

**Town of Montreat
Board of Commissioners Meeting – Public Forum
October 8, 2026 – 5:30 p.m.
Town Hall**

I. Call to Order

- Welcome
- Moment of Silence

II. Agenda Adoption

III. Special Public Comment Period – Convenience Center Feedback

IV. Public Comments

V. Adjournment

**Town of Montreat
Board of Commissioners
Town Council Meeting
October 8, 2026 – 6:00 p.m.
Town Hall**

I. Call to Order

- Pledge of Allegiance
- Moment of Silence

II. Agenda Adoption

III. Presentation to Council: Captains Phillip & Sherrie Stokes, Corps Officers of The Salvation Army of Asheville & Buncombe County

IV. Mayor's Communications

V. Consent Agenda

- A. Meeting Minutes Adoption
- September 10, 2026, Public Forum Meeting Minutes
 - September 10, 2026, Regular Meeting Minutes

All items on the Consent Agenda are considered routine, to be enacted by one motion with the adoption of the agenda and without discussion. If a member of the governing body requests discussion of an item, it will be removed from the Consent Agenda and considered separately.

VI. Town Manager's Communications

- Consent Agenda Review
- Other Items

VI. Administrative Reports

- Administration
- Planning and Zoning
- Public Works and Water
- Sanitation
- Streets
- Finance
- Police
- Permitting/Inspection Data from Buncombe County

VII. Public Comment

Public comments will be heard during this period for any and all items.

VIII. Old Business

A. Planned Unit Development (PUD) Request from Mountain Retreat Association (Continued from September 10th Town Council Meeting)

- **Presenters:** Savannah Parrish and/or Jacob Compher
- **See Agenda Materials on pages 38-80**
- **Public Hearing (Remains Open from September 10th Meeting)**
- ***Suggested Motion: Move that the Town Council approve (or deny) the proposed Planned Unit Development (PUD) as presented, including the associated conditions and recommendations, and authorize the Town Manager to take the necessary steps to implement the approval***

IX. New Business

A. Boards, Commissions, and Committee Membership Appointments

- **Presenters:** Savannah Parrish
- **See Agenda Materials on page 81**
- ***Suggested Motion: Move to nominate and appoint _____ to serve as an alternate member of the Planning & Zoning Commission for a term of three years to begin on October 8, 2026***
- ***Suggested Motion: Move to nominate and appoint _____ to serve as an ETJ representative of the Board of Adjustment for a term of three years to begin on October 8, 2026***
- ***Suggested Motion: Move to nominate and appoint _____ to serve as a regular member of the Board of Adjustment for a term of three years to begin on October 8, 2026***

B. Proclamation #26-10-0001 Domestic Violence Prevention and Awareness Month

- **Presenters:** Savannah Parrish

- See Agenda Materials on pages 82-83
- **Suggested Motion:** *Move to approve Proclamation #26-10-0001 as presented*

C. Resolution #26-10-0001 Surplus Property Disposal – Police Department

- **Presenter:** Savannah Parrish and/or Justyn Whitson
- See Agenda Materials on pages 84-85
- **Suggested Motion:** *Move to approve Resolution#26-10-0001 Authorizing the Sale of Personal Surplus Property by Private Sale*

D. Resolution #26-10-0002 Surplus Property Disposal – Public Works Department

- **Presenter:** Savannah Parrish and/or Barry Creasman
- See Agenda Materials on pages 86-89
- **Suggested Motion:** *Move to approve Resolution #26-10-0002 Authorizing the Sale of Personal Surplus Property by Auction*

E. Budget Amendment #4

- **Presenter:** Savannah Parrish
- See Agenda Materials on page 90
- **Suggested Motion:** *Move to approve/deny Budget Amendment #4 to add insurance proceeds for damage to Water Department Truck (\$2576.10), and damage to Dodge Durango Patrol Vehicle (\$1178.80)*

F. Budget Amendment #5

- **Presenter:** Savannah Parrish
- See Agenda Materials on page 91
- **Suggested Motion:** *Move to approve/deny Budget Amendment #5 to add Stone Bridge donations to the budget and to also add FEMA reimbursement to cover increase in Withers Ravenel Consulting Contract (\$60,000) and remainder to cover other projects*

G. Environmental Policy

- **Presenter:** Commissioner Tom Widmer and/or Savannah Parrish
- **See Agenda Materials on pages 92-93**
- **Suggested Motion: Move to approve/deny/amend the Town of Montreat Environmental Policy**

X. Public Comment

Public comments will be heard during this period for any and all items.

XI. Commissioner Communications

XII. Dates to Remember

- Tree Board, Tuesday, October 13, 2026, 9:00 am – 10:00 am in Town Hall with Zoom options
- Planning & Zoning Commission, October 15, 2026, 10:30 am in Town Hall with Zoom options
- Board of Adjustment, Thursday, October 22, 2026, 5:00 pm in Town Hall with Zoom options
- Bulk Items/White Good Pickup, Tuesday, October 27, 2026, will begin at 8:00 am at your curb
- Landcare, Wednesday, November 4, 2026, 9:00 am in Town Hall with Zoom options
- Tree Board, Tuesday, November 10, 2026, 9:00 am in Town Hall with Zoom options
- Veterans Day, Wednesday, November 11, 2026, Town Offices Closed
- November Town Council Meeting, November 12, 2026, 6:00 am in Town Hall with Zoom options. The Public Forum will begin at 5:30 pm.
- Thanksgiving, Thursday, November 26 & 27, 2026, Town Offices Closed

XIII. Adjournment

THE SALVATION ARMY BUNCOMBE COUNTY, NORTH CAROLINA



OUR
mission



SHARE THE GOSPEL

The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.



HISTORY OF THE SALVATION ARMY IN BUNCOMBE COUNTY

- The Salvation Army established an Asheville corps in December 1890.
- The first meetings were held in an opera hall near the courthouse.
- For more than 135 years, the organization has served Buncombe County.
- The Center of Hope was established on Haywood Street in 1979.
- Mission: Preach the Gospel of Jesus Christ and meet human needs without discrimination.





SERVICES CURRENTLY OFFERED TO BUNCOMBE COUNTY



- Emergency food assistance and pantry services
- Rent and utility assistance
- Homeless prevention and case management
- Emergency shelter support
- Youth, family, and senior programs
- Worship services and spiritual care
- Disaster relief and recovery assistance



THE CENTER OF HOPE 80-BED HOMELESS SHELTER

- Provides approximately 80 beds for individuals experiencing homelessness.
- Safe shelter for men, women, veterans, and families.
- Daily meals and essential hygiene resources.
- Case management and housing placement assistance.
- Focus on long-term stability and self-sufficiency.





CORPS COMMUNITY CENTER 750 HAYWOOD RD

- Serves as the primary location for worship, fellowship, and community engagement.
- Hosts youth activities, community programs, and seasonal outreach efforts.
- Provides a welcoming environment for families and neighbors throughout West Asheville.





ANGEL TREE AND CHRISTMAS KETTLE PROGRAMS



- Angel Tree provides Christmas gifts and clothing assistance for local children and families.
- Community partners and donors adopt Angels to make Christmas brighter.
- The Red Kettle Campaign raises funds that support ministry and social services year-round.
- Volunteers and donors are essential to the success of both programs.

HOW CAN YOU HELP SUPPORT THE SALVATION ARMY OF BUNCOMBE COUNTY?

How can you help?

- Volunteer
 - Donate
 - Ring the Bell
- Sponsor an Angel Tree Child
 - Organize a Drive
- Pray for Those We Serve

QUESTIONS



Board of Commissioners Meeting – Public Forum

September 10, 2026, 5:30 PM - 5:42 PM
Meeting Minutes

Board of Commissioners in Attendance:

Mayor Tim Helms
Mayor Pro Tem Kitty Fouche
Commissioner Mason Blake
Commissioner Grant Dasher (arrived at 5:34 pm)

Board of Commissioners Absent:

Commissioner Jane Alexander
Commissioner Tom Widmer

Town Staff in Attendance:

Savannah Parrish, Town Manager
Angie Murphy, Town Clerk
Brandon Freeman, Town Attorney
Jacob Compher, Interim Zoning Administrator

Members of the Public in Attendance:

Approximately 25 - 30 people

Call to Order

Mayor Tim Helms called the Public Forum to order at 5:30 PM. He explained the purpose of the forum as an opportunity for the public to ask commissioners questions directly and receive answers, distinguishing it from the regular meeting where public comment is accepted but dialogue with commissioners is not permitted.

Mayor Helms invited attendees to observe a moment of silence in advance of the September 11th anniversary, asking all present to remember the victims of the 2001 attacks, the first responders, and those who have since died from related illnesses. He noted that the town flag would be flown at half-staff the following day.

Agenda Adoption

Mayor Helms called for a motion to adopt the agenda.

Commissioner Mason Blake moved to adopt the agenda as presented; Mayor Pro Tem Kitty Fouche seconded. Motion carried 2/0.

The agenda was adopted.

Mayor Helms noted that Commissioner Grant Dasher had not yet arrived and that no official business would be conducted during the public forum.

Public Comments

Beth Casper of 92 Kanawha Drive spoke in support of the MRA's planned unit development (PUD) application, tracing the history of Montreat's founding mission and the role MRA has played in sustaining the community. She urged the Board to support the development.

John Casper also of 92 Kanawha Drive echoed his wife's support, describing the MRA as the "backbone of Montreat" and drawing on his professional experience with mission-driven organizations such as the U.S. Air Force and NASA. He noted that the Planning and Zoning Commission had unanimously approved the plan after two extensive meetings and urged the Town Council to do the same.

Shirley Mitchell of 201 Harmony Lane asked whether the Board intended to vote on the zoning matter that evening. She was informed that this was yet to be determined.

Anna Cannon of 300 Georgia Terrace raised a concern that the property in front of her home, which she stated was dedicated as a perpetual park by her uncle J. Fred Johnson, had been rumored to be under consideration as a parking area. She asked that the park designation be preserved and entered a 1937 letter from MRA President R.C. Anderson into the public record, in which Anderson thanked Johnson for his contribution and the construction of a protective wall around the property.

Clay Hamilton of 160 Maryland Place offered remarks in appreciation of the Board's fiscal restraint, citing data indicating that Montreat's tax increase over the prior five years (24.4%) was substantially lower than Buncombe County's (42.4%) over the same period.

Mayor Helms noted that, should a property revaluation occur the following year, tax rates would be adjusted accordingly.

Adjournment

With no further public comments, Mayor Pro Tem Fouche moved to adjourn the Public Forum until the 6:00 PM regular meeting. Commissioner Mason Blake seconded the motion. The motion carried 3/0, and the Public Forum was adjourned at 5:42 PM.

Tim Helms. Mayor

Angie Murphy, Town Clerk

Town of Montreat
Board of Commissioners – Town Council Meeting
September 10, 2026 – 6:00 PM
Meeting Minutes

Board of Commissioners in Attendance:

Mayor Tim Helms
Mayor Pro Tem Kitty Fouche
Commissioner Mason Blake
Commissioner Grant Dasher

Board of Commissioners Absent:

Commissioner Jane Alexander
Commissioner Tom Widmer

Town Staff in Attendance:

Savannah Parrish, Town Manager
Angie Murphy, Town Clerk
Brandon Freeman, Town Attorney
Jacob Compher, Interim Zoning Administrator
Barry Creasman, Public Works Director
Rachel Eddings, Finance Officer
Justyn Whitson, Chief of Police

Members of the Public in Attendance:

Approximately 32 people

Call to Order

Mayor Tim Helms called the Board of Commissioners Meeting to order at 6:00 PM and led the Pledge of Allegiance. Mayor Helms called for a moment of silence, asking those present to remember the anniversary of September 11, honoring the lives lost in the attacks, the first responders, and those who have since died from related illnesses.

Agenda Adoption

Town Manager Savannah Parrish requested three changes to the agenda before adoption. First, she asked that New Business Item C, Boards, Commissions, and Committee Membership Appointments, be removed from the agenda because the supporting materials had not been received in time for the Board's consideration. Second, she clarified that Item A

the Planned Unit Development request from the Mountain Retreat Association, would be handled as a public hearing, noting that it had been advertised as such and that any public comment specifically related to the PUD request could be heard during that public hearing portion of the meeting. Third, the agenda was amended to add a closed session at the conclusion of the regular meeting.

Motion to adopt the agenda as amended was made by Commissioner Grant Dasher and seconded by Mayor Pro Tem Kitty Fouche. The motion carried unanimously.

Mayor's Communications

Mayor Helms noted the passing of Jane "Angie" Underwood, wife of Emory Underwood, and extended condolences on behalf of the Board

Consent Agenda

Town Manager Parrish presented the consent agenda, which included the Public Forum Meeting Minutes and Regular Meeting Minutes from the August 13, 2026, meetings. No items were pulled for separate discussion.

Public Comment

Shirley Mitchell of 201 Harmony Lane commended the Board members who presided over the August hearing related to the Flat Creek Crossing project, specifically praising the careful research of Jane Alexander and Tom Widmer, and expressed appreciation that the town did not obligate taxpayers to fund the outcome.

Old Business

There was no old business.

New Business

Planned Unit Development (PUD) Request from Mountain Retreat Association

Mayor Helms suggested that the Board should move into a public hearing on the Planned Unit Development request from the Mountain Retreat Association (MRA).

Motion to open the public hearing was made by Mayor Pro Tem Kitty Fouche and seconded by Commissioner Grant Dasher. The motion carried unanimously.

Staff Report

Interim Zoning Administrator Jacob Compher provided a staff report, noting that the application seeks to rezone 309 Collegiate Circle (Parcel ID 0710963451) from an IR Institutional Residential District to a PUD Conditional Zoning District. The applicant is MRA

President Richard DuBose. The site currently contains existing rental cottages and residences; several structures will remain, while others will be demolished to accommodate three new structures totaling 40 additional rooms. Phase 1 consists of a 24-room hotel lodge of approximately 21,000 square feet; Phase 2 consists of two separate 8-bedroom cottages of approximately 5,000 square feet each. The proposed level of impervious surface will necessitate a comprehensive stormwater plan and erosion and sediment control plan through Buncombe County Environmental Services. The Planning and Zoning Commission held public hearings on July 16 and August 6, 2026, found the project consistent with the Town's comprehensive plan, and voted 6-0 in favor of recommending approval.

Applicant Presentation

MRA President Richard DuBose presented on behalf of the MRA board, joined by Senior Project Manager Chuck Krekelberg of Altura Architects, Vice President for Communications Tanner Pickett, and Attorney Bob Oast. Mr. DuBose described the current proposal as "Option 2" or the "cottage plan," which the board selected over the previously approved Option 1 lodge design. He stated that while MRA holds a valid special use permit for the original 40-room lodge, the board chose to pursue the PUD process because Option 2 is smaller in scale, more compatible with surrounding neighborhoods, and more appropriately responds to community feedback. The plan features a smaller lodge facing Assembly Drive and two residential-style cottages along Georgia Terrace, creating a more gradual transition between the conference center campus and the adjacent residential neighborhood. Mr. DuBose noted that the PUD process was chosen because it allows the site to be considered as an integrated whole—including buildings, parking, open space, pedestrian connections, landscaping, stormwater, and infrastructure—while establishing a specific framework for future development. He described extensive community engagement, including a public meeting on April 9th and ongoing meetings with immediate neighbors, and acknowledged that the detail submitted exceeded the formal requirements of the application.

Commissioner Questions and Discussion

Commissioner Mason Blake raised several substantive questions and concerns.

