

**Town of Montreat
Board of Commissioners
Town Council Meeting
March 13, 2008 – 7:00 p.m.
Kirk Allen Building**

The Montreat Board of Commissioners held their regularly scheduled Town Council Meeting on March 13, 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 Ruth Currie, Commissioner Bill Hollins, Commissioner Jack McCaskill and Commissioner O'Neil Tate. 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. Four members of the public were also present. After calling the meeting to order, Mayor Taylor led the group in reciting the Pledge of Allegiance and gave the invocation.

Agenda Approval

Mayor Taylor noted the additions made to the meeting agenda since the prior week. Commissioner Hollins moved to adopt the meeting agenda as presented. Commissioner Tate seconded and all voted in favor. The motion carried 5/0.

Public Hearing

Consideration of 2008-2013 Capital Improvements Plan: Mayor Taylor opened the Public Hearing on this matter. Mr. Nalley asked the Board for any questions they may have concerning the equipment purchases and capital projects listed in the Plan. Mr. Nalley explained that the Capital Improvements Plan was a financial planning tool used to forecast the Town's equipment, building and infrastructure needs over a five-year period, and that an item was included in the Town's CIP if it had a life expectancy of greater than one year and a value of greater than \$5,000. He also noted that the entire Capital Improvements Plan document was available online via the Town's website and in printed form at the Town Services Office. Hearing no further discussion, Mayor Taylor then closed the Public Hearing.

Communications From the Mayor

Presentation of Resolution Honoring Montreat Conference Center President George Barber and Wanda Barber: Mayor Taylor presented a framed version of the Resolution to Mr. and Mrs. Barber and read its text aloud. She thanked the Barbers for their contributions to the community and wished them well in their future endeavors. Mayor Taylor also mentioned that there was discussion during a recent meeting of the Institutional Sharing Committee concerning whether the audible emergency warning system Montreat College planned for their campus could be expanded to serve the entire community. She noted that the estimated cost of such a system was approximately \$48,000 and asked Chief McClintock to research possible grant funding options. Finally, Mayor Taylor mentioned the term expirations on both the Planning and Zoning Commission and Board of Adjustment and asked for continued efforts to recruit applicants to these boards.

Review of the Consent Agenda

Mr. Nalley stated that with the adoption of the Consent Agenda, Council had approved the minutes of the February 7, 2008 Agenda Meeting and February 14, 2008 Town Council Meeting. Also approved was a call for Public Hearing on April 10, 2008 at 7:00 p.m. or as soon thereafter as possible to discuss the Montreat Comprehensive Plan and Implementation Matrix, and appointment of Steven Aceto to the Board of Adjustment as a regular member for a three-year term to expire on January 31, 2011.

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.

Floodplain Mapping Appeal and Protest Petition: Mr. Nalley stated that in conjunction with the two protest petitions filed with regard to 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, Dr. Dan Marks was also using data he had developed for the repairs to Lake Susan Dam to compile a base flood elevation appeal for the area between Lake Susan and the Montreat Gate.

Planning and Zoning Commission Update: Mr. Nalley said that the Planning and Zoning Commission would meet the following week.

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.

Finally, Mr. Nalley reminded the Council would be taking vacation leave during the last week of March.

Administrative Reports

Police Chief: Chief McClintock gave his police activity report for the month of February and noted that the only increase in activity as compared to previous years was in officer-initiated activity.

Public Works Director:

Sanitation Services and Water Updates: Mr. Caldwell noted that garbage and recyclable materials collection would not be affected by the upcoming Easter holiday. He also cautioned

that recent rainfall amounts were not enough to eliminate the need for continued voluntary water conservation measures.

Finance Officer:

Financial Reports: Mr. Stackhouse presented and reviewed the final January 2008 and preliminary February 2008 Financial Reports. There were no questions or comments from the Council at this time. After brief discussion, an Audit Committee meeting was tentatively scheduled on Wednesday, March 26, 2008 at 4:00 p.m. in the Town Services Office.

Commissioner Reports

Mayor Pro Tem Nichols had no report at this time.

Commissioner Currie forwarded her research files on tree preservation ordinances and oversize truck regulations to Mr. Nalley.

Commissioner Hollins had no report at this time.

Commissioner McCaskill had no report at this time.

Commissioner Tate had no report at this time.

Public Comment

There were no comments from the public at this time.

Old Business

Proposed Revisions to Montreat Zoning Ordinance Article V and VI – Location of Building Lines on Irregularly Shaped Lots: Planning and Zoning Commission Chair Charlie Mitchell was recognized and summarized the history of the Commission’s consideration of this matter and explained that they recommended eliminating the “Irregularly Shaped Lot” definition as well as Section 614 in order to ensure consistent setback lines for all property owners within a particular zoning district and to place the burden on the property owner to appear before the Board of Adjustment for a variance rather than relying on the zoning official’s discretion. Commissioner Hollins then moved to adopt Ordinance #08-03-0001 to amend Article V and VI of the Zoning Ordinance of the Town of Montreat. Commissioner Tate seconded and all voted in favor. The motion carried 5/0.

Water Shortage Response Plan: Mr. Nalley advised that although he had revised the draft Water Shortage Response Plan to include the rationing provisions discussed during last week’s Agenda Meeting, he had not had a chance to review and incorporate minor revisions recommended by

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Town Attorney Susan Taylor Rash had just been received that afternoon. After discussion, Council agreed by consensus to table discussion of this matter until the following month.

New Business

2008-2013 Capital Improvements Plan: Mayor Pro Tem Nichols moved to adopt the 2008-2013 Capital Improvements Plan. Commissioner Currie seconded and all voted in favor. The motion carried 5/0.

Resolution Supporting the Incorporation of the Town of Swannanoa: Commissioner Currie moved to adopt Resolution #08-03-0001 Supporting the Incorporation of the Town of Swannanoa. Commissioner Tate seconded and all voted in favor. The motion carried 5/0.

Building Inspector/Code Administrator Appointment: Mayor Pro Tem Nichols moved to appoint David Currie as Building Inspector/Code Administrator with a starting salary of \$34,500.00 effective March 31, 2008. Commissioner Currie seconded. During discussion, Commissioner Currie asked about the amount of sick leave to be transferred from Mr. Currie's previous employer. Mr. Nalley responded by stating that while he still needed confirmation of the exact amount of time, he believed there was less than one week's worth of accrued leave to be transferred. The motion carried 5/0.

Public Comment

There were no comments from the public at this time.

Meeting Dates

Mayor Taylor announced the following upcoming meeting dates:

<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

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Agenda Packets Available:

April 2, 2008
Town Services Office

April Agenda Meeting:

April 3, 2008, 7:00 p.m.
Kirk Allen Building

April Town Council Meeting:

April 10, 2008, 7:00 p.m.,
Kirk Allen Building

April Planning & Zoning Commission Meeting:

April 17, 2008, 7:00 p.m.,
Kirk Allen Building

Adjournment

There being no further business to discuss, Commissioner Tate moved to adjourn the Town Council Meeting. Mayor Pro Tem Nichols seconded. The motion carried 5/0 and the meeting was adjourned at 7:45 p.m.

Letta Jean Taylor, Mayor

Misty R. Gedlinske, Town Clerk