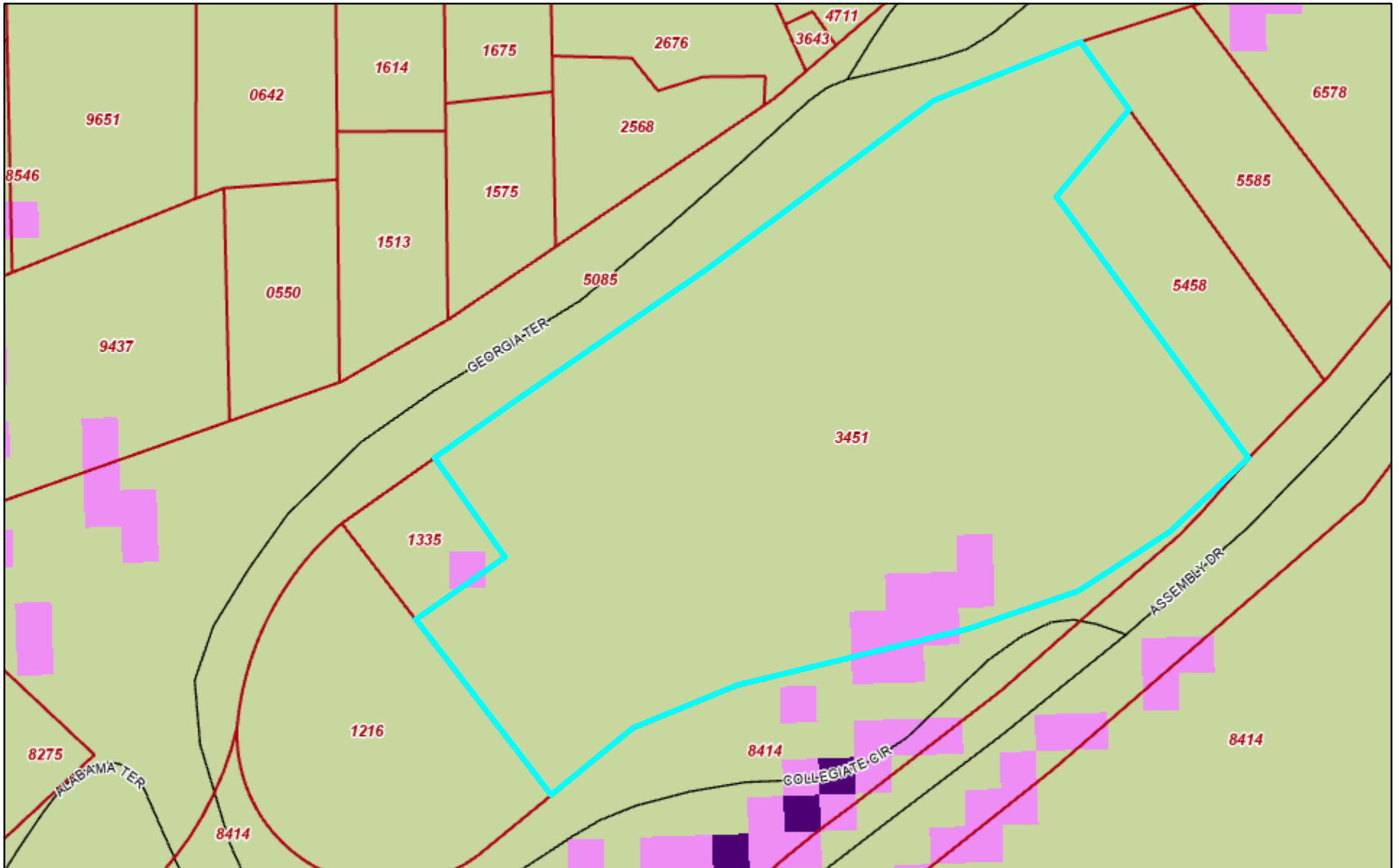
2. Enter the 10 or 15 digit PIN below and click Calculate.

Enter one or more PINs. Separate multiple PINs with commas.