On permitted uses, Commissioner Blake questioned whether certain uses listed as permitted in the PUD development standards, such as swimming pools, required a special use permit under the IR zoning district. Mr. Krekelberg clarified that the list in the development standards was carefully cross-referenced against the Montreat Zoning Ordinance table of permitted uses, and that only uses designated with a "P" (permitted by right) were included; those requiring an "S" (special use permit), such as a garage in the front yard, were excluded. Commissioner Blake acknowledged the clarification, noting that he had been reviewing an older version of the ordinance table.

On parking, Commissioner Blake sought a clear accounting of the number of parking spaces and the method of calculation. Mr. Krekelberg explained that rather than applying the traditional hotel calculation of one space per room—which would interact complexly with the net calculation provisions of the Montreat Zoning Ordinance given the mix of existing and new buildings—the applicant proposed using Section 702.4 ("Other Occupancies/Uses"), calculating one parking space per 1,000 square feet of gross floor area. This approach was adopted for simplicity and to accommodate phased construction. The total site, at completion, would comprise approximately 53,000 square feet of gross floor area, with 69 total rooms across all buildings (24 in the new lodge, 8 in each new cottage, 16 in existing rentals, 10 in Hickory Lodge, and 3 in Walnut Lodge). The number of parking spaces would range from 53 to 59, depending on subsurface rock conditions affecting the underground garage.

Commissioner Blake noted that this range is slightly lower than what a strict per-room hotel calculation would require and stated he was not satisfied that adequate supporting analysis had been entered into the record. He indicated he would want to see projections confirming that the planned spaces would be sufficient before voting in favor.

On tree preservation, Commissioner Blake observed that while trees are mapped and categorized in the site plan materials (pages 91–92 of the agenda packet), the development conditions themselves contain little more than a reference to following the zoning ordinance's requirement to use "sound conservation practices." Mr. Krekelberg explained that the stormwater infrastructure requirements of the ordinance represent the primary challenge to tree retention, as underground piping and surface swales often supersede the ability to protect trees within their drip lines. He showed the disturbance boundary overlaid on the tree map, identifying a protected island of trees in the center of the site. Mr. DuBose acknowledged that predicting which trees will survive construction is inherently uncertain. Commissioner Blake expressed a desire for more specific commitments beyond simply following the code, particularly given the centrality of the site to the Montreat community.

On pedestrian circulation and safety, Commissioner Blake raised concern that the plan did not appear to address the impact of increased pedestrian traffic on Assembly Drive, which he described as an already dangerous crossing area heavily used by children. Mr. DuBose confirmed that pedestrian pathways are planned from the buildings to the public right-of-way, and that a path through the wooded center of the site connecting Georgia Terrace to Collegiate Circle is also planned, though a previously considered wheelchair-accessible concrete path was scaled back to preserve the wooded area. Mr. Krekelberg noted that each of the six buildings on the site will have a fully ADA-accessible route to the public way, and that the underground garage will be served by an elevator providing accessible connectivity throughout the lodge. Mayor Helms observed that once pedestrians reach Assembly Drive, managing the crossing becomes the town's responsibility. Town Manager Parrish noted that the police department already supports the idea of a three-way stop at that intersection, independent of this project, and suggested the existing crosswalk could be enhanced with flashing lights.

On future amendments, Commissioner Blake asked about the provision allowing the zoning administrator to approve minor changes—up to 10 feet or 10 percent—to building size or location without further public review. Town Manager Parrish confirmed that under North Carolina General Statute 160D, any administrative decision by the zoning administrator is subject to appeal directly to the Board of Adjustment, which would require public notice. Commissioner Blake suggested that some form of notice should accompany such decisions regardless.

Public Comment

Sarah Williams of Nisbet Lane raised concerns about parking adequacy. Based on site maps she reviewed, she counted 41 parking spaces for what she described as a 70-room, approximately 42,000-square-foot site, and asked the Board not to approve the PUD until parking had been more carefully analyzed.

Anna Cannon of 300 Georgia Terrace presented a 1937 letter from MRA President R.C. Anderson to her uncle, J. Fred Johnson, confirming that the park in front of her family's home was designated as a perpetual park and requesting that this status be preserved in the town's records.

Shirley Mitchell of 201 Harmony Lane spoke in opposition to the PUD, urging the Board to deny the application. She expressed concern that the PUD process removes the project from Board of Adjustment oversight, referenced the previous lengthy Board of Adjustment hearings under the prior special use permit, and stated her belief that the community is roughly evenly divided on the project. She suggested that a 1992 plan to build an addition adjacent to Assembly Inn at the site of a previously burned hotel wing would be a more appropriate location for new lodging, as it would avoid the pedestrian crossing and neighborhood compatibility concerns. She also commented on the difficulty the town has experienced in retaining a permanent zoning administrator.

Priscilla Heyner of 319 Assembly Drive, representing the leadership team of Montreat Stewards—an organization with approximately 1,400 supporters—acknowledged that Option 2 is significantly better than the previously proposed Option 1 and that MRA had thoughtfully incorporated community feedback. However, she stated that significant concerns remain and that the Montreat Stewards cannot support the PUD as currently presented without additional conditions. She reported that the Stewards had been meeting weekly and sometimes twice weekly with MRA since mid-May, and that discussions had produced a six-page draft conditions document that was approximately 95 percent agreed upon. She indicated that recent MRA responses had significantly revised or deleted approximately 30 percent of that document, and she requested that the Board either continue the matter or require additional conditions before approval. She also stated that the 10-foot/10-percent administrative flexibility provision was of particular concern, especially on the eastern boundary adjacent to the Hayner property, where she said a 10-foot shift toward the property line would materially affect buffering and could threaten the home's loose rock foundation.

Harry T. Jones of 300 North Carolina Terrace, also representing the Montreat Stewards leadership team, distributed a two-page summary of Stewards' remaining concerns. He highlighted the issue of tree protection, stating that the ordinance's existing requirement for "sound conservation practices" is too vague and subject to varying interpretation, and that specific best-practice arborist standards should be enumerated as conditions. He reported that, per the site plan, 54 mature trees will be removed during construction and called for more specific protections where possible. He also echoed concerns about the zoning administrator's administrative flexibility, arguing that any changes to building size or location should require review by the Planning and Zoning Commission or Town Council rather than administrative approval. He noted that this is the first PUD in Montreat's history and that the precedent set will govern future applications.

Lynn Gilliland of 162 Overbrook Road, a former MRA vice president for development and longtime Montreat resident, spoke in support of the project. She described the need for new lodging as longstanding, noting that it had been discussed even during the Assembly Inn renovation campaign over 12 years ago. She stated that MRA's mission of hospitality and conference ministry depends on modern, functional facilities, and urged the Board to approve the PUD.

Will Stone of 294 North Carolina Terrace, a lifelong Montreater living above the proposed construction site, spoke in support of moving the project forward. He acknowledged concerns on both sides but stated that after listening carefully, he had not heard a factual argument sufficient to oppose the project. He expressed sympathy for neighbors who will live near the construction but stated that the project addresses real needs, will blend well with the community, and that continued delay would simply result in repeating the same arguments.

Board Deliberation

Mayor Pro Tem Kitty Fouche expressed confidence in the Planning and Zoning Commission's thorough and unanimous review of the proposal, stated that the process had gone long enough, and indicated support for proceeding to a vote.

Commissioner Mason Blake stated that he is not opposed to the project but that he could not vote to approve it that evening, citing three unresolved concerns: (1) the pedestrian safety situation on Assembly Drive has not been adequately addressed by the plan; (2) the tree preservation commitments lack sufficient specificity beyond a general reference to code compliance; and (3) the parking analysis, while likely adequate, rests on representations rather than documented calculations that would provide a defensible record of adequacy.

Commissioner Grant Dasher expressed discomfort voting on the matter with only three of five elected officials present, given the significance and contentious history of the project, and indicated a preference for delaying the vote until a full board is seated.

Mayor Helms indicated he would entertain motions to approve, deny, or defer.

Motion to defer Item A under New Business to the October 8, 2026, regular meeting was made by Commissioner Blake and seconded by Commissioner Dasher. The motion carried 2-1, with Mayor Pro Tem Kitty Fouche casting the dissenting vote.

Solid Waste Services Contract with Consolidated Waste Services (CWS)

Town Manager Parrish presented a proposed amendment to the solid waste ordinance, which is not yet in effect. The change modifies the cleanup fee structure. The original ordinance tied the cleanup fee to the hourly rate of the employee performing the cleanup, which some commissioners felt was insufficient. The amendment replaces this with a flat \$125 cleanup fee applied in addition to escalating civil penalties: a written warning plus \$125 for the first violation; a \$200 civil penalty plus \$125 for the second violation; and a \$400 civil penalty plus \$125 for third and subsequent violations. The fee is intended to recover the town's costs when staff must clean up improperly stored waste.

Commissioner Widmer noted that even \$125 likely does not fully cover the town's actual costs, including vehicle and staff time.

Motion to approve the Solid Waste Disposal and Refuse Collection Ordinance Amendment was made by Commissioner Tom Widmer and seconded by Commissioner Grant Dasher. The motion carried 3/0.

Motion to approve the Solid Waste Services Contract with Consolidated Waste Services, as amended to include a definition of "active residential household" and a provision requiring re-latching of locked containers, was made by Commissioner Mason Blake and seconded by Commissioner Grant Dasher. The motion carried unanimously 3/0.

Budget Amendment #3

Town Manager Parrish presented Budget Amendment #3, which adds donations received into the budget for Fund 29 (Helene), Fund 40 (Stone Bridges), and Town Hall Landscaping Donations.

Motion to approve Budget Amendment #3 to add donations received into the budget for Fund 29 – Helene, Fund 40 – Stone Bridges, and Town Hall Landscaping Donations

was made by Mayor Pro Tem Fouche and seconded by Commissioner Dasher. The motion carried unanimously.

Resolutions Approving Payments for Purchases Lacking Pre-audit

Town Manager Parrish presented two resolutions approving payment for purchases made without the required pre-audit. She explained that the pre-audit requirement is difficult to satisfy for purchases made off-site and noted that she has asked Finance staff to develop a policy to make purchasing card usage less cumbersome while still complying with General Statute requirements. She asked that the Board's motion specifically reference all purchases listed in the resolutions.

Motion to approve Resolution #26-09-001 and Resolution #26-09-002 to approve all purchases on both resolutions was made by Commissioner Grant Dasher and seconded by Mason Blake. The motion carried unanimously.

Public Comment

There were no further public comments at this time.

Commissioner Communications

There were no Commissioner Communications at this time.

Dates To Remember

The following upcoming meetings and events were noted:

- Landcare – Wednesday, October 7, 2026, 9:00 AM, Town Hall (with Zoom options)
- October Town Council Meeting – Thursday, October 8, 2026, 6:00 PM, Town Hall (with Zoom options); Public Forum begins at 5:30 PM
- Tree Board – Tuesday, October 13, 2026, 9:00–10:00 AM, Town Hall (with Zoom options)
- Planning & Zoning Commission – October 15, 2026, 10:30 AM
- Board of Adjustment – Thursday, October 29, 2026, 5:00 PM, Town Hall (with Zoom option, if needed)

Closed Session

Mayor Pro Tem Kitty Fouche moved that the Town Council enter into Closed Session pursuant to G.S. 143-318.11(a)(3) to consult with an attorney regarding ongoing litigation, specifically Hayner et al vs. Mountain Retreat Association and Town of Montreat. Commissioner Grant Dasher seconded and the motion carried 3/1.

The following occurred after returning to Open Session at 8:06 pm.

Commissioner Grant Dasher moved to allow the Town Manager to execute all documents necessary to resolve the matters between Hayner et al vs. MRA and Town of Montreat.

Commissioner Mason Blake seconded and the motion carried 3/0.

Adjournment

Motion by Mayor Pro Tem Kitty Fouche to adjourn the meeting. Seconded by Commissioner Grant Dasher. Motion carried unanimously. Meeting was adjourned at 8:07 pm.

Mayor Tim Helms

Town Clerk Angie Murphy



TOWN OF MONTREAT

P. O. Box 423, Montreat, NC 28757
Tel: (828) 669-8002 | Fax: (828) 669-3810
www.townofmontreat.org

ADMINISTRATIVE REPORTS: ADMINISTRATION

Town Administration report for the month of September 2026

Monthly Statistics	2025	2026
Public Meetings	5	5
Public Records Requests Processed	3	0
Water Bills Processed & Mailed	634	613
Water Bills Processed & Emailed	83	103
Leak Adjustments	1	2
Sunshine List Messages	14	11
Website Posts	14	11
Social Media Posts	14	11

Upcoming Events and Schedule Changes

0

Comments

N/A

Staff Communications

0



TOWN OF MONTREAT

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ADMINISTRATIVE REPORTS: STREETS

Streets Department report for the month of September 2026

Monthly Statistics	2025	2026
Public Trees Removed	2	0
Sand Applied to Roads (tons)	0	0
Ice Melt Applied to Roads (pounds)	0	0
Road Closures	4	2

Comments

0

Staff Communitactions:

0



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ADMINISTRATIVE REPORTS: WATER AND PUBLIC WORKS

Water and Public Works report for the month of September 2026

Monthly Statistics	2025	2026
Calls for Service	43	52
Water Leaks Repaired	1	4
New Water Lines Installed	0	0
Water Meter Replacements	0	2
Gallons of Water Produced	2,125,716	4,158,232
Hours Pumped (11 wells combined)	1,670	2,567
Water Samples Taken	1	28

Comments

We are actively investigating a potential water leak at this time. Please note that both the gallons produced and the



TOWN OF MONTREAT

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ADMINISTRATIVE REPORTS: SANITATION

Sanitation Department report for the month of September 2026

Monthly Statistics	2025	2026
Tons of Curbside Trash Collected	5.33	10.66
Tons of Curbside Recycling Collected	0.92	1.82
Unique Curbside Sanitation Stops	2125	1680
Special Pickup Stops	0	1
Bagged Leaf Pickup	89	84
Brush Pickup (cubic yards)	4 Loads	5 Loads
Hauling Fees	6019.65	6907.87
Tipping Fees	1325	2094.34
Dumpster Rental Fees	450.52	523.34
Tons Convenience Center Usage-Trash	9.96	10.44
Tons Convenience Center Usage-Recycle	2.35	2.47

Comments:

0



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ADMINISTRATIVE REPORTS: ZONING ADMINISTRATION

Zoning Administration report for the month of September 2026

Monthly Statistics	2025	2026
Approved Zoning Permits	0	7
Denied Zoning Permits	0	0
Pending Zoning Permits	0	1
Variance/Interpretation Granted	0	0
Special Use Permits Granted	1	0
Permit Extensions Granted	0	0
Notice of Violations	0	0

Comments

There are 2 variance hearings pending.



