

**Town of Montreat
Board of Commissioners
Agenda Meeting
March 6, 2008 – 7:00 p.m.
Kirk Allen Building**

The Montreat Board of Commissioners held their regularly scheduled Agenda Meeting on March 6, 2008 at 7:00 p.m. in the Kirk Allen Building. Present among the Board were Mayor Letta Jean Taylor, Mayor Pro Tem Eric Nichols, Commissioner Jack McCaskill and Commissioner Bill Hollins. Commissioner Ruth Currie arrived at 7:05 p.m. Commissioner O'Neil Tate was absent. Representing Town Staff were Town Administrator Ron Nalley, Public Works Director Charles Caldwell, Chief of Police William B. McClintock, Town Clerk Misty R. Gedlinske and Finance Officer Stefan Stackhouse. No members of the public were present. After calling the meeting to order, Mayor Taylor led the group in reciting the Pledge of Allegiance and gave the invocation.

Agenda Approval

Commissioner Hollins moved to adopt the meeting agenda as presented. Commissioner McCaskill seconded and all voted in favor. The motion carried 3/0.

Public Hearing

Consideration of 2008-2013 Capital Improvements Plan: Mayor Taylor advised that a Public Hearing would be held during next week's meeting to discuss the 2008-2013 Capital Improvements Plan.

Communications From the Mayor

Mayor Taylor noted that the Resolution honoring departing Montreat Conference Center President George Barber and Wanda Barber would be formally presented at next week's meeting. She also referenced a recent letter from Montreat College Vice President of Student Services Charles Lance asking the Town and the Montreat Conference Center to assist in their effort to obtain an audible community emergency warning system.

Review of the Consent Agenda

Mayor Taylor summarized the items listed on the Consent Agenda, which included the minutes of the February 7, 2008 Agenda Meeting and February 14, 2008 Town Council Meeting. Mr. Nalley advised that draft versions of both sets of minutes would be e-mailed to the Council members as soon as they were completed.

Communications From the Town Administrator

Zoning Activity Report: Mr. Nalley reported that six projects had received Certificates of Zoning Compliance during the month of February, and that Building Inspection fees totaled \$1,622.82 for the month with five permits approved and 24 inspections performed.

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Planning and Zoning Commission Update: Mr. Nalley advised that the Planning and Zoning Commission had unanimously recommended adoption of the Montreat Comprehensive Plan at their February meeting, and that several Commission members planned to attend next week's Town Council meeting to participate in the discussion of both this matter and the proposed revisions to Montreat Zoning Ordinance Article V and VI – Location of Building Lines on Irregularly Shaped Lots.

At Commissioner Currie's suggestion, Mr. Nalley agreed that the current membership vacancies on both the Planning and Zoning Commission and Board of Adjustment would be advertised in the next edition of the Town newsletter.

Board of Adjustment Update: Mr. Nalley reported that the Board of Adjustment would meet on March 27, 2008 to hear Walter Bartlett's variance request to construct a home below the minimum lot width line and within the side yard setback areas of his property on Oklahoma Road in the R-1 Residential District.

Floodplain Mapping Appeal and Protest Petition: Mr. Nalley stated that staff had filed two protest petitions in conjunction with the Montreat Conference Center regarding the stream delineation along the lower section of Louisiana Road and the floodplain boundary in the area around Dunn Pavilion and Swimming Pool on the North Carolina Floodplain Mapping Program's preliminary maps. He advised that Dr. Dan Marks, who had previously developed various technical analyses related to the repairs to Lake Susan Dam, was preparing a review of this data to be submitted as part of an appeal study for the area between Lake Susan and the Montreat Gate. Mr. Nalley also noted that the \$2,000 cost of this study was being funded by the Montreat Conference Center.

2008 Board Retreat: Mr. Nalley reminded everyone of the date, time and location of the upcoming Board Retreat and asked the Council members to bring their copies of the Comprehensive Plan document to that meeting.

Finally, Mr. Nalley also advised that he would be taking vacation leave during the last week of March.

Administrative Reports

Police Chief: Chief McClintock stated he would give his monthly activity report at next week's meeting. He also mentioned hearing several positive comments from the public concerning Officer Jack Staggs' return to the Montreat Police Department.

Public Works Director:

Sanitation Services Update: Mr. Caldwell reported that garbage collection had dropped from fourteen tons in December down to seven tons in January and credited the new fencing around

the dumpster area behind the Town Services Office for the decrease. He also thanked the Police Department for their help in securing the gates and monitoring for illegal dumping.

Finance Officer:

Financial Reports: Mr. Stackhouse presented and reviewed the final January 2008 and preliminary February 2008 Financial Reports. He noted that additional information had been added to these reports to indicate how each month's revenue and expenditures compared to the prior fiscal year and said that this information would become a permanent addition to his future monthly reports.