071096345100000	Calculate
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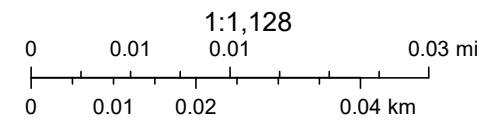
Your results:

Jurisdiction	TOWN OF MONTREAT
Acres	2.20736
Max Elevation	2680
Percent Slope	17.56

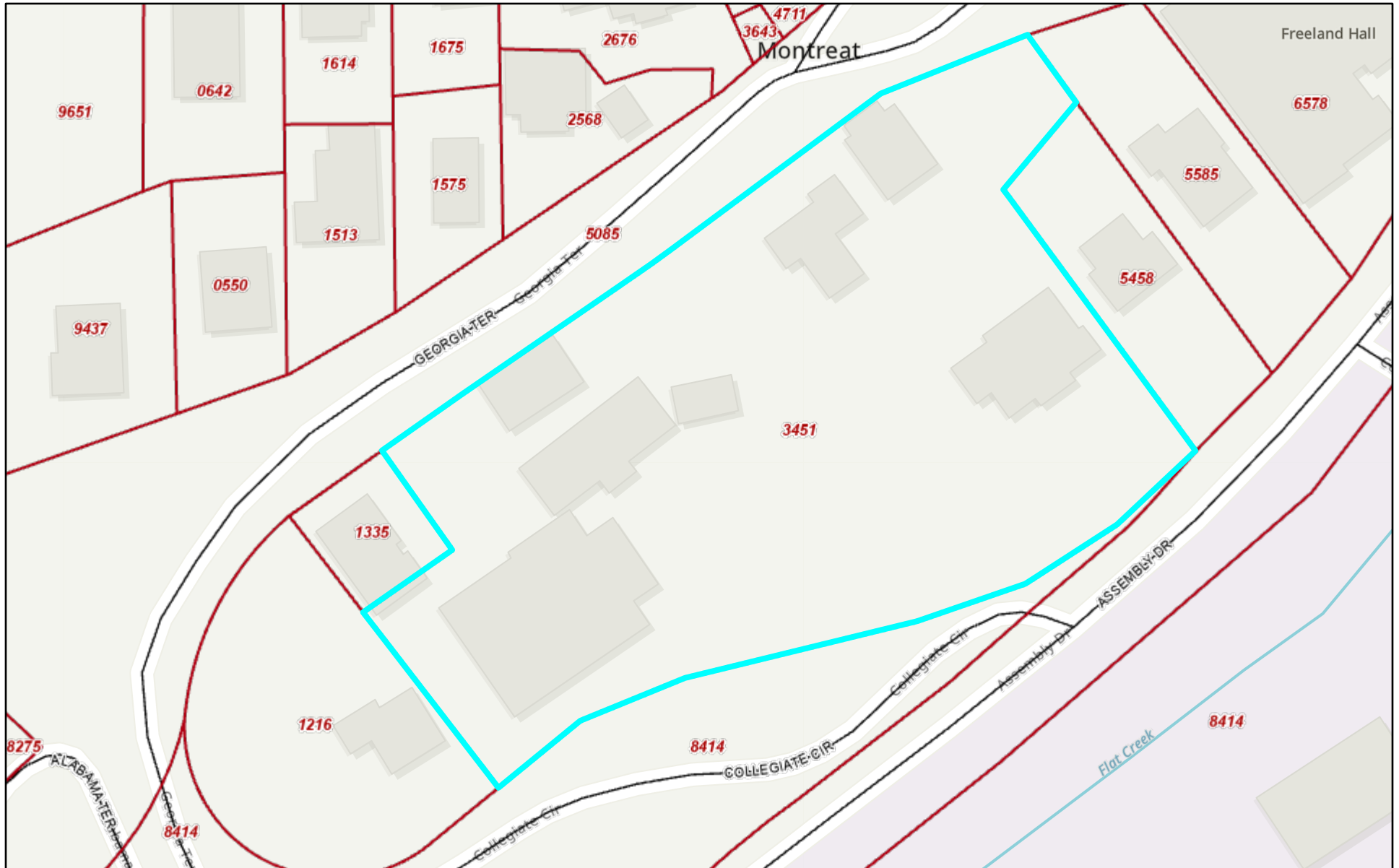


May 20, 2026

309 Collegiate Circle - Slopes Map

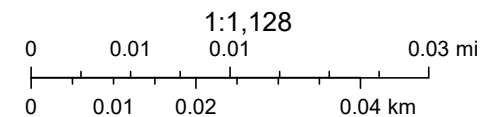


Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

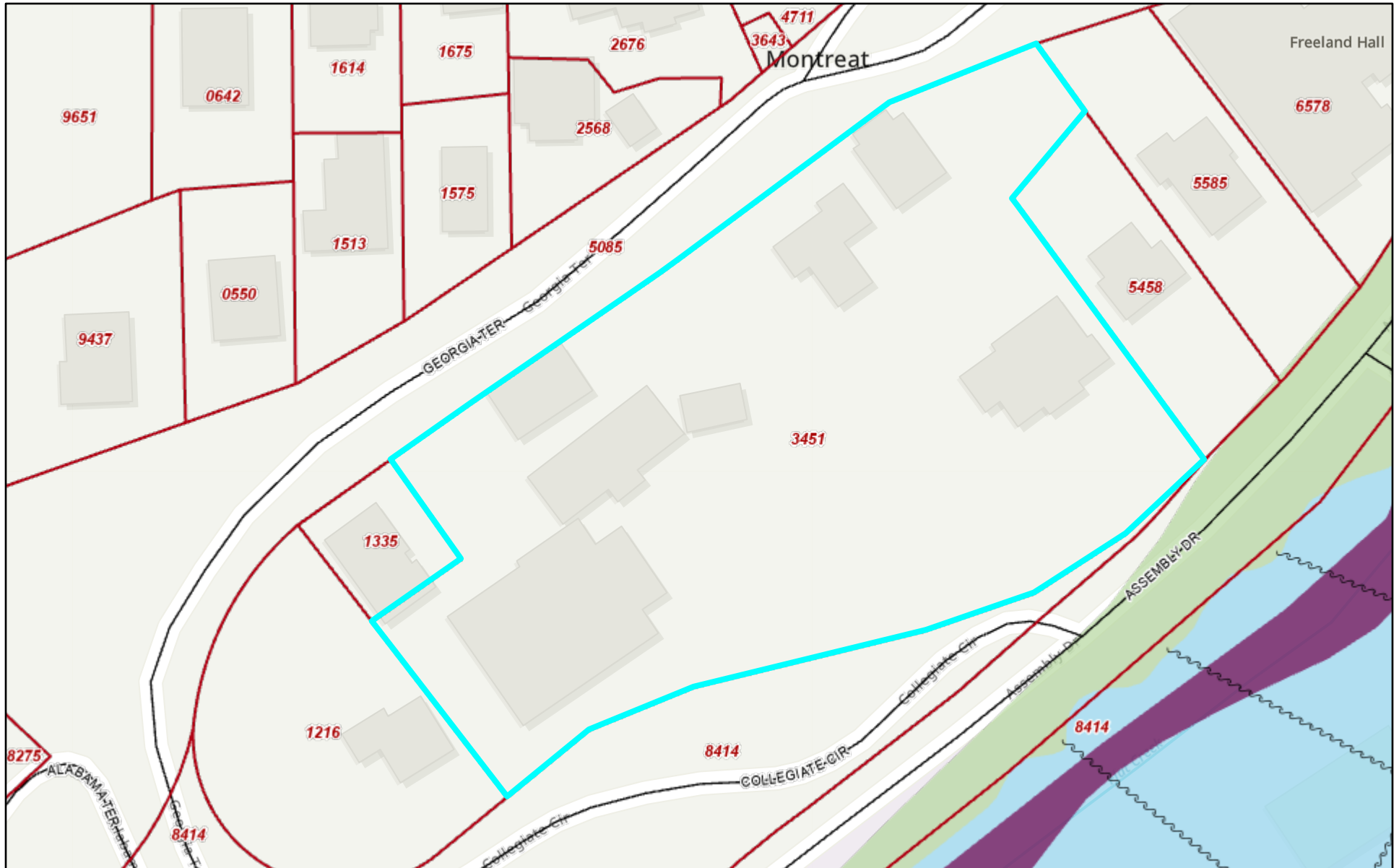


May 20, 2026

309 Collegiate Circle - Water Bodies Map

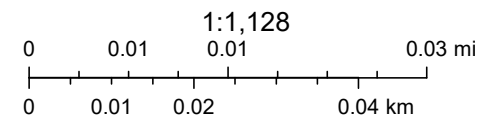


Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

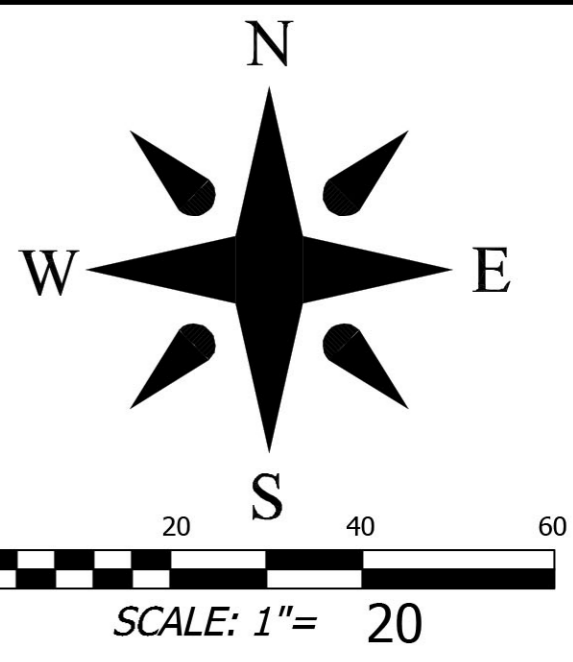