FINANCIAL REPORT

September 2026 - MONTH 3 OF FISCAL YEAR 2026-2027

REVENUES

Fund	Fund #	Original Budget	Current Budget	YTD Projected Budget Amount	YTD Projected Budget Percentage	YTD Collected	YTD Actual Percentage	Difference
GENERAL FUND	10	2,442,818.00	2,447,183.63	611,795.91	25.00%	206,759.42	8.45%	(405,036.49)
WATER FUND	30	578,100.00	578,100.00	144,525.00	25.00%	131,421.27	22.73%	(13,103.73)
TOTAL REVENUES GENERAL & WATER FUNDS		3,020,918.00	3,025,283.63	756,320.91	25.00%	338,180.69	11.18%	(418,140.22)

EXPENSES

Dept Name	Fund #	Original Budget	Current Budget	YTD Projected Budget Amount	YTD Projected Budget Percentage	YTD Exp	YTD Actual Percentage	Difference
GOVERNING BODY	10	52,092.00	52,092.00	13,023.00	25.00%	15,743.97	30.22%	(2,720.97)
ADMINISTRATION	10	637,788.00	637,788.00	159,447.00	25.00%	174,018.39	27.28%	(14,571.39)
PUBLIC BUILDINGS	10	126,625.00	129,773.63	32,443.41	25.00%	38,881.63	29.96%	(6,438.22)
POLICE	10	610,576.00	610,576.00	152,644.00	25.00%	115,910.86	18.98%	36,733.14
BUILDING AND ZONING	10	107,785.00	107,785.00	26,946.25	25.00%	14,667.58	13.61%	12,278.67
PUBLIC WORKS	10	189,233.00	189,233.00	47,308.25	25.00%	37,259.99	19.69%	10,048.26
STREET	10	460,060.00	460,060.00	115,015.00	25.00%	135,657.05	29.49%	(20,642.05)
SANITATION	10	233,946.00	233,946.00	58,486.50	25.00%	44,166.51	18.88%	14,319.99
ENVIRON,CONS,REC	10	24,713.00	25,930.00	6,482.50	25.00%	4,549.34	17.54%	1,933.16
TOTAL EXPENSES GENERAL FUND		2,442,818.00	2,447,183.63	611,795.91	25.00%	580,855.32	23.74%	30,940.59

Dept Name	Fund #	Original Budget	Budget	YTD Projected Budget Amount	YTD Projected Budget Percentage	YTD Exp	YTD Actual Percentage	Difference
WATER	30	578,100.00	578,100.00	144,525.00	25.00%	95,105.77	16.45%	49,419.23
TOTAL EXPENSES WATER FUND		578,100.00	578,100.00	144,525.00	25.00%	95,105.77	16.45%	49,419.23

TOTAL EXPENSES GENERAL & WATER FUNDS			\$3,025,283.63	\$756,320.91	25.00%	\$675,961.09	22.34%	\$80,359.82
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GENERAL FUND INCOME/LOSS - YTD	(374,095.90)
WATER FUND INCOME/LOSS - YTD	36,315.50
NET INCOME - YTD 2027	(337,780.40)

SPECIAL PROJECTS								
Project	Fund #	Budget	This Month Actual	Amount Spent To Date	Balance Remaining			% Spent
LANDCARE	26	85,857.83	0.00	6,250.00	79,607.83			7.28%
Hurricane Helene - Prof. Services	29	81,000.00	0.00	0.00	81,000.00			0.00%
Helene Materials	29	7,238.60	0.00	0.00	7,238.60			0.00%
Helene Consultants	29	95,000.00	0.00	91,730.78	3,269.22			96.56%
Helene - Professional SVCS - WithersRavenel Eng. TX Rd Culvert	29	111,000.00	970.00	76,400.35	34,599.65			68.83%
Helene - Professional SVCS - WithersRavenel CULVERTS	29	318,500.00	8,175.00	270,150.49	48,349.51			84.82%
Helene - Professional SVCS - WithersRavenel Arbor Lane	29	54,050.00	438.00	0.00	54,050.00			0.00%
Helene - Professional SVCS - WithersRavenel Texas Rd Bridge	29	71,000.00	0.00	0.00	71,000.00			0.00%
Helene - Profesionas SVC - Site 15 Slope Failure	29	8,000.00			8,000.00			
STONE BRIDGES - Contract Services	40	99,600.00	3,170.00	3,170.00	96,430.00			3.18%
STONE BRIDGES - LANDSCAPING	40	10,000.00	0.00	0.00	10,000.00			0.00%
STONE BRIDGES - MATERIALS	40	2,250.00	380.00	380.00	1,870.00			16.89%
TOTAL SPECIAL PROJECTS		\$ 752,646.43	\$ 13,133.00	\$ 444,531.62	\$ 483,544.81			59.06%

Contracted - not available



**TOWN OF
MONTREAT**
NORTH CAROLINA

Tax Receipts

Date of Deposit	Jul-25	Jul-26	% +/-	Aug-25	Aug-26	% +/-	Sep-25	Sep-26	% +/-	Oct-25	Oct-26	% +/-	Nov-25	Nov-26	% +/-
AdVal/RMV (Includes Sp Assess&Ded Fees)	4,578.68	2,346.54	-95%	8,009.73	11,450.00	30%	105,919.13	60,645.37	-75%	145,467.99	0.00	#DIV/0!	73,074.90	0.00	#DIV/0!
Sales	50,685.55	49,886.15	-2%	50,411.97	46,435.57	-9%	52,427.24	50,554.82	-4%	48,606.34	0.00	#DIV/0!	49,794.92	0.00	#DIV/0!
Solid Waste (Quarterly)				191.63	186.61	-3%							207.50	0.00	#DIV/0!
Utility Fran (Quarterly)							23,247.64	22,971.81	-1%						
Wine/Beer (Annual-May)								QE 6/30/26							
NOTES:															
AdVal Tax is received the month after the tax is collected															
RMV Tax is received two months after the tax is collected															
Sales Tax is received three months after the tax is collected															

MONTREAT POLICE DEPARTMENT

MONTHLY STATISTICS - SEPTEMBER 2026



# OF CALLS	CALL NATURE
1	ANIMAL PROBLEM
3	ASSIST EOC
3	ASSIST MOTORIST
9	CHECK BUSINESS
1	CIVIL DISTURBANCE
2	COMMUNITY OUTREACH
2	CONTACT PUBLIC
1	DEBRIS BLOCKING ROADWAY
1	DOMESTIC DISTURBANCE
2	FOOT PATROL
1	FRAUD
2	FOOT PATROL
1	FRAUD
7	IMPROPER PARKING
2	INVESTIGATE
1	LOUD NOISE
1	MOTOR VEHICLE ACCIDENT
4	RESIDENTIAL ALARM
35	SECURITY CHECK
1	STALKING
5	SUSPICIOUS PERSON
3	SUSPICIOUS VEHICLE
32	TRAFFIC STOP
1	WARRANT SERVICE
3	WELFARE CHECK

124

TOTAL # OF CALLS

September Building Permits Issued

Building Permits Issued Between 8/24/2026 and 9/6/2026 for Montreat City

Case#	Case Type	Application Name	PIN	Issued Date
BLD2026-01086	Residential New Deck	JUSTUS/NEW DECK	071065399700000	9/2/2026
ELE2026-01074	Electrical Permit	Mathew Sell	071045961300000	8/31/2026
MEC2026-00173	Mechanical Permit	schell gas piping/ log lighter	071075282100000	8/31/2026
BLD2026-02374	Residential Structural Repair	DER GELBE-RESIDENTIAL STRUCTURAL REPAIR	071076254900000	8/27/2026
BLD2026-02246	Residential Structural Repair	CARTER	072006008600000	8/24/2026

Building Permits Issued Between 9/7/2026 and 9/20/2026 for Montreat City

Case#	Case Type	Application Name	PIN	Issued Date
BLD2026-02287	Residential Renovation or Remodel	APPLE LIVING TRUST-RESIDENTIAL RENOVATION	071065682100000	9/17/2026
BLD2026-02532	Residential Renovation or Remodel	EADS-REISDNETIAL RENOVATION	071086943700000	9/15/2026
ELE2026-01133	Electrical Permit	Gary Henschen	071076653200000	9/14/2026

BLD2026-02275	Residential Retaining Wall	ROBINSON-RETAINING WALL	072017083400000	9/9/2026
CBO2026-02426	Residential Combo Permit	William Dudley	071096064200000	9/9/2026
CBO2026-02411	Residential Combo Permit	MARY KNIGHT	072005823800000	9/8/2026

Montreat Inspections - September

Building Inspections Between 8/31/2026 and 9/13/2026 for Montreat City

Case#	Inspection	Inspector	Result	Inspection Dt	Result Comment
BLD2026-01380	Electrical Rough	Edward Braun	Pass	9/11/2026	Be sure at electrical final that there are smoke detectors and all sleeping rooms away from bathroom doors And 36 inches from the edge of fanblades and a CO detector on each level
BLD2026-01380	Mechanical Rough	Edward Braun	Pass	9/11/2026	
BLD2026-01380	Plumbing Rough	Edward Braun	Pass	9/11/2026	
BLD2026-02180	Building Footing	Edward Braun	Fail	9/11/2026	Footer not complete Main house is OK to pour steel in footer to engineered Plans
BLD2026-00894	Building Insulation	Edward Braun	Pass	9/11/2026	R 38 in ceiling for drop ceiling and sunroom only

BLD2026-00894	Building Frame	Edward Braun	Pass	9/11/2026		Correction made
BLD2026-01737	Building Final Re-Inspection	Edward Braun	Pass	9/10/2026		Per engineering
BLD2026-01737	Building Final Re-Inspection	Edward Braun	Pass	9/10/2026		Per engineering
BLD2026-00894	Electrical Rough	Edward Braun	Pass	9/9/2026	This inspection was for the drop ceiling lights that was added to permit	
BLD2026-00894	Building Other	Edward Braun	Fail	9/9/2026		Need hangers for ceiling joist OK to insulate will check at insulation
BLD2026-01999	Plumbing Rough	Edward Braun	Pass	9/8/2026		Plumbing has a good air test on supply and drain
BLD2026-02374	Building Insulation	Edward Braun	Pass	9/4/2026		R 15 in repaired area OK to drywall
BLD2026-00517	Mechanical Gas Piping	Edward Braun	Pass	9/4/2026		Interior gas line has a good air test to range
BLD2026-02180	Electrical Construction Service	Edward Braun	Pass	9/3/2026		Correction made Premise number is 520-964-8424
BLD2026-02374	Building Frame	Edward Braun	Pass	9/3/2026		OK insulate
BLD2026-02180	Electrical Construction Service	David Elkins	Fail	9/2/2026	Grounding electrode not tied to terminal bar that is bonded to the can. Install proper sized jumper to connect terminal bars or move electrode to proper terminal bar.	
CBO2026-01888	Mechanical Final	David Elkins	Pass	9/2/2026		Change out of chiller equipment.
CBO2026-01888	Electrical Final Re-Inspection	David Elkins	Pass	9/2/2026		Change out of chiller equipment.
BLD2026-02246	Building Final	Edward Braun	Fail	9/1/2026		Does not appear to follow engineer letter Will also need a registered design, professional inspection form because job is complete
BLD2026-01209	Building Foundation	Edward Braun	Fail	8/31/2026	Wrong inspection scheduled at a correct inspection steel in wall and it passed	
BLD2026-01209	Building Steel in Wall	Edward Braun	Pass	8/31/2026		Steel in columns are two plans on site

**Building Inspections
Between 9/14/2026 and 9/27/2026
for Montreat City**

Case#	Inspection	Inspector	Result	Inspection Dt	Result Comment
BLD2026-01264	Electrical Final	Edward Braun	Pass	9/25/2026	Corrections made
BLD2026-01264	Building Final	Edward Braun	Pass	9/25/2026	Corrections made
BLD2026-00188	Building Fireplace	Edward Braun	Fail	9/25/2026	No one home answered the door at 10:45 AM
BLD2026-01613	Plumbing Rough	Edward Braun	Pass	9/25/2026	Plumbing supply and drain has a good air test for upstairs office
BLD2026-01264	Building Final	Edward Braun	Fail	9/24/2026	Need to pass electrical final
BLD2026-01264	Mechanical Final	Edward Braun	Pass	9/24/2026	
BLD2026-01264	Electrical Final	Edward Braun	Fail	9/24/2026	On the main level, you need to have a smoke CO detector and a vicinity of the master bedroom Any upper level need to have a CO detector and not one next to the air return
BLD2026-00894	Building Frame	Edward Braun	Pass	9/23/2026	Framing for grill only outdoor
BLD2026-01380	Building Insulation	Edward Braun	Pass	9/22/2026	Insulation has been repaired. OK to drywall.
BLD2026-01352	Building Insulation	Edward Braun	Pass	9/22/2026	R 15 walls R 38 ceiling Soundproof interior walls Windows and doors insulated
BLD2026-01352	Building Frame	Edward Braun	Pass	9/22/2026	Corrections made Still need to work on the egress windows by building final
BLD2026-02180	Plumbing Water Line	Edward Braun	Pass	9/18/2026	1 inch pex OK to cover
BLD2026-00894	Building Frame	Edward Braun	Pass	9/18/2026	Framing for the deck floor is good to go

BLD2026-02287	Plumbing Rough	Edward Braun	Pass	9/18/2026	Plumbing supply and drain has a good air test OK to bury outside line
BLD2026-02287	Building Frame	Edward Braun	Pass	9/18/2026	Very little framing done OK for drywall
BLD2026-02287	Electrical Rough	Edward Braun	Pass	9/18/2026	Be sure at electrical final that all smoke Co detectors are minimum of 36 inches from the edge of fanblades We will need to have a CO detector on each level
BLD2026-01999	Building Footing	Edward Braun	Pass	9/18/2026	Pier Footings in crawlspace
BLD2026-01999	Building Insulation	Edward Braun	Pass	9/18/2026	Will need a rigid air barrier on the attic side by final Walls have been repaired/replaced Ceiling not done at this time will be able to see at final through access hole
BLD2026-01999	Building Frame	Edward Braun	Pass	9/18/2026	Non-bearing walls added for bathroom
BLD2026-01999	Electrical Rough	Edward Braun	Pass	9/18/2026	We will need to have a CO detector on an upper level by Electrical final
BLD2026-01999	Mechanical Rough	Edward Braun	Pass	9/18/2026	
PLM2026-00255	Plumbing Final	Edward Braun	Pass	9/17/2026	Project complete both showers are done
BLD2026-01375	Electrical Construction Service	Edward Braun	Pass	9/17/2026	Electrical construction service is good No premise number given will need to call front office with premise number
BLD2026-01352	Building Frame	Edward Braun	Fail	9/16/2026	Need fire blocking in Chase at bathroom as discussed Missing nails on truss repair Per Engineer design OK to insulate Egress windows are not installed at this time for bedrooms. Must have egress windows by final For the bedrooms Need to schedule framing inspection with insulation
BLD2026-02180	Building Footing	Edward Braun	Pass	9/16/2026	Footers complete plans OK to pour

September Montreat Permits CO & COC Issued

Building Permit CO's and COC's Issued Between 8/24/2026 and 9/6/2026 for Montreat City

Case#	Case Type	Application Name	PIN	Issued Date
CBO2026-01888	Commercial Combo Permit	Montreat Anderson Chiller Replacement	071096841400000	9/2/2026

Building Permit CO's and COC's Issued Between 9/7/2026 and 9/20/2026 for Montreat City

Case#	Case Type	Application Name	PIN	Issued Date
PLM2026-00255	Plumbing Permit	706250: Mary Standaert	071074008400000	9/17/2026
BLD2026-01737	Commercial Other	MOUNTAIN RETREAT ASSOC/Pedestrian Bridge Replacement	072004508500000	9/10/2026

BLD2026-01737	Commercial Other	MOUNTAIN RETREAT ASSOC/Pedestrian Bridge Replacement	072004508500000	9/10/2026
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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

I, 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

6/30/2026

Date

Alexis Baker

Printed Name of Zoning Administrator

Fee: \$200

Paid: ☒ Yes ☐ No

Payment Method: check

Scheduled Planning and Zoning Commission Meeting Date: 7/16/2026

Scheduled Board of Commissioner Meeting Date: 9/10/26

Montreat Lodge - Planned Unit Development District
Development Standards
14 August 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: Lodge (Hotel)

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.

