Town of Montreat
Planning & Zoning Commission (P&Z)
Meeting Agenda
January 18, 2024, 10:30 a.m.
Montreat Town Hall, 1210 Montreat Rd., Black Mountain, NC 28711
And via Zoom: https://us02web.zoom.us/j/86933563365

I. CALL TO ORDER

- Welcome
- Moment of Silence

II. ADOPTION OF AGENDA

III. ADOPTION OF OCTOBER 19, 2023, MEETING MINUTES

IV. ORGANIZATION OF PLANNING AND ZONING COMMISSION

- Election of Officers:
    - Chairperson (current: Bill Scheu)
    - Vice-Chairperson (current: John Hinkle)
    - Secretary (current: Angie Murphy, Montreat Town Clerk)

V. SUBCOMMITTEE UPDATES

- Hillside Development Subcommittee
    i. Appointments
- Montreat Sign Ordinance Subcommittee
- Zoning Ordinance Amendments Research Subcommittee

VI. OLD BUSINESS

- Comprehensive Plan Implementation
- Viewshed Regulation Presentation

Summary: The Zoning Administrator and Commission Member Shell worked together to prepare a presentation overviewing viewsheds and their regulation in support of accomplishing Environment Objective 10 (*Investigate implementing viewshed protection regulations in Montreat*) of the Montreat Tomorrow comprehensive plan.

Suggested Motion: (Option 1) Recommend that the Board of Commissioners authorize the Planning and Zoning Commission to seek a cost estimate of conducting a community survey on views to protect, define the protection area, and associated attorney's fees to revise the Montreat Zoning Ordinance or (Option 2) Recommend that the Planning and Zoning Commission defer further action at this time and reconsider viewshed protection in January 2025.

VII. NEW BUSINESS

- Adoption of 2024 Meeting Schedule
- Special Meeting for February 2024

VIII. NEXT MEETING

- TBD

IX. PUBLIC COMMENT

X. ADJOURNMENT

Planning & Zoning Commission
Meeting Minutes
October 19, 2023

Board members: Dan Dean
Liz Johnson
Bill Scheu, Chair
John Hinkle
Julie Schell
Bill Tucker
Allen Crawford, ETJ Representative (left at 11:17 a.m.)
Sally Stansill, Alternate Representative
Daniel Hewitt, Alternate Representative

Board members absent:

Town staff present: Kayla DiCristina, Zoning Administrator
Angie Murphy, Town Clerk

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There were a few members of the public present. Mr. Scheu called the meeting to order at 10:31 a.m., and led the group in a moment of silence after a brief welcome.

Agenda Approval

John Hinkle moved to amend the agenda to add Daniel Hewitt under "Swearing in of New Members" to administer the Oath of Office for him as an alternate member. Liz Johnson seconded and the motion carried 6/0.

Meeting Minutes Adoption

Dan Dean stated that in the third paragraph under "New Business" the word "chair' needed to be deleted. Dan Dean moved to approve the July 27, 2023 Meeting Minutes as amended. Liz Johnson seconded and the motion carried 6/0.

Swearing in of New Members

Town Clerk Angie Murphy administered the Oath of Office for Regular Member Bill Tucker and Alternate Representative Daniel Hewitt.

Subcommittee Updates

- Hillside Development Subcommittee: Liz Johnson advised that this Subcommittee has not met since July 27th. Mrs. Johnson also advised that the group has a vacancy since previous

member Wade Burns moved out of Montreat Town Limits. Allen Crawford volunteered to serve in the vacant position.

- Montreat Sign Ordinance Subcommittee: Chair John Hinkle advised that his group is ready to finalize their report and he is hoping to accomplish this in mid-November.
- Zoning Ordinance Amendments Research Subcommittee: Dan Dean stated that his group is still in a holding pattern as they await the results of the Montreat Lodge controversy. Mr. Dean also stated that he's keeping a running list of things that need to be discussed. Liz Johnson asked of Mr. Dean could provide that list so members could keep the topics close at hand.

New Business

Discussion of Montreat Tomorrow Comprehensive Plan Action Items: Ms. DiCristina advised that she included this first discussion on the Agenda because there is really good energy around the Comprehensive Plan and she doesn't want to lose the momentum. Ms. DiCristina also advised that the Comprehensive Plan has a list of objectives and a list of responsible entities to complete the tasks. Ms. DiCristina advised the Commission members that she wants to do a first pass of the objectives today and figure out which ones are applicable to Planning & Zoning as a whole or to one of the other entities or subcommittees.