May 20, 2026

309 Collegiate Circle - Buffers and Floodplain Map



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community



309 Collegiate Circle - Plan Addressing Stormwater

GRADING AND STORMWATER LEGEND	
	EXIST. BOUNDARY
	EXIST. ADJOINER
	EXIST. STREAM
	EXIST. STREAM BUFFER
	FEMA FLOOD HAZARD LINE (1%)
	EXIST. RIGHT OF WAY
	EXIST. MANHOLE
	EXIST. SANITARY SEWER
	EXIST. OVERHEAD UTILITIES
	EXIST. STORM DRAIN
	EXIST. MINOR CONTOUR
	EXIST. MAJOR CONTOUR
	NEW MINOR CONTOUR
	NEW MAJOR CONTOUR
	NEW BUILDING
	NEW PAVEMENT
	NEW CONCRETE SIDEWALK
	NEW PROPERTY LINES
	NEW RIGHT OF WAY
	NEW 24" CURB & GUTTER
	NEW GRAVEL
	NEW STORM PIPE
	NEW YARD INLET
	NEW DROP INLET
	NEW CATCH BASIN
	NEW JUNCTION BOX
	NEW DIVERSION SWALE
	NEW OUTLET PROTECTION
	NEW SPOT GRADE
	NEW RETAINING WALL
	NEW WATER DISTRIBUTION MAIN
	NEW WATER FIRE HYDRANT
	NEW WATER VALVE
	NEW AIR/VAC RLS VALVE
	NEW WATER BLOW-OFF VALVE
	NEW WATER DOMESTIC METER
	NEW MANHOLE
	NEW SEWER LINE
	NEW SANITARY CLEAN OUT

PROPOSED RETAINING WALL (BY OTHERS)

PROPOSED 6" CONCRETE STAND UP CURB (TYP)

ADJACENT PROPERTY BOUNDARY (TYP)

EXISTING SUBJECT PROPERTY BOUNDARY (TYP)

STORMWATER INFORMATION

IMPERVIOUS AREA SUMMARY:
 EXISTING IMPERVIOUS AREA: 37,700 SF
 PROPOSED IMPERVIOUS AREA: 47,430 SF
 INCREASE IN IMPERVIOUS AREA: 9,730 SF