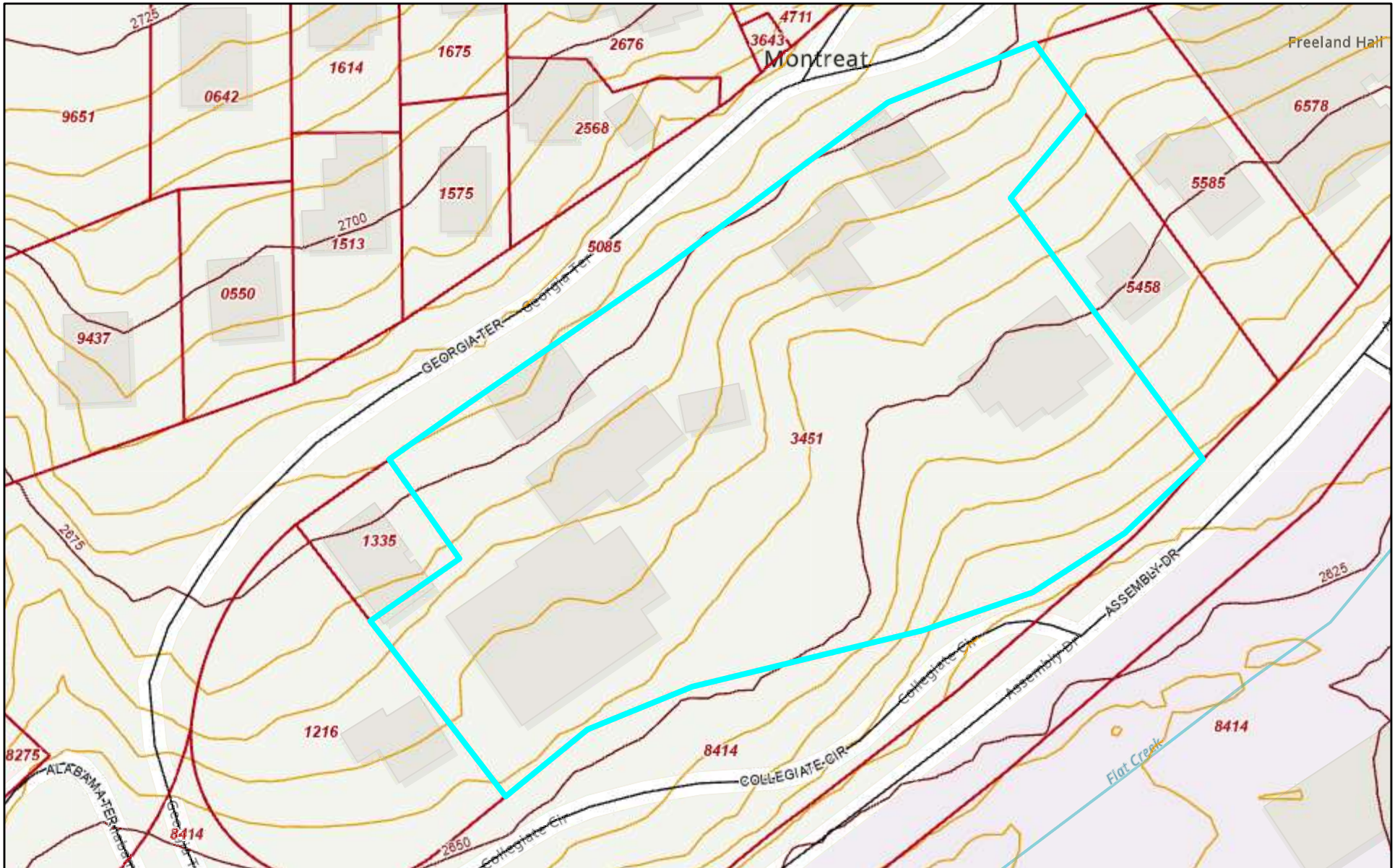
The alternative of residential-style cottages was generally well received by those in attendance at the Melvin Center, and the MRA is therefore pursuing the approvals necessary from the Town to implement this plan.

- 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:

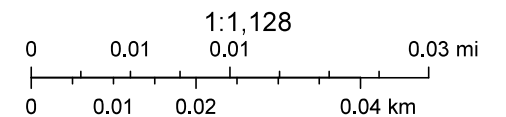
- a public service plan for the PUD that evaluates potential impacts on: police service, fire service, schools **(MRA will consult with the police chief and fire chief regarding potential impacts of the PUD District Master Plan.)**
- a multi-modal transportation plan for the PUD that includes the location 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.)**
- **The Zoning Administrator shall determine whether drawings of the building facades, included with a request for a Building Permit, are substantially in conformity with the renderings, presented to the Planning & Zoning Commission on July 16th, 2026.**
- **Minor changes in the location or siting of buildings and structures may be authorized by the Zoning Administrator, if required by engineering or other circumstances not foreseen at the time the final development program was approved; provided, however, that no change authorized by the Zoning Administrator under this section may increase the size of any building or structure by more than ten percent (10%), nor change the location of any building or structure by more than ten feet (10') in any direction, nor make any changes beyond the minimum or maximum requirements set forth in the PUD Development Standards or applicable standards of the MZO. In no event may any administrative change allow encroachment into a setback.**

Buncombe County



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.

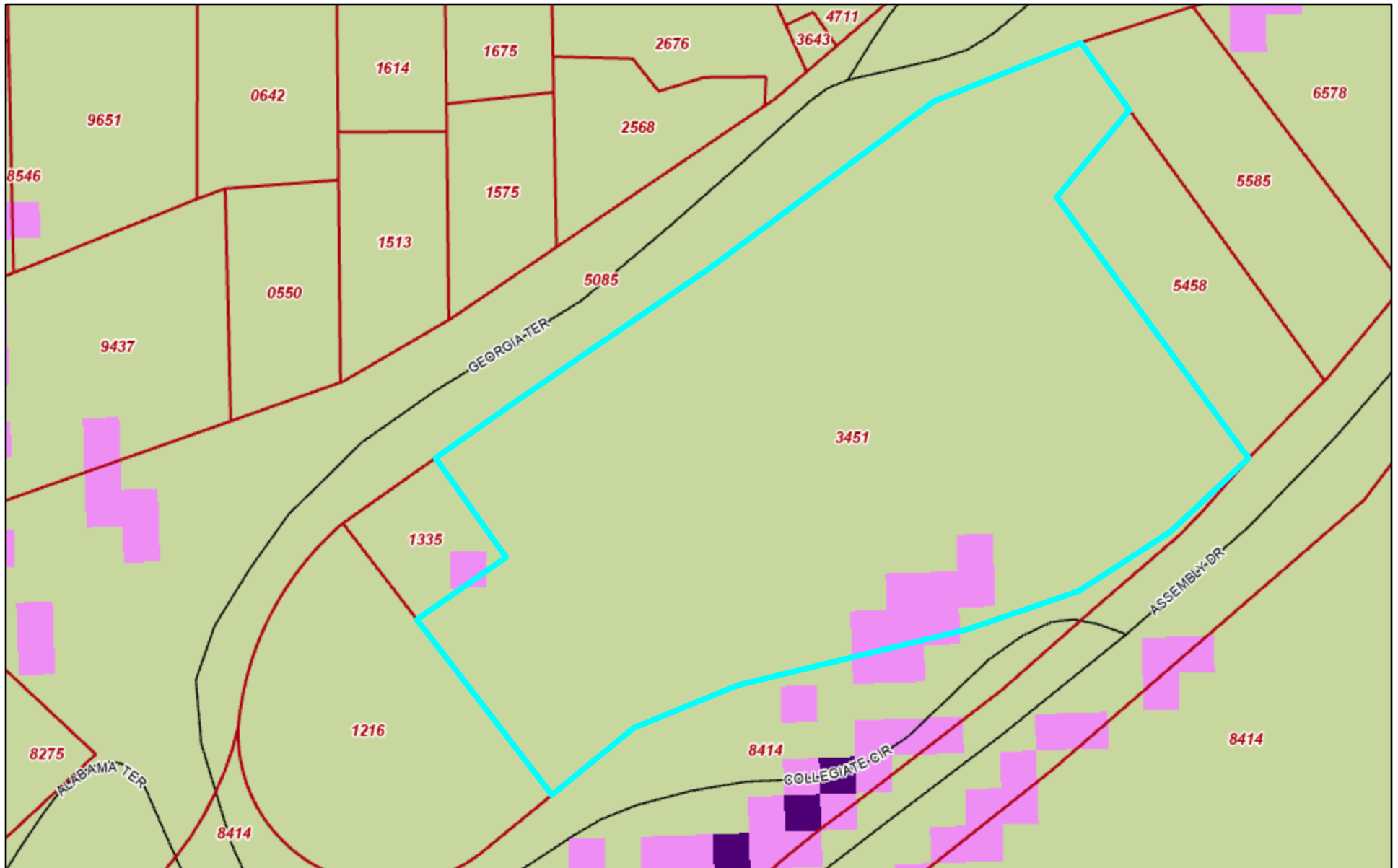
071096345100000

Calculate

Your results:

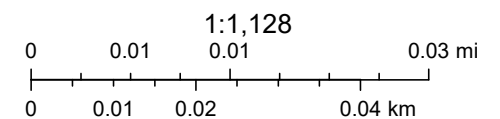
Jurisdiction	TOWN OF MONTREAT
Acres	2.20736
Max Elevation	2680
Percent Slope	17.56

Buncombe County



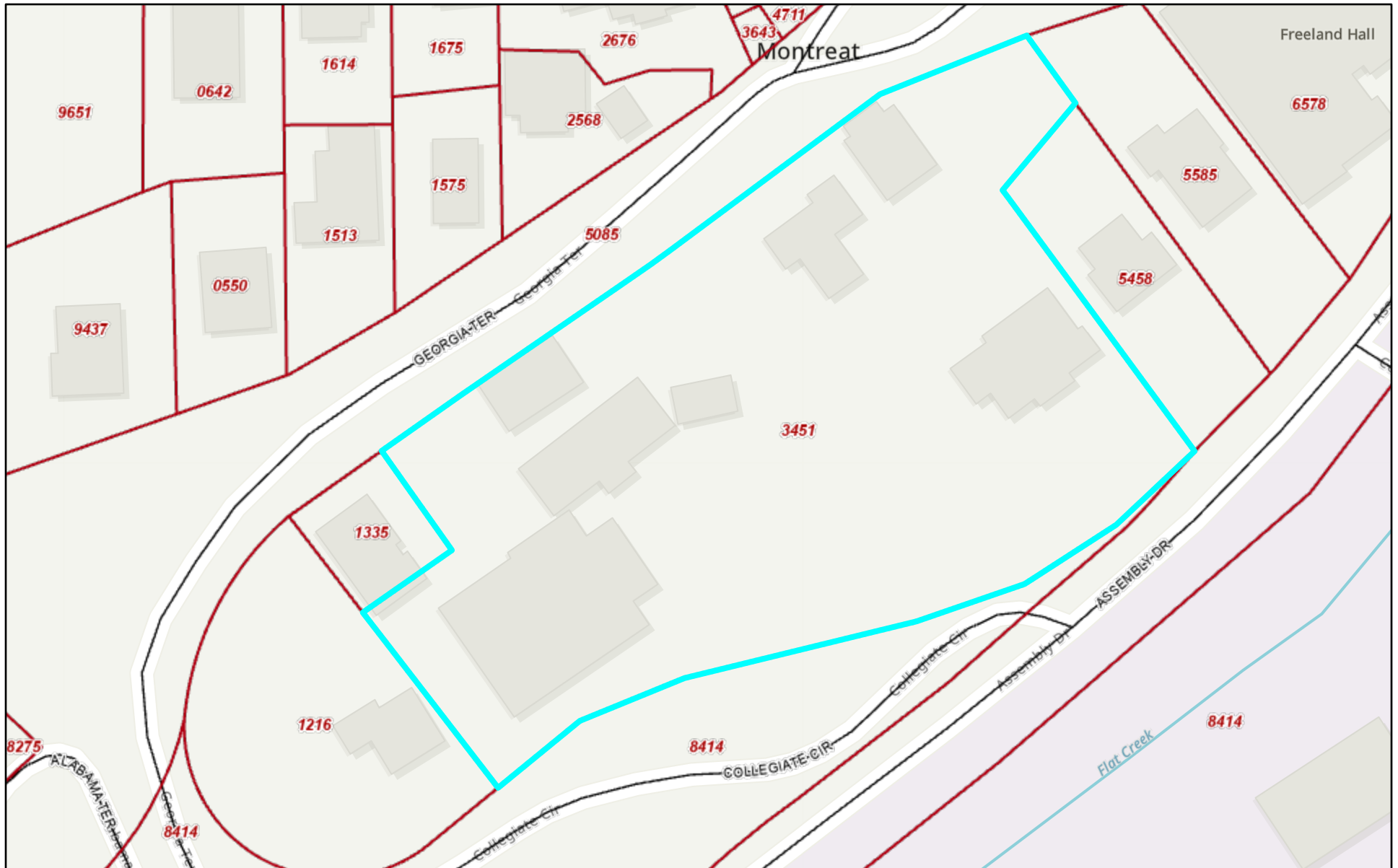
May 20, 2026

309 Collegiate Circle - Slopes Map



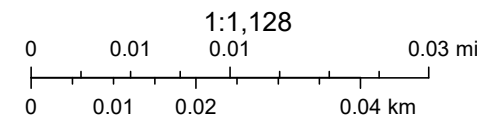
Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

Buncombe County



May 20, 2026

309 Collegiate Circle - Water Bodies Map



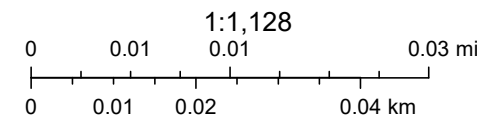
Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

Buncombe County



May 20, 2026

309 Collegiate Circle - Buffers and Floodplain Map



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

GRADING AND STORMWATER LEGEND

STORMWATER INFORMATION

DEVELOPMENT DATA

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





MONTREAT.
CONFERENCE CENTER

Richard DuBose
President



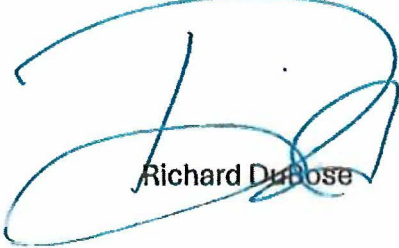
PO Box 969
Montreat, NC 28757



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.



Richard DuBose

5/19/24



1155 North Main Street
Waynesville, NC 28786
(P) 828.456.8383
(F) 828.456.8797

www.jmteagueengineering.com

July 7, 2026

WAYN 1777

To: Mr. Robert Oast, Esq.
McGuire, Wood, & Bissette Law Firm
Drhumor Building
Asheville, NC 28801

From: Jeffrey H. Moore, P.E., Transportation Engineer
J.M. Teague Engineering & Planning

**SUBJECT: MOUNTAIN RETREAT ASSOCIATION LODGE EXPANSION TRIP
COMPARISON**

The purpose of this letter is to discuss the change, if any, in the expected number of trips expected to be generated by the proposed Mountain Retreat Association Lodge Expansion Project based on the difference from the original plan to the current Lodge Expansion plan. The Lodge Expansion Project is located at 309 Collegiate Circle in Montreat, NC.

McGuire, Wood, & Bissette Law Firm engaged J.M. Teague Engineering & Planning (JMTE) to review both the original and the revised site master plans for the Mountain Retreat Association Lodge Expansion and compare them to see if there will be a change in the number of trips that are expected to be generated by the project.

Under the permit submittal dated 7-15-2021, the original plan ("2021 Plan") showed the following:

- Demolish three (3) existing buildings and one (1) existing outdoor structure containing twenty (20) guest rooms.
- Construct one (1) building with forty (40) guest rooms and other guest facilities.
- Three (3) buildings would remain with thirty (30) rooms.
- The number of guest rooms would increase from the existing fifty (50) to the proposed number of seventy (70).
- There was to be a net gain of twenty (20) guest rooms.