Commissioner Reports

Mayor Pro Tem Nichols had no report at this time.

Commissioner Currie had no report at this time.

Commissioner Hollins had no report at this time.

Commissioner McCaskill had no report at this time.

Commissioner Tate was absent and had no report at this time.

Public Comment

No members of the public were present at this time.

Old Business

Proposed Revisions to Montreat Zoning Ordinance Article V and VI – Location of Building Lines on Irregularly Shaped Lots: Mr. Nalley reviewed the discussion of this matter from last month's Town Council meeting, including the Planning and Zoning Commission's rationale for recommending that the Zoning Ordinance be amended to eliminate the language allowing setback reductions or irregularly shaped lots as well as comments from the public that in some cases, such reductions may be desired for environmental preservation purposes. Commissioner Currie reiterated her comments from last month's meeting and suggested an intermediate step such as development of a separate review panel or policy statement from the Council outlining criteria which an applicant must meet before these kinds of adjustments may be given. Mr. Nalley felt that it would be more appropriate to set forth any specific criteria allowing setback reductions in the Zoning Ordinance for consistency and fairness of administration. Commissioner Hollins felt that it would be unlikely that ordinance language could be drafted to address all possible situations where a setback reduction may be considered and thought that review of individual cases by the Board of Adjustment would be a better option. Mayor Taylor

cited the Chapel of Prodigal as an example of a project that the Board of Adjustment had denied a variance for that was re-evaluated by an architect and had resulted in a building that complied with the Zoning Ordinance and was thought to be an improvement over what was initially submitted.

Water Shortage Response Plan: Mr. Nalley explained that the proposed Water Shortage Response Plan was actually an amendment to the Town's existing Code of General Ordinances and therefore required adoption of an amendment ordinance to be enacted. He reviewed the Plan's triggers for initiation of phase reductions in response to water shortages, clarified the included definitions of ornamental and recreational water uses and summarized the Plan's enforcement and penalty options. With respect to staff's recommended conservation water rates, Mr. Nalley advised that the Board could choose to adopt this language as presented, amend it to include consumption thresholds to mitigate the impact on institutional customers, or to eliminate this section and simply discontinue public water service once a certain severity of drought was experienced. He also noted that the Plan included restrictions on the removal water from public streams for private use. Commissioner Currie asked if water rationing had been considered and suggested including this option to ensure its availability in times of need. After discussion, the Board agreed by consensus for this language to added for further consideration at next week's meeting.

New Business

2008-2013 Capital Improvements Plan: Mr. Nalley asked the Council if they would like him to prepare a formal Capital Improvements Plan presentation for next week's meeting. Mayor Taylor asked that the Plan be posted on the Town's website in addition to the printed copies available at the Town Services Office, and for Mr. Nalley to be ready to summarize the Plan and answer any questions at next week's meeting.

Resolution Supporting the Incorporation of the Town of Swannanoa: Mayor Taylor explained that this Resolution had been prepared as a token of support for the Swannanoa Incorporation Task Force in conjunction with their presentation at the February 14, 2008 Town Council Meeting.

Building Inspector/Code Administrator Appointment: Mr. Nalley informed the Council that David Currie had agreed to the conditional offer of employment presented February 29, 2008 with the additional request for the transfer of his accrued sick leave from the City of Marion. Commissioner Currie commented that she and Mr. Currie were not related to each other.

Public Comment

No members of the public were present at this time.

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Meeting Dates

Mayor Taylor announced the following upcoming meeting dates:

<u>March Town Council Meeting:</u>	March 13, 2008, 7:00 p.m., Kirk Allen Building
<u>March Planning & Zoning Commission Meeting:</u>	March 20, 2008, 7:00 p.m., Kirk Allen Building
<u>Town Services Office Closed:</u>	March 21, 2008 Good Friday
<u>March Board of Adjustment Meeting:</u>	March 27, 2008, 7:00 p.m., Kirk Allen Building
<u>Agenda Items Due:</u>	March 28, 2008, 4:30 p.m., Town Services Office
<u>April Parks & Recreation Commission Meeting:</u>	April 1, 2008, 9:00 a.m., Andy Andrews Gallery
<u>Agenda Packets Available:</u>	April 2, 2008 Town Services Office
<u>April Agenda Meeting:</u>	April 3, 2008, 7:00 p.m. Kirk Allen Building
<u>April Town Council Meeting:</u>	April 10, 2008, 7:00 p.m., Kirk Allen Building
<u>April Planning & Zoning Commission Meeting:</u>	April 17, 2008, 7:00 p.m., Kirk Allen Building

Adjournment

There being no further business to discuss, Mayor Pro Tem Nichols moved to adjourn the Agenda Meeting. Commissioner McCaskill seconded. The motion carried 4/0 and the meeting was adjourned at 7:55 p.m.

Letta Jean Taylor, Mayor

Misty R. Gedlinske, Town Clerk