DISTURBED AREA SUMMARY:
 DISTURBED AREA WITHIN PROPERTY: 1.70 ACRES
 PERCENT OF PROPERTY DISTURBED: 78.2%
 TOTAL DISTURBED AREA: 2.00 ACRES

DEVELOPMENT DATA

PROPERTY ADDRESS: 309 COLLEGIATE CIR
 PIN NUMBER: 0710-96-3451
 PROPERTY SIZE: 2.174 AC
 ZONING REVIEW: TOWN OF MONTREAT
 EROSION CONTROL REVIEW: TOWN OF MONTREAT
 STORMWATER REVIEW: TOWN OF MONTREAT
 ZONING CLASSIFICATION: I/R

PROPERTY OWNER: MOUNTAIN RETREAT ASSOC.
 CONTACT: RICHARD DUBOSE
 ADDRESS: 401 ASSEMBLY DR
 ADDRESS 2: MONTREAT, NC 28757
 EMAIL: RDUBOSE@MONTREAT.ORG
 PHONE: 828-669-2911

DEVELOPER: MOUNTAIN RETREAT ASSOC.
 CONTACT: RICHARD DUBOSE
 ADDRESS: 401 ASSEMBLY DR
 ADDRESS 2: MONTREAT, NC 28757
 EMAIL: RDUBOSE@MONTREAT.ORG
 PHONE: 828-669-2911

ENGINEER: BROOKS ENGINEERING
 CONTACT: JOHN KINNAIRD
 ADDRESS: 17 ARLINGTON ST
 ADDRESS 2: ASHEVILLE, NC 28801
 EMAIL: JKINNAIRD@BROOKSEA.COM
 PHONE: 828-232-4700



Location of 40-room SUP Lodge "North Wing" for context

PROPOSED BUILDING (BY OTHERS), SEE ARCHITECTURAL PLANS FOR DETAILS

PROPOSED STORMWATER CONTROL MEASURE "E": ADS STORMTECH MC-4500 UNDERGROUND DETENTION WITH WATER QUALITY TREATMENT ISOLATOR ROW, 22 CHAMBERS IN TWO ROWS (4285 CF OF TOTAL STORAGE)

PIN: 0710-96-5458
 ISABELTH R ETAL
 D.B. 1808 PG. 128
 P.B. 16 PG. 95
 ZONING : I-R

Reconfigured sidewalk

Reconfigured drive

PROPOSED JUNCTION MANHOLE (TYP), SEE SHEET C-5.1 FOR DETAIL

PROPOSED STORMWATER MAINTENANCE EASEMENT (TYP)

EXISTING GRATED DROP INLET
 RIM: 2627.3'
 INV: 2625.2'

EXISTING ASPHALT FLUME

EXISTING GRATED DROP INLET
 RIM: 2625.2'
 INV: N/A'

EXISTING 1% (100-YR) FLOOD HAZARD BOUNDARY (TYP)

EXISTING STREAM - FLAT CREEK (6-78-6-(4), CLASS C), FLOWS CONTRIBUTE TO SWANNANOVA RIVER, FRENCH BROAD RIVER BASIN

EXISTING 30' STREAM BUFFER (TYP)

EXISTING NON-ENCROACHMENT FLOODWAY (TYP) PER FEMA MAP PANEL 37100710003



Richard DuBose
President

✉ PO Box 969
Montreat, NC 28757
☎ 828.419.9800

Design Addendum:

While the Planned Unit Development application process does not necessarily require detailed architectural specifications at this stage, Montreat Conference Center remains committed to the thoughtful design and construction of facilities that reflect the architectural beauty and character in the valley. We recognize the importance of ensuring that any new development contributes positively to the visual and environmental fabric of the community. To that end, we offer the following images as representative examples of the architectural approaches, materials, and design vocabulary we are actively pursuing as part of this project.

A handwritten signature in blue ink, appearing to be "RD", is written over the printed name "Richard DuBose".

Richard DuBose

5/19/24