Figure 1 shows the 2021 Plan.

While employed at Gannett Fleming, I prepared a technical memorandum dated October 8, 2021 to discuss the traffic conditions, including the number of trips expected to be generated by the Lodge Expansion Project shown in the 2021 Plan. The memorandum estimated the number of trips to be generated by the addition of the twenty (20) guest rooms to be forty-five (45) during a typical weekday and seventeen (17) on a typical weekend day. These trip volumes did not reach either the Town of Montreat or NCDOT thresholds for requiring a TIA.

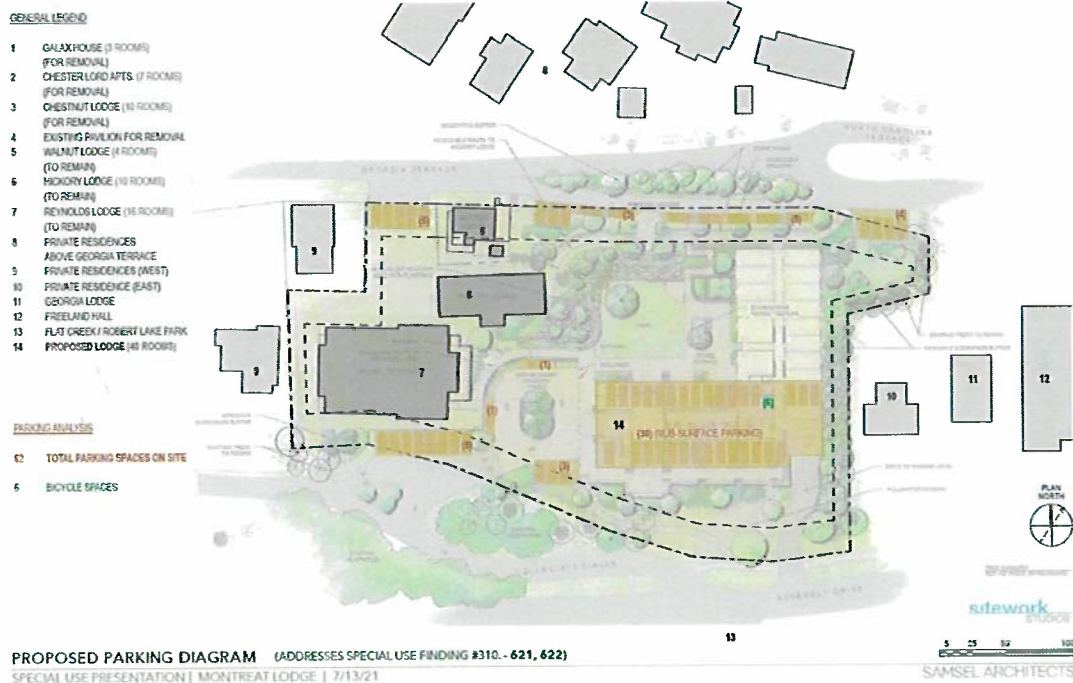


Figure 1: Lodge Expansion 2021 Plan (Source: Client)

The revised site plan dated 5-26-2026, ("2026 Plan") shows the following:

- Demolish three (3) existing buildings and one (1) existing outdoor structure containing twenty (20) guest rooms.
- Construct one (1) building with twenty-four (24) guest rooms and other guest facilities.
- Construct two (2) future guest room cottages with eight (8) guest rooms each.
- Three (3) buildings would remain with thirty (30) rooms.
- The number of guest rooms would increase from the existing fifty (50) to the proposed number of seventy (70).
- There was to be a net gain of twenty (20) guest rooms.

Figure 2 shows the 2026 Plan.

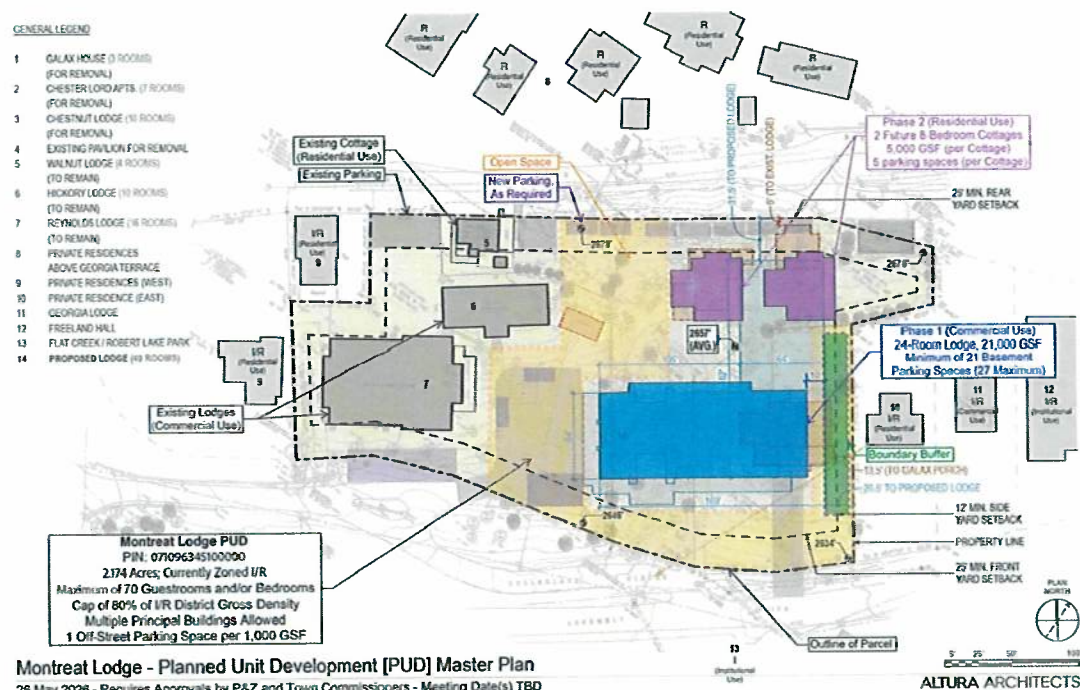


Figure 2: Lodge Expansion 2026 Plan (Source: Client)

Based on a review of the 2021 Plan and the 2026 Plan for the Lodge Expansion Project, there is no indication that the number of trips will be different between the 2021 Plan and the 2026 Plan. The number of rooms is depicted as the same in both plans. As a result, it is the opinion of J. M. Teague Engineering and Planning that the number of trips that are expected to be generated by the Mountain Retreat Association Lodge Expansion Project will not change from the original numbers based on the information shown on the current master site plan.

Thank you for the opportunity to provide you with this information. Please contact me if you have any questions or concerns.

Sincerely,

Jeffrey H. Moore, P. E.
Transportation Engineer

THE KIMBALLS

465 Spring Lake Drive

Melbourne, Florida 32940

321-446-6080

July 16, 2026

Town of Montreat

Board of Planning and Zoning

PO Box423

Montreat, North Carolina 28757

Dear Planning and Zoning Committee Members,

Thank you for the opportunity to express our concerns about the proposed MRA “new village” (plan B) building project and the establishment of a PUD. When the hotel project was first announced five years ago, we spoke to the MRA Board about our concerns about potential noise, lighting, parking, loss of trees, pollution of Flat Creek and structural damage to the existing homes adjacent to the construction site.

This past week, July 10th we met with MRA President, Mr. Richard DuBose, to discuss the new “village concept”(plan B). Following this discussion, we still have the same concerns that we had with the “hotel project”(plan A). Of all the issues, our major issue still continues to be damage to our existing home from excavation and possible blasting. Excavation and loss of trees could lead to increased instability of our fragile mountain. This is especially true of our home at 316 North Carolina Terrace. Our home of 50 years , which is now 110 years old, is supported by a twelve to fourteen foot stone retaining wall on Georgia Terrace, directly across from the proposed village cottages. Should this wall fail due to any excavation or blasting during this proposed project, our home could shift vicariously and could be severely damaged.

If the request for the PUD is approved by the town, then does the town become responsible for the protection of our property from any damages incurred during construction? We feel that the MRA and the town of Montreat must assure us, in writing, that our property will be protected from such damages. We also feel that it is imperative for us to verbalize these concerns and ask that they be entered into the public record of the town of Montreat.

Sincerely,

Millard and Sandra Kimball

Requested Amendments to the MRA-Proposed PUD

Presented to the Planning and Zoning Commission

By the leadership team of the Montreat Stewards

July 16, 2026

We respectfully request that the Planning and Zoning Commission attach the following conditions or amendments to the PUD application, which would bring it closer into compliance with specific ordinance requirements and respond to broad public interest and concern.

Site Plan

1. Require the MRA should mark the corners and property lines of its surveyed lot, in order to provide project clarity.

Trees and Greenspace

2. The official Montreat Greenspace on Georgia Terrace should be maintained (see Tree Board map). Consistent with the Town's existing plan, appropriate measures should be put in place to ensure this remains undisturbed, including protection of the approximately 14 trees therein. Paving of the gravel secondary road that sits within this Greenspace should be avoided, according to arborists, to protect the trees.
3. In advance of PUD approval, the MRA should clearly designate on its plans the trees it intends to preserve.
4. The MRA should be required to use best practice in preservation of its own indicated trees, and apply this best practice also to protect trees on neighboring property. The agreed best practice must include a system to monitor compliance, and accountability for breaches (such as damage to fenced-off critical root zones).

Stormwater Control

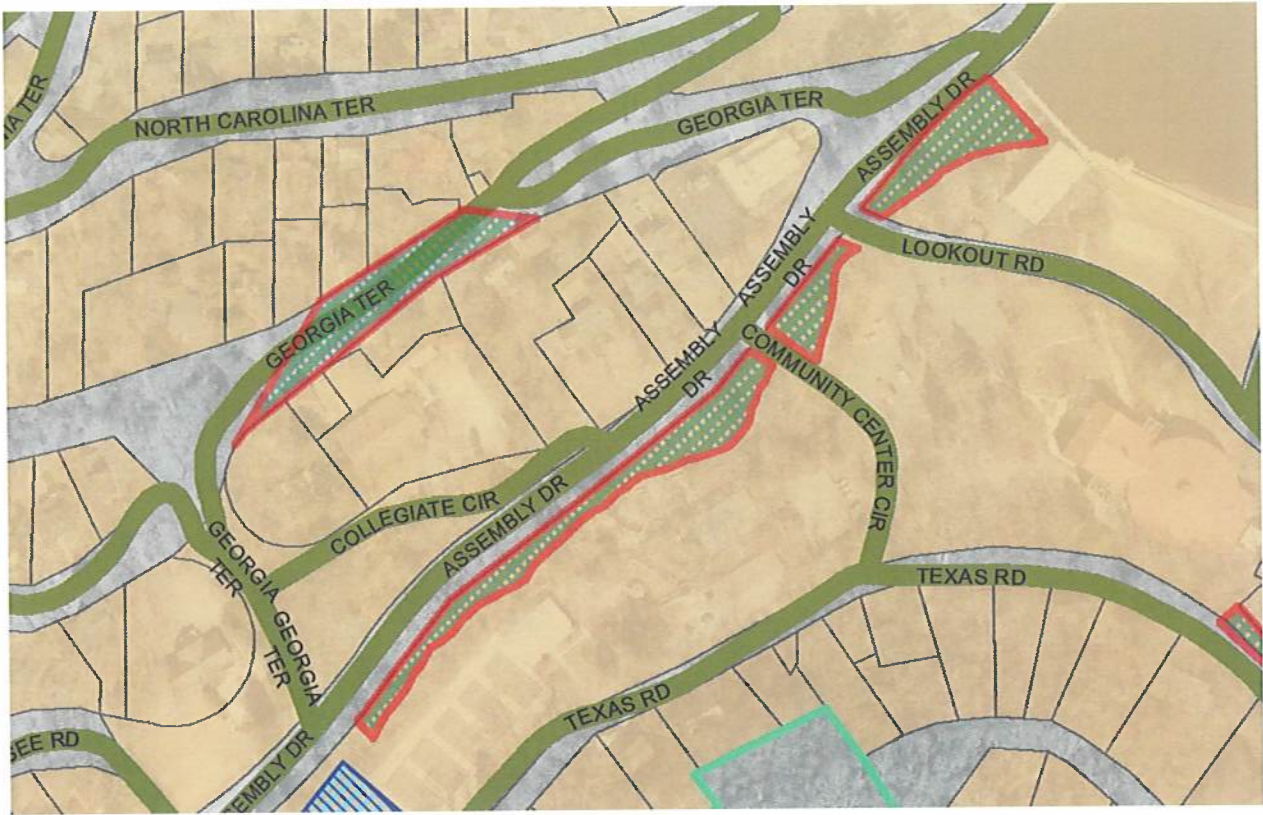
5. Because of the proximity to the Creek and the Robert Lake Park children's playground, and for the purpose of keeping this water clean, P&Z should ask the MRA to consider strengthening its 'Stormtech' stormwater control system. The minimal required is protection from a one-year 24-hour storm. The MRA is looking at the possibilities of a two-year 24-hour storm, providing twice the protection. The results of its ongoing research will help to guide what is possible.

6. A commitment to preserving as many of the large trees on the property as possible will significantly reduce stormwater run-off. Planting additional trees will – over time – also of course help, and there should be a specific commitment to replanting all trees that are lost.
7. The auto-court is planned as a permeable surface, which is much appreciated. The other areas of parking that are mapped as asphalt should also be permeable surfaces, which would greatly impact stormwater control.

Design and Character

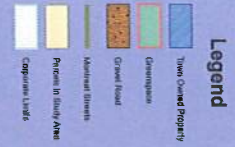
8. Incorporating a ‘Montreat look’ into what is already a very good design will be most welcomed. The MRA has been assessing what is possible on specific suggestions, based on input from an architectural historian that we brought into the conversation
9. It should also be clear that the buildings will be *substantially in conformity* with the renderings that they have presented.

From Montreat Tree Board Map – Showing Greenspaces in red



MONTREAT

TREE BOARD REFERENCE MAP



STUDY AREA ~569 ACRES

- ~34 ACRES OF GREENSPACE
- ~65 ACRES OF R.O.W., CONSISTING OF:
 - ~31 ACRES OF PAVED ROAD
 - ~11 ACRES OF GRAVEL ROAD
 - ~23 ACRES OF UNIMPROVED SPACE
- ~9 ACRES OF TOWN OWNED PROPERTY





Catawba Tree Experts, Inc.

John Andrew Wagner
526 Silvers Welch Rd.
Old Fort, NC 28762
828-772-6137
Andrew@Catawbatreexperts.com

Arborist's Report for 319 Assembly Dr.

Upon review of property line trees around the perimeter of 319 Assembly Dr., four large trees were observed to document their characteristics and dimensions in order to prepare specifications for preservation prior to proposed construction. Starting in the South corner of the property and working clock-wise around the house, a 29" DBH hemlock, 20" red cedar, 38" hemlock, and 40" sugar maple are all susceptible to encroachment if construction occurs on the property at 317 Assembly Dr, the old Galax House site. Each of these trees should have a construction and grading-free radius protected around them of 14.5', 10', 19', and 20' respectively.

Trees in good condition and without below ground restrictions may have root systems of 1ft to 1.5ft of radius per inch thickness diameter at breast height (DBH), and a radius of $\frac{1}{2}$ the total root zone radius is considered the "Critical Root Zone" or CRZ, which is the radius of roots whereas roots damaged in this area are likely to affect tree stability as well as significantly affect health. Catawba Tree Experts defines the CRZ as a 6" radius around the tree per inch DBH when performing pre-construction consultative services.

Property lines create complex situations when trees' roots and crowns overlap the property lines because trees are 'owned' by the property where the root flare is located. Nonetheless, neighboring properties are entitled to perform work on the trees' parts that hang over or grow into their property. That said, trees are property, and if those owners choose to prune limbs or cut roots of those trees, they cannot perform work that affects the health, or value of that property or tree. If work done on a neighboring property injures a tree during that work, neighboring homeowners may be held responsible for replacement or repairs needed to restore the injured property, including monetary damages.

In order for construction to occur at 317 Assembly Dr. without damaging the trees along the property at 319 Assembly Dr., Tree Protection Zones (TPZs) must be part of the construction process, and ALL CONSTRUCTION ACTIVITIES must be kept outside of the TPZ. To keep all traffic, impedance and grading out of the TPZ, fencing should be constructed around each tree, and fencing should be sturdy enough to prevent tampering by contractors or bystanders. Most fences are heavy gauge welded wire fence, attached to t-posts, and covered in orange snow-fencing for visibility. The fencing should also have signage indicating that the fencing shall not be tampered with until all construction is complete. The critical root zones should then be mulched and maintained following construction, and they should not be included in any

landscape installation plan or irrigation plan following construction, as that installation is also damaging to the Critical Root Zone.

Sincerely,

J. Andrew Wagner
ISA Certified Arborist #MA-4767A
828-772-6137
andrew@catawbatreexperts.com

Planning and Zoning Commission (Continued from July 16, 2026)
August 6, 2026

Materials Presented By Applicant



Materials Presented By Public

Submission to the Planning and Zoning Commission

By the Montreat Stewards

August 6, 2026

Protection of Trees

We request more precision on the following:

1. What are the measures that will be taken to protect the trees that are indicated for preservation and protection? What protocol will be followed, and how will this be implemented?
2. How will the tree-protection plan be monitored? Arborists that we have consulted have told us that this is where many good plans go awry.
3. The protection plan should apply to all potentially affected trees: those on the MRA property; those on the Greenspace “island” on Georgia Terrace, which is Town property; and the several large trees just over the property line to the east, at 319 Assembly Drive.
4. The applicant should be required to survey the property and clearly mark MRA property lines and separately clearly mark Town right-of-way and any “green space” adjacent so that all Town staff enforcing guidelines for tree protection and other codes can clearly determine lines

Stormwater Management

5. We continue to urge the MRA to increase the protection by meeting the requirements for a two-year, 24-hour storm event.

Removal of Paragraph

6. We oppose the paragraph that has been added to the PUD application (last paragraph of page 25 of the meeting packet) that would allow significant changes to the plan. The P&Z Commission should strike this paragraph. If such major adjustments are needed, we believe the MRA should obtain approval through the normal channels so that this is done in the light of day and the public is fully aware.

Risk from vibrations

7. Many excavation and construction activities -- including but not limited to possible blasting -- present significant risks to nearby residences due to vibrations. We ask that the P&Z Commission continue to insist on rigorous protections in this area, with the intent to ensure that no neighboring properties are damaged, and any damage that might result would be immediately addressed and repaired.

Montreat Lodge - Planned Unit Development District
Five Themes raised by the Board of Commissioners
30 September 2026

MRA proposes the following responses to the Five Themes raised by the Board of Commissioners during its September 10th meeting, acknowledging that these proposed changes and supplemental documents are also subject to the approval of the MRA Board of Directors, which MRA hopes to receive by the October 8th meeting.:

1. Off-Street Parking

- During the next Board of Commissioners meeting, MRA proposes stating the following: "We believe that one off-street parking space per 1,000 sf of gross floor area is adequate, based on the following unique characteristics of this Planned Unit Development.
 - The proposed new buildings are MRA lodges and part of a larger campus system with multiple parking areas for guests. They are not independent, roadside hotels.
 - Guests renting the lodges typically travel in groups, carpooling and travelling in multi-passenger vans and small busses.
 - Previously, the site accommodated 50 guestrooms with 41 off-street parking spaces (**82%** parking to guestroom ratio).
 - The PUD adds 20 guestrooms and 12 to 18 off-street parking spaces. With the completion of Phase 2, the site will accommodate 70 guestrooms with 53 to 59 off-street parking spaces (**77% to 85%** parking to guestroom ratio).
 - Shared parking arrangements are standard operating procedures in many towns and cities, and the MZO authorizes their use in Sec. 704."
- **Please let us know if the Town sees any issues with this language.**

2. Pedestrian Circulation

- During the next Board of Commissioners meeting, MRA proposes stating the following: "MRA and the Town of Montreat will collaboratively develop and implement a solution to pedestrians crossing Assembly Drive near the intersection with Collegiate Circle."
- **Please let us know if the Town sees any issues with this language.**

3. Trees

- During the next Board of Commissioners meeting, MRA proposes stating the following:
 - "In helping to guide an environmentally sensitive development, MRA will engage a qualified arborist to help guide tree preservation efforts on the project. In particular:
 1. The MRA will protect areas outside the area of disturbance, established by the project's civil engineer.
 2. The arborist will identify and recommend proactive treatments that may improve trees' resilience during construction, and recommend appropriate actions that may include soil amendments, mulching, and root-zone protection where beneficial.
 3. As construction crews work along the border of the zone of disturbance, the arborist will advise on best practices for the protection of existing root systems emanating from adjacent property and from the traffic island on Georgia Terrace.
 - By seeking expert guidance before and during the construction process, our goal is to maximize the survival and long-term health of as many existing trees as possible, given

the practical realities of construction on a constrained site. Ultimately, however, our adherence to specific recommendations will depend on site conditions, civil engineering requirements, and professional judgment.

- Overall, the MRA is committed over the long term to develop the project as a woodland site, and to add substantially to the number of trees as the site matures following construction”

- **Please let us know if the Town sees any issues with this language.**

4. Remove Non-Applicable Information From The PUD Master Plan

- MRA has updated the PUD Master Plan to improve legibility and clarity.
- **Please let us know if the Town sees any issues with this language.**

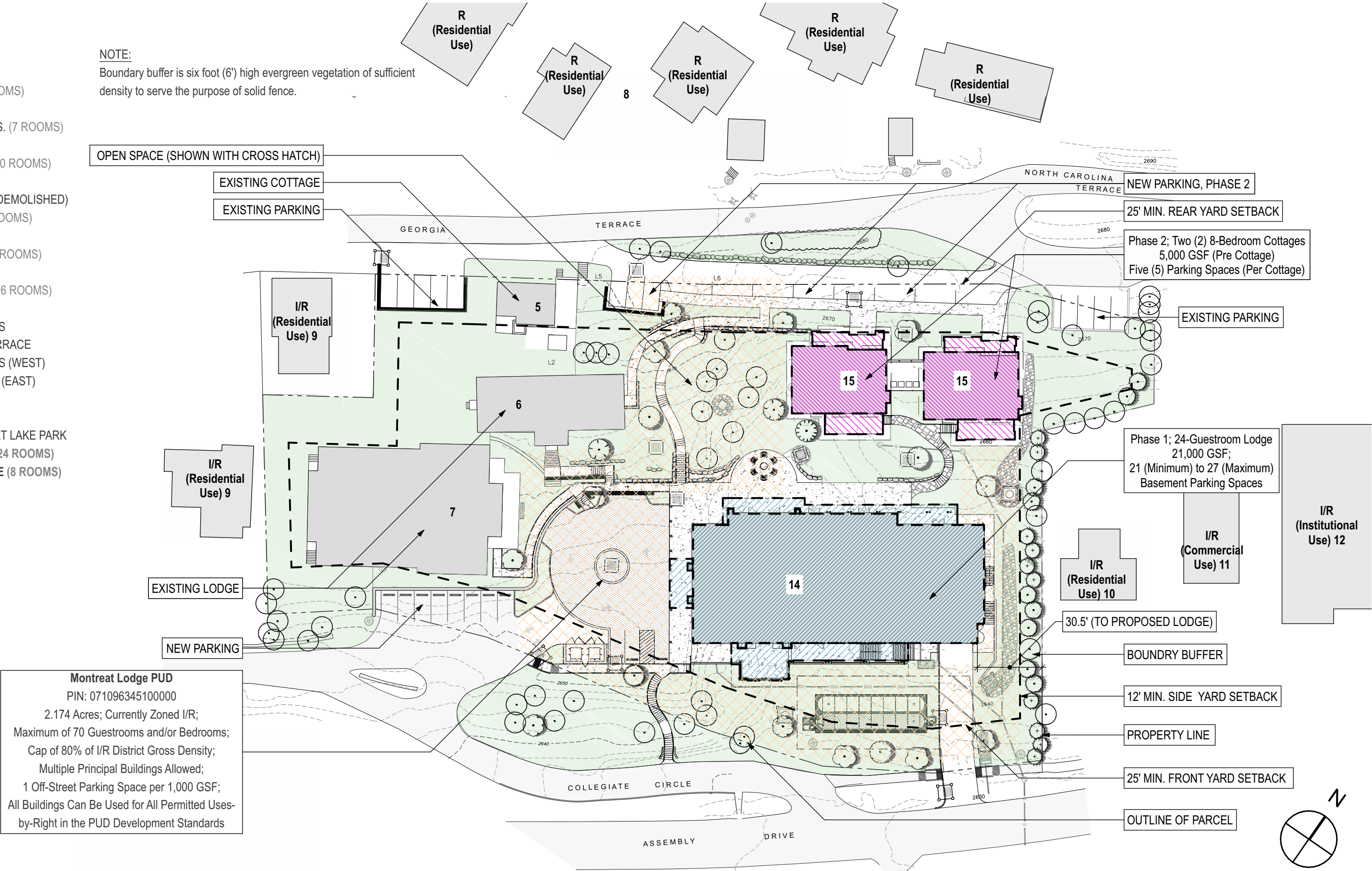
5. Minor Modifications To The PUD

- MRA defers to Town attorney Brandon Freeman for language responding to Commissioners' questions regarding administrative changes.
- **Please let us know if the Town sees any issues with this language.**

GENERAL LEGEND

- 1 GALAX HOUSE (3 ROOMS)
(DEMOLISHED)
- 2 CHESTER LORD APTS. (7 ROOMS)
(DEMOLISHED)
- 3 CHESTNUT LODGE (10 ROOMS)
(DEMOLISHED)
- 4 EXISTING PAVILION (DEMOLISHED)
- 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
- 12 FREELAND HALL
- 13 FLAT CREEK / ROBERT LAKE PARK
- 14 PROPOSED LODGE (24 ROOMS)
- 15 PROPOSED COTTAGE (8 ROOMS)

NOTE:
Boundary buffer is six foot (6') high evergreen vegetation of sufficient density to serve the purpose of solid fence.



ORDINANCE ____-2026-____

AN ORDINANCE ESTABLISHING A PLANNED UNIT
DEVELOPMENT ZONING DISTRICT FOR 309
COLLEGIATE CIRCLE (PIN: 0710-96-3451)

WHEREAS, the Town of Montreat has the authority pursuant to Article 7 of Chapter 160D of the North Carolina General Statutes, to adopt zoning regulations, to establish zoning districts and to classify property within its jurisdiction according to zoning district, and may amend said regulations and district classifications from time to time in the interest of the public health, safety and welfare; and

WHEREAS, the Town adopted the Zoning Ordinance of the Town of Montreat, North Carolina (herein “Zoning Ordinance”) on or about March 8, 2001, and maps dividing and classifying the property within the Town’s zoning jurisdiction, which have been amended from time to time and which are on file and maintained in the Offices of the Town Clerk (herein “Official Zoning Map”); and

WHEREAS, this amendment is consistent with the Town of Montreat’s Comprehensive Plan (2023) in that it aligns with the following Vision Statements, found on pages 46:

- Montreat will value and protect its tree canopy, streams, land, and natural beauty.
- 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.
- Montreat will be accessible for people as they age, safe for children and families, and calm for those driving, biking, and walking; and

WHEREAS, the Board finds that this amendment is reasonable and in the public interest because, among other things, 1) it is consistent with the Town of Montreat’s Comprehensive Plan; 2) the size, physical conditions, and other attributes of the area proposed to be rezoned are appropriate for the project associated with the rezoning; 3) the project associated with the rezoning will benefit the community at large; 4) the project associated with the rezoning is allowed as a special use in this area, which indicates that is a reasonable use in this area.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF MONTREAT, NORTH CAROLINA THAT:

1. The Official Zoning Map be, and the same is hereby, amended as follows:

The zoning classification of that certain real property located at 309 Collegiate Circle, described in Exhibit A, identified on Buncombe County tax maps as all portions of PIN: 0710-96-3451, and described with more detail in a deed recorded in the Buncombe County Registry in Book 6043 at Page 1855, which is currently owned by the Mountain Retreat Association be rezoned from the Institutional Residential District to a Planned Unit Development (PUD) Zoning District. Said rezoning is bound by the site plan attached hereto as **Exhibit A** and is subject to the conditions set out in **Exhibit B** (project conditions agreed to by Town and applicant that must be met for PUD Zoning), which are, attached hereto and made a part hereof.

2. That the Office of the Town Manager, Zoning Administrator, and the Town Clerk, or either one of them, is hereby authorized and directed to make the changes enacted herein in the Zoning Map.
3. The Town Manager, with the advice and assistance of Town counsel, is hereby authorized, empowered, and directed to take all actions necessary and/or appropriate in her judgment to accomplish the purposes and intents of this Ordinance and the execution of all other documents, agreements, instruments, and/or certificates contemplated and/or made necessary by this Ordinance.
4. If any section, subsection, sentence, clause, or phrase of this ordinance is, for any reason, held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance. The Board of Commissioners hereby declare that it would have passed this ordinance, and each section, subsection, sentence, clause, or phrase thereof irrespective of the fact that anyone or more sections, subsections, sentences, clauses, or phrases be declared invalid.
5. This ordinance is effective upon adoption.

READ, APPROVED AND ADOPTED this the ____ day of _____ 2025.

Tim Helms, Mayor

Savannah Parrish, Town Manager

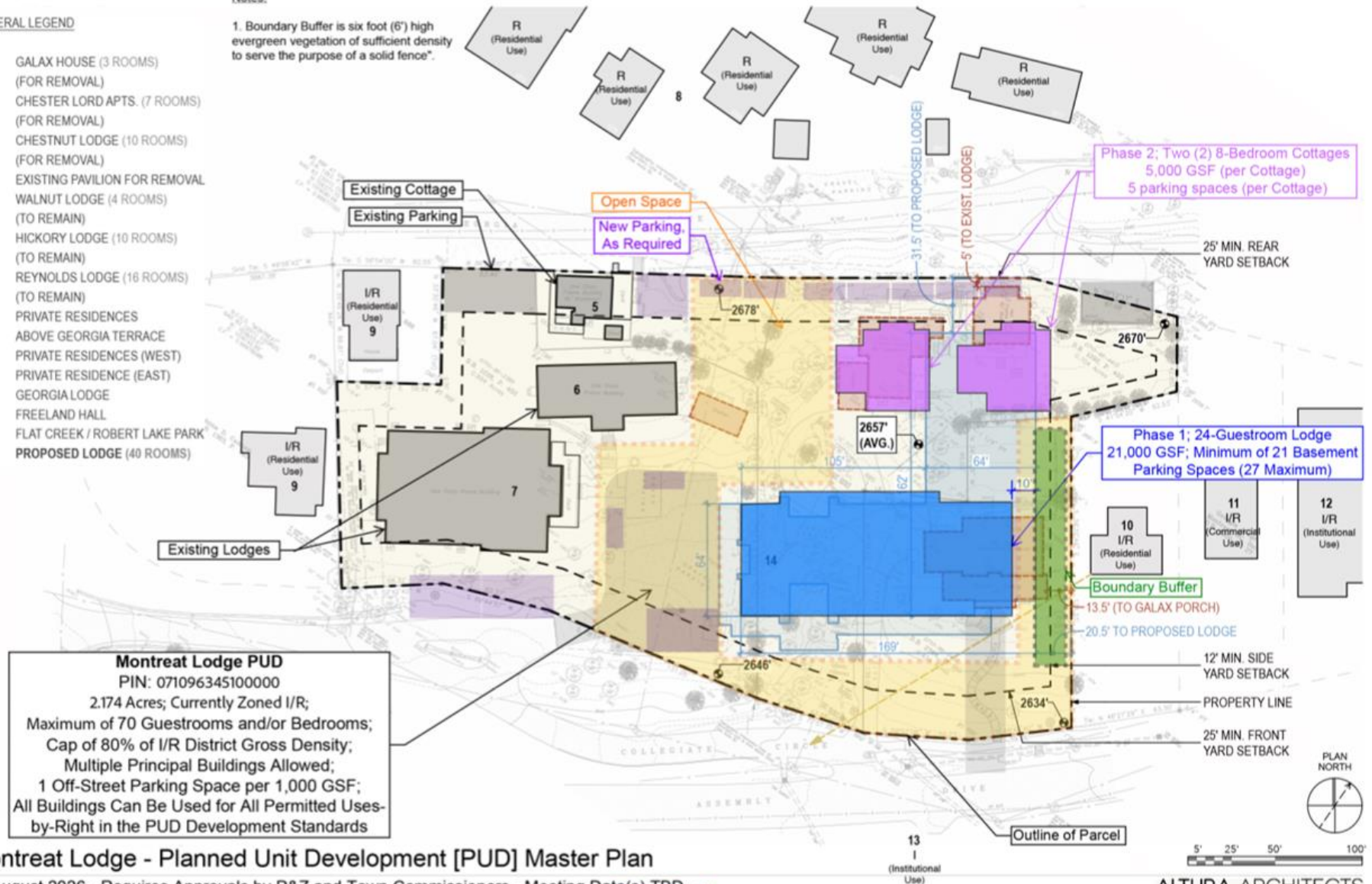
Exhibit A

GENERAL LEGEND

- 1 GALAX HOUSE (3 ROOMS)
(FOR REMOVAL)
- 2 CHESTER LORD APTS. (7 ROOMS)
(FOR REMOVAL)
- 3 CHESTNUT LODGE (10 ROOMS)
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(TO REMAIN)
- 6 HICKORY LODGE (10 ROOMS)
(TO REMAIN)
- 7 REYNOLDS LODGE (16 ROOMS)
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- 12 FREELAND HALL
- 13 FLAT CREEK / ROBERT LAKE PARK
- 14 PROPOSED LODGE (40 ROOMS)

Notes:

1. Boundary Buffer is six foot (6") high evergreen vegetation of sufficient density to serve the purpose of a solid fence*.



Montreat Lodge - Planned Unit Development [PUD] Master Plan

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

Packet Page 35

ALTURA ARCHITECTS

Exhibit B

STATE OF NORTH CAROLINA
BUNCOMBE COUNTY

TOWN OF MONTREAT

PROJECT CONDITIONS FOR 309 COLLEGIATE CIRCLE (PIN: 0710-96-3451)

1. The property included in the rezoning is shown on the site plan and identified on the Buncombe County tax map as PIN 0710-96-3451. The total size of the subject parcels is approximately 2.174 acres. The Property is described with more detail in a deed recorded in the Buncombe County Registry in Book 6043 at Page 1855.
2. Pursuant to this Ordinance, the entire subject property is rezoned to a Planned Unit Development (PUD) Zoning District, and approval is limited to the proposed project ("Project") described herein.
3. The site design and orientation of the buildings on the site must substantially comply with the site plan attached hereto as **Attachment 1**, which is incorporated herein by reference.
4. The design of the buildings must substantially comply with the Conceptual Architectural Renderings attached hereto as **Attachment 2**, which are incorporated herein by reference.
5. The PUD Zoning District shall be bound by the "Development Standards" provided by the Applicant dated July 29, 2026,¹ with the following clarifications to the same:
 - a. In addition to the uses identified on the Site Plan, all buildings may be used for the purposes listed below, so long as such use substantially complies with the Site Plan:
 - i. Public & Institutional: Conference Center
 - ii. Commercial: Hotel (Lodge)
 - iii. All Permitted Uses in the I/R District, which include the following:
 1. Single Family Dwelling
 2. Two Family Dwelling
 3. Multi-Unit Dwelling
 4. Family Care Homes

¹ See pages 22-25 of the Planning & Zoning Commission (P&Z) Special Meeting Agenda August 6, 2026, 10:30 a.m., agenda packet (<https://townofmontreat.org/wp-content/uploads/2026/08/8.06.26-PZC-Agenda-combined.pdf>).

5. Accessory Buildings or Uses
6. Home Occupation
7. Studios
8. Swimming Pools, Private
9. Auditorium
10. College
11. Educational Facility
12. Library, Public
13. Municipal Government Facilities
14. Museums, Public

6. Minor changes in the location and siting of buildings and structures may be authorized by the Zoning Administrator, if required by engineering or other circumstances not foreseen at the time the final development program was approved; provided, however, that no change authorized by the Zoning Administrator under this section may increase the size of any building or structure by more than ten percent (10%), nor change the location of any building or structure by more than ten feet (10') in any direction, nor make any changes beyond the minimum or maximum requirements set forth in the PUD Development Standards or applicable standards of the MZO. In no event shall administrative changes allow for encroachment into the setbacks.
7. All applicable required local, state, and federal permits and approvals must be obtained prior to initiation of construction.
8. The conditional zoning will be valid for two years from the date of approval by Board of Commissioners subject to the provisions of N.C. Gen. Stat. §§ 160D-108 and 108.1. Nothing herein shall be construed to extend any time limitations prescribed by statute or other relevant law.

Agreed to and Accepted this the _____ day of _____, 2026, by the Property Owner/Applicant:

MOUNTAIN RETREAT ASSOCIATION D/B/A
THE MONTREAT CONFERENCE CENTER

By: _____
(Signature)

(Printed Name)

(Title)

(Date)

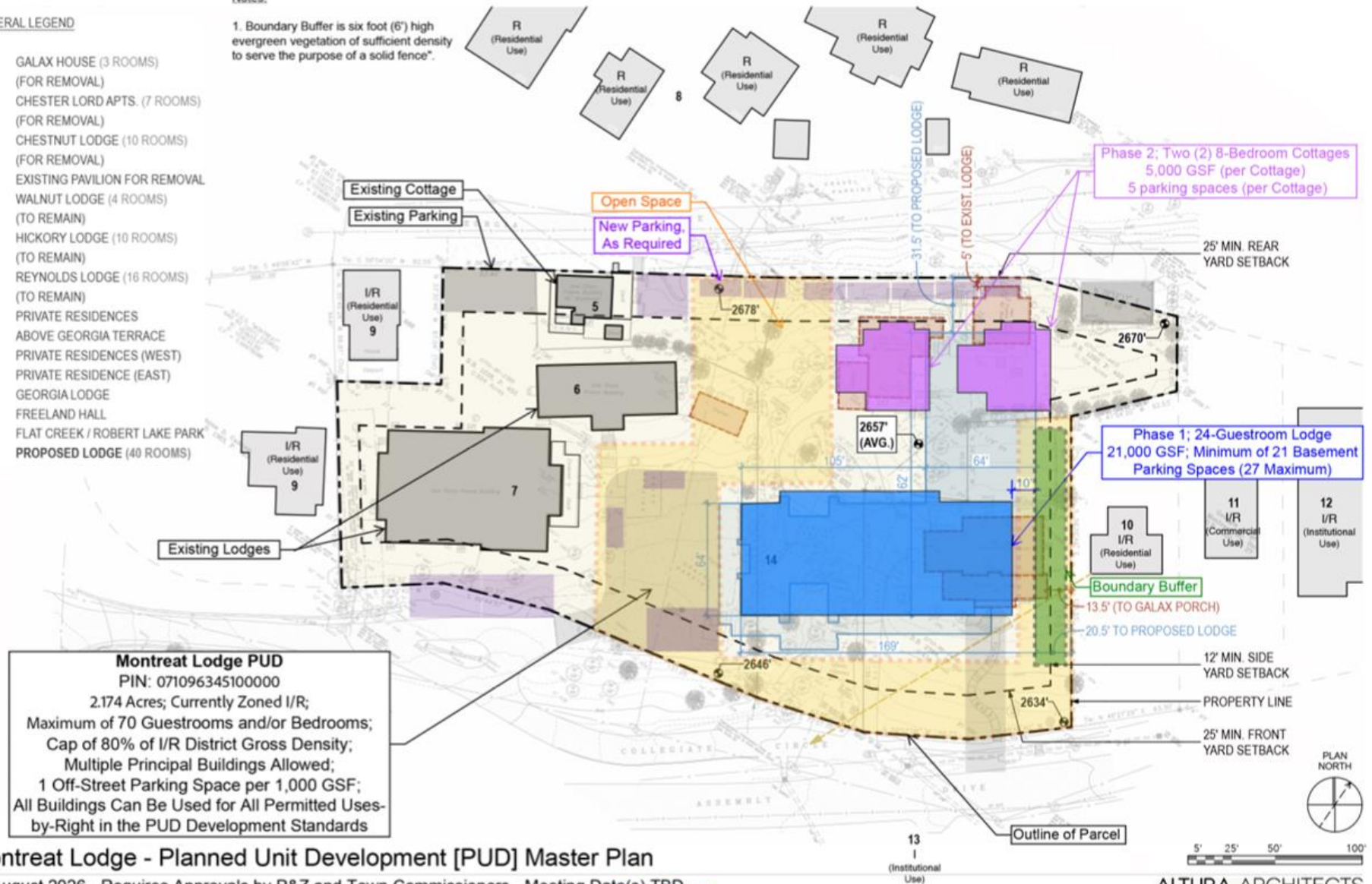
Attachment 1

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)
- 10 PRIVATE RESIDENCE (EAST)
- 11 GEORGIA LODGE
- 12 FREELAND HALL
- 13 FLAT CREEK / ROBERT LAKE PARK
- 14 PROPOSED LODGE (40 ROOMS)

Notes:

1. Boundary Buffer is six foot (6') high evergreen vegetation of sufficient density to serve the purpose of a solid fence".



Montreat Lodge - Planned Unit Development [PUD] Master Plan

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

Packet Page 35

ALTURA ARCHITECTS

Attachment 2



MRA Conceptual
Architectural Render

Recommendation¹ of the Town of Montreat Planning and Zoning Commission

SUBJECT: Planned Unit Development District – 309 Collegiate Circle (PIN: 071096345100000)

REQUEST: 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 a PUD Zoning District.

RECOMMENDATION: The Planning and Zoning Commission recommends approval of the rezoning proposed in the Application, as amended, for 309 Collegiate Circle (PIN: 071096345100000) from the I/R Zoning District to the PUD Zoning District with the following conditions:²

1. The PUD Zoning District shall be bound by the site plan (attached hereto as Exhibit A; the “Site Plan”), which was submitted with the Amended Application.
2. The PUD Zoning District shall be bound by the “Development Standards” provided by the Applicant dated July 29, 2026,³ with the following clarifications to the same:
 - a. In addition to the uses identified on the Site Plan, all buildings may be used for the purposes listed below, so long as such use substantially complies with the Site Plan:
 - i. Public & Institutional: Conference Center
 - ii. Commercial: Hotel (Lodge)
 - iii. All Permitted Uses in the I/R District, which include the following:
 1. Single Family Dwelling
 2. Two Family Dwelling
 3. Multi-Unit Dwelling
 4. Family Care Homes
 5. Accessory Buildings or Uses
 6. Home Occupation
 7. Studios
 8. Swimming Pools, Private
 9. Auditorium
 10. College
 11. Educational Facility

¹ This recommendation is being made pursuant to N.C. Gen. Stat. § 160D-604, which requires a planning board to provide a written recommendation to the governing board that addresses plan consistency and other matters as deemed appropriate by the planning board.

² Note that these conditions vary from the conditions proposed by the Applicant.

³ See pages 22-25 of the Planning & Zoning Commission (P&Z) Special Meeting Agenda August 6, 2026, 10:30 a.m., agenda packet (<https://townofmontreat.org/wp-content/uploads/2026/08/8.06.26-PZC-Agenda-combined.pdf>).

12. Library, Public

13. Municipal Government Facilities

14. Museums, Public

- b. The structures in the PUD Zoning District shall substantially conform with the renderings presented to the Planning & Zoning Commission.
- c. Minor changes in the location and siting of buildings and structures may be authorized by the Zoning Administrator, if required by engineering or other circumstances not foreseen at the time the final development program was approved; provided, however, that no change authorized by the Zoning Administrator under this section may increase the size of any building or structure by more than ten percent (10%), nor change the location of any building or structure by more than ten feet (10') in any direction, nor make any changes beyond the minimum or maximum requirements set forth in the PUD Development Standards or applicable standards of the MZO. In no event shall administrative changes allow for encroachment into the setbacks.

FINDINGS AND REASONS CONCERNING PLAN CONSISTENCY: The Commission found that the project was consistent with the Town of Montreat's Comprehensive Plan (2023) in that it aligned with the following Vision Statements, found on page 46:

- Montreat will value and protect its tree canopy, streams, land, and natural beauty.
- 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.
- Montreat will be accessible for people as they age, safe for children and families, and calm for those driving, biking, and walking.

Case History

Staff Coordinator: Alexis Baker, AICP, CZO, Interim Zoning Administrator

Heard by Planning and Zoning Commission: July 16, 2026 and August 6, 2026

Vote: 6 - 0

Motion: Eleanor James; Second: Bill Tucker

In Favor: 6; Opposed: 0

This document is a true and accurate statement of the findings and recommendations of the Montreat Planning and Zoning Commission.

Planning and Zoning Commission Chair

Date: _____

Exhibit A

Attachment 2

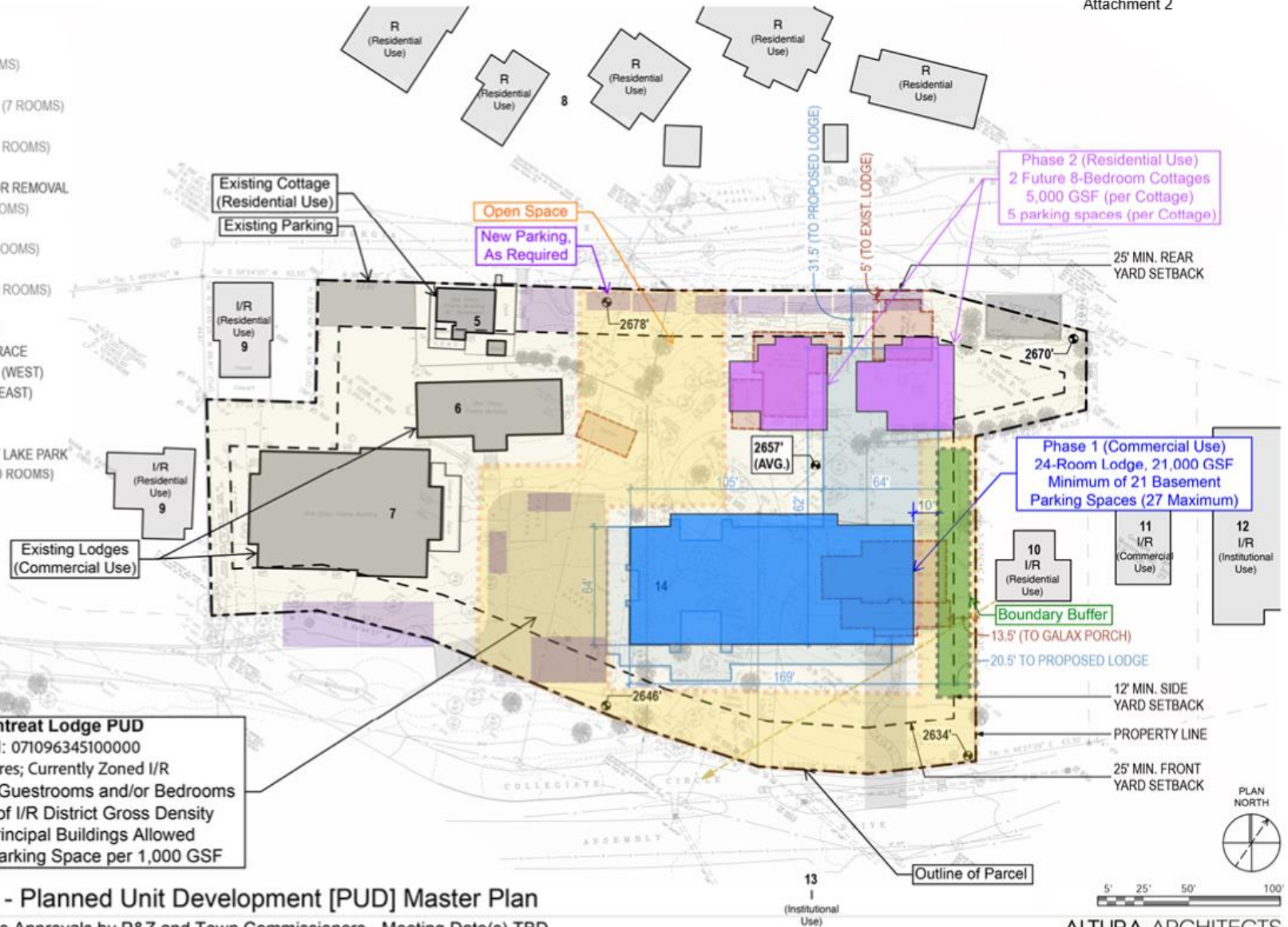
GENERAL LEGEND

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- 12 FREELAND HALL
- 13 FLAT CREEK / ROBERT LAKE PARK
- 14 PROPOSED LODGE (40 ROOMS)

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



Packet Page 20

ALTURA ARCHITECTS

Rule 30. Appointments

- A. The Board may consider and make appointments to other bodies, including its own committees, if any, only in open session. The Board may not consider or fill a vacancy among its own membership except in open session.

- B. Rather than proceeding by motion, the Board shall use the following procedure to make appointments to various other boards and offices:
 - The Mayor shall open the floor for nominations, whereupon the names of possible appointees may be put forward by Board members.
 - The names submitted shall be debated.

 - When the debate ends, the Mayor shall call the roll of the Board members, and each member shall cast his or her vote.

If more than one appointee is to be selected, then each Board member shall have as many votes as there are slots to be filled. The votes from a majority of the Board members voting shall be required for appointment. A Board member may cast all of his or her votes or fewer than all of them, but he or she shall not cast more than one vote for a single candidate.



Proclamation 26-10-0001 Domestic Violence Prevention and Awareness Month

Whereas: Domestic violence is a serious crime that violates an individual's security and humanity due to the systematic use of emotional, psychological, physical, sexual, and economic control;

Whereas: An average of 24 people per minute experience rape, physical violence, and/or stalking by an intimate partner in the United States, more than 12 million people over the course of a single year;

Whereas: The problems of domestic violence are not confined to any specific groups of people, but can happen to anyone regardless of racial or ethnic identity, sexual orientation, education level, socio-economic status, gender identity, or religious beliefs, and these problems are sustained by societal indifference;

Whereas: Intersecting layers of vulnerability due to race, ethnicity, gender identity, sexual orientation, age, ability, religion/spirituality, citizenship status, and spoken language, in the context of American society, make it easier for abusers to isolate, control, and create and sustain power over survivors with marginalized identities;

Whereas: Children who grow up witnessing domestic violence in their homes are deeply affected and are more likely to have trouble in school, more likely to perpetuate and be victimized by violence themselves, and more likely to experience long-term mental and physical health challenges;

Whereas: Survivors should have help to find the compassion, comfort, and healing they need, and abusers should be held accountable for their violent behavior;

Whereas: Powerful partnerships exist locally between many non-profit and governmental organizations that are committed to supporting survivors in their journey toward safety and healing;

Whereas: It is survivors of abuse who have been at the forefront of efforts to bring peace and equality to the home;

Whereas: Domestic Violence Awareness Month is an opportunity to stand with survivors, to celebrate the progress we have made in combating these crimes, and to recommit to preventing domestic violence in our community;

NOW THEREFORE, be it proclaimed on behalf of all of the members of Montreat Town Council and residents of the Town of Montreat, that the month of October 2026 be proclaimed Domestic Violence Prevention and Awareness Month, and we urge our residents to make the commitment to stop domestic violence by speaking out against it and learning more about the resources available to survivors and their families.

Tim Helms, Mayor

Angie Murphy, Town Clerk

Resolution #26-10-0001

**RESOLUTION AUTHORIZING SALE OF PERSONAL PROPERTY LESS
THAN \$30,000 (G.S. 160A-267)**

WHEREAS, the Town of Montreat owns certain items of personal property that have become surplus for its current needs; and

WHEREAS, North Carolina General Statute 160A-267 permits the town to sell such property by private sale, upon authorization by the Board of Commissioners at a regular meeting and notice to the public; and

WHEREAS, the Board of Commissioners is convened in a regular meeting;

**THEREFORE, THE BOARD OF COMMISSIONERS OF THE TOWN
OF MONTREAT RESOLVES THAT:**

1. The Board of Commissioners authorizes the Town Clerk to sell by private sale the following item of surplus personal property:

2014 Ford Police Interceptor Utility VIN#1FM5K8AR8EGA55172

2. The clerk to the Board of Commissioners shall publish a notice summarizing this resolution, and no sale may be executed pursuant to this resolution until at least 10 days after the day the notice is published.

READ, APPROVED AND ADOPTED, this the 8th day of October, 2026.

Tim Helms, Mayor

[SEAL]

Savannah Parrish, Town Manager

ATTEST:

I hereby certify that this is a true and correct copy of this Resolution, duly adopted by the Town of Montreat on the 8th day of October, 2026, as it appears of record in the official minutes.

Angie Murphy, Town Clerk

**Resolution #26-10-0002 Authorizing Sale of Personal Property by
Public Auction (Pursuant to G.S. 160A-270)**

Whereas, the Board of Commissioners of the Town of Montreat finds that certain personal property is no longer needed for the conduct of public business and is therefore surplus; and

Whereas, pursuant to N.C. General Statute 160A-270, a governing body may authorize the sale of personal property at public auction to the highest bidder; and

Whereas, the Town of Montreat desires to dispose of the surplus property in a manner that is open, competitive, and in the best interest of the public;

Now, therefore, be it resolved by the Board of Commissioners of the Town of Montreat that:

1. Declaration of Surplus

The personal property listed in *Exhibit A* attached hereto is hereby declared surplus.

2. Authorization of Sale

The Town Clerk, or their designee, is authorized to sell the surplus property at public auction to the highest bidder, in accordance with N.C.G.S. 160A-270.

3. Notice of Sale

The Town Clerk shall cause a notice summarizing the contents of this resolution to be published at least ten (10) days prior to the auction date.

4. Disposition of Proceeds

All proceeds from the sale shall be deposited in the General Fund or other designated fund of the Town of Montreat.

Adopted on this _____ day of _____, 20____.

Mayor Tim Helms

ATTEST:

Angie Murphy, Town Clerk

EXHIBIT A

List of Surplus Personal Property

- 2006 Ford Tractor Serial #G611790
- 2013 Volvo Backhoe Loader VCE0B70BJ02326621
- 2018 Ditchwitch DWPSK155CI0000332
- 2006 Bush Hog Backhoe Tractor Attachment BH650
- 2004 Ford F250 1FTNF20566EC15423
- 2004 Ford LCF 3FRLL45Z36V356464

*Equipment and vehicles have been scheduled for disposal because they have reached the end of their useful life for the Town or have become obsolete due to the acquisition or upgrade of replacement equipment.



TOWN OF MONTREAT

P. O. Box 423

Montreat, NC 28757

Tel: (828)669-8002 Fax: (828)669-3810

www.townofmontreat.org

Town Equipment/ Vehicles requested for Disposal

- 2006 Ford Tractor – G611790
- 2013 Volvo Backhoe Loader – VCE0B70BJ02326621
- 2018 Ditchwitch – DWPSK155CJ0000332
- 2006 Bush hog Backhoe tractor attachment- BH650
- 2004 Ford F250 – 1FTNF20566EC15423
- 2004 Ford LCF – 3FRLL45Z36V356464

Equipment and vehicles have been scheduled for disposal due to reaching the end of their effective life span for the town and some may have become obsolete due to an upgrade of another already purchased piece of equipment.

**TOWN OF MONTREAT
FISCAL YEAR 2026-2027
BUDGET AMENDMENT #4**

Be it ordained by the Town of Montreat Board of Commissioners that the following amendment be made to the Budget Ordinance for the fiscal year ending June 30, 2027.

Department(s): General Fund and Water Fund

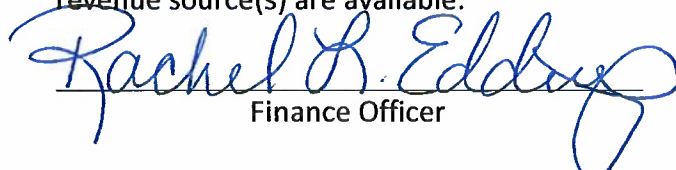
Purpose: To add Insurance Proceeds for damage to water pickup (2576.10), and damage to Dodge patrol car (1178.80).

Section 1. To amend the General/Water Fund as follows:

Line Item	Account Number	Amount Decrease	Amount Increase	Amended Budget
Insurance Reimbursement	30-3810-900		\$2,576.10	\$2,576.10
M&R Trucks	30-8100-170		\$2,576.10	\$4,576.10
Insurance Recovery Proceeds	10-3850-800		\$1,178.80	\$1,178.80
M&R Auto	10-5100-170		\$1,178.80	\$11,178.80

Notes:

Section 2. I certify that the accounting records provide for this budget amendment, and that the revenue source(s) are available:


Finance Officer


Date

Section 3. Copies of this amendment shall be delivered to the Budget/Finance Officer and Town Auditor for their direction.

Adopted this _____ day of _____, _____.

Recorded and filed:

Budget Officer/Town Manager

Date

Town Clerk

Date

**TOWN OF MONTREAT
FISCAL YEAR 2026-2027
BUDGET AMENDMENT #5**

Be it ordained by the Town of Montreat Board of Commissioners that the following amendment be made to the Budget Ordinance for the fiscal year ending June 30, 2027.

Department(s): Fund 40- Stone Bridges, Fund 29 - Helene

Purpose:

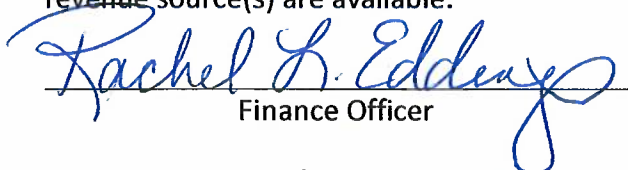
- To add donations to the budget for Stone Bridges.
- To add FEMA Reimbursement to budget to cover increase in Withers Ravenel Consulting Contract (\$60,000) and remainder to cover other projects.

Section 1. To amend the Fund 40- Stone Bridges as follows:

Line Item	Account Number	Amount Decrease	Amount Increase	Amended Budget
Donations/Contributions	40-3300-300		\$2,550	\$104,400
Materials	40-5000-752		\$2,550	\$4,800
Federal Grants – FEMA	29-3311-300		\$213,770.24	\$213,770.24
Professional Services – Consulting	29-5600-050		\$60,000	\$80,104.22
Professional Services	29-5600-040		\$153,770.24	\$234,770.24

Notes:

Section 2. I certify that the accounting records provide for this budget amendment, and that the revenue source(s) are available:


Finance Officer


Date

Section 3. Copies of this amendment shall be delivered to the Budget/Finance Officer and Town Auditor for their direction.

Adopted this _____ day of _____, _____.

Recorded and filed:

Budget Officer/Town Manager

Date

Town Clerk

Date

Town of Montreat
Environmental Policy

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Smoking means the inhaling, exhaling, burning, or carrying of a lighted pipe, cigar, cigarette, or other combustible tobacco product.

Litter means any garbage, refuse, waste, rubbish, cigarette butt, tobacco product, food waste, paper, container, packaging, or other discarded material that is deposited, thrown, left, or otherwise disposed of except in a designated receptacle.

Municipal property means any building, facility, grounds, property, right-of-way, parking area, or other property owned, leased, operated, occupied, managed, or controlled by the Town.

Tobacco use prohibited in municipal buildings and facilities.

It shall be prohibited for any person to smoke or use other tobacco products in any building or facility or portion of a building or facility owned, leased, operated, occupied, managed, or controlled by the Town.

Tobacco use prohibited in municipal vehicles.

It shall be prohibited for any person to smoke or use other tobacco products in any vehicle owned or leased by the Town.

Environmental conduct on municipal property.

It shall be unlawful for any person to engage in conduct on municipal property that creates an avoidable environmental, health, safety, or nuisance concern, including, but not limited to, the following:

(1) Vehicle idling.

Operating or allowing the engine of a motor vehicle to idle unnecessarily while parked or standing on municipal property. This prohibition shall not apply when idling is necessary because of traffic conditions, emergency circumstances, severe weather, mechanical or operational requirements, or when necessary for the health or safety of the driver or passengers.

(2) Littering.

Depositing, throwing, discarding, or otherwise leaving litter, trash, refuse, cigarette butts, tobacco products, food waste, or other debris on municipal property except in a designated receptacle.

(3) Improper disposal of materials.

Depositing or disposing of garbage, waste, hazardous materials, chemicals, oil, grease, fuel, or other substances except in an appropriate and designated manner.

(4) Discharge of pollutants.

Releasing, dumping, pouring, or allowing oil, fuel, chemicals, wastewater, or other substances to enter the ground, stormwater system, streams, waterways, drainage facilities, or other areas of municipal property in a manner that may cause pollution, environmental damage, or a health or safety hazard.

(5) Damage or contamination of municipal property.

Depositing or leaving materials or substances on municipal property in a manner that may damage, stain, contaminate, or otherwise adversely affect municipal buildings, facilities, grounds, landscaping, vehicles, equipment, or infrastructure.

(6) Nuisances and unsafe conditions.

Engaging in any activity that creates an unreasonable nuisance or an avoidable health, environmental, or safety hazard on municipal property.

(7) Improper disposal of tobacco products.

Discarding cigarette butts, cigars, tobacco, vaping materials, or related products on the ground, in landscaping, storm drains, waterways, or other areas except in an appropriate receptacle.

(8) Other prohibited conduct.

Engaging in any other activity on municipal property that is prohibited by applicable federal, state, or local law or that unreasonably interferes with the safe, clean, sanitary, and orderly use of municipal property.

Nothing in this section shall prohibit conduct that is otherwise authorized by law or necessary for emergency response, public safety, municipal operations, maintenance, construction, or other official Town business.