Environment

- Objective #3 : Create a local erosion and sediment control ordinance
  - Zoning Ordinance Amendment Research Subcommittee
- Objective #4 : Explore the adoption of additional stream protection ordinances
  - Planning & Zoning Commission
- Objective #6 : Explore conservation easements as an avenue for land protection
  - Planning & Zoning Commission/Open Spaces Conserv. Committ
- Objective #7 : Implement the stormwater management plan
  - Hold
- Objective #9 : Create a voluntary stormwater control measure and flood risk mitigation program.
  - P&Z will begin with flood risk mitigation
- Objective #10 : Investigate implementing viewshed protection regs in Montreat
  - P&Z
- Objective #11 : Examine the existing Hillside Development Ord.
  - Hillside Development Subcommittee
- Objective #12 : Support and implement the goals and recommendations in the Buncombe/Madison County Regional Hazard Mitigation Plan
  - P&Z

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Development

- Objective #2 : Investigate implementing a max. lot coverage standard in MZO
    - P&Z
- Objective #3 : Update and implement a wayfinding plan
    - Sign subcommittee
- Objective #4 : Improve existing allowable uses, densities, dimensional regs in each Zoning District
    - Zoning Ordinance Subcommittee
- Objective #5 : Investigate STRs in each Zoning District
    - P&Z
- Objective #6 : Educate the public about the value of historic properties and landmarks
    - No action needed: support role only
- Objective #7 : Support future development plans
    - Invite citizens to meeting

Transportation

- Objective #1 : Calm traffic and lower speeds
    - No action at this time
- Objective #2 : Parking demands
    - Town-wide
- Objective #3 : Freight Plan
    - No action at this time
- Objective #4 : Update bicycle, pedestrian and greenways master plan
    - No action at this time

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Discussion of Fall Planning and Zoning Commission Training

Ms. DiCristina reminded the Commission that they did a series of two trainings last fall and spring and she wanted to know if there was any interest on additional training opportunities this fall. Ms. DiCristina mentioned PUDs and rezoning cases as examples. Ms. DiCristina recommended the Commission send her an email before the end of November with potential topics to discuss.

Next Meeting

Regular Meeting Thursday, January 18th, 2024 at 10:30 a.m.

Public Comment

There was no Public Comment at this time.

Adjournment

Bill Tucker moved to adjourn the meeting. Liz Johnson seconded and the meeting was adjourned at 11:36 a.m.

_____ _____

Bill Scheu, Chair Angie Murphy, Town Clerk

DRAFT

VISION STATEMENT: ENVIRONMENT

Montreat will value and protect its tree canopy, streams, land, and natural beauty.

#	OBJECTIVE	TIME FRAME	PRIORITY	ENTITY	IMPLEMENTATION
3	Create a local erosion and sediment control ordinance for grading permits and requirements for projects that currently are not covered by Buncombe County's Erosion and Sediment Control Ordinances.	Short-Term	High	PZ	Assigned to Zoning Ordinance Subcommittee for review.
4	Explore the adoption of additional stream protection ordinances.	Long-Term	Medium	PZ	Assigned to full Planning and Zoning Commission for review.
6	Explore conservation easements as an avenue for land protection.	Short-Term	Medium	PZ & OSC	Assigned to full Planning and Zoning Commission for review.
7	Implement the stormwater management plan as required and approved by Small MS4 NPDES Permit.	Long-Term	Medium	Town-wide	Revisit and assign once stormwater management plan is approved by state.
9	Create a voluntary stormwater control measure and flood risk mitigation program with established goals that includes educational opportunities and outreach efforts.	Long-Term	Medium	PZ	Revisit and assign stormwater portion of objective once stormwater management plan is approved by state. Flood risk mitigation portion of objective assigned to full Planning and Zoning Commission for review.
10	Investigate implementing viewshed protection regulations in Montreat.	Short-Term	Medium	PZ	Assigned to full Planning and Zoning Commission for review.
11	Examine the existing Hillside Development Ordinance and ensure that it is enforceable, practical, and sufficient for its purpose, with consideration to the responsibility placed on those building on property in Montreat.	Short-Term	High	PZ	Assigned to Hillside Development Ordinance Subcommittee fo reivew.
12	Support and implement the goals and recommendations for the Town of Montreat in the Buncombe and Madison County Regional Hazard Mitigation Plan.	Short-Term	Medium	Town-wide	Assigned to full Planning and Zoning Commission for review.

PZ = Planning & Zoning | OSC = Open Space Committee

VISION STATEMENT: DEVELOPMENT

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.

#	OBJECTIVE	TIME FRAME	PRIORITY	ENTITY	IMPLEMENTATION
2	Investigate implementing a maximum lot coverage standard in the Montreat Zoning Ordinance to cap the percentage of a lot that can be developed	Short-Term	High	PZ	Assigned to full Planning and Zoning Commission for review.
3	In cooperation with the Town, Montreat College, the Mountain Retreat Association, and local organizations, work to update and implement a wayfinding plan including educational signage.	Long-Term	High	PZ	Assigned to Sign Ordinance Subcommittee for review.
4	Preserve, protect, and enhance the character of Montreat by evaluating and improving existing allowable uses, densities, and dimensional regulations in each Zoning District	Short-Term	High	PZ	Assigned to Zoning Ordinance Subcommittee for review.
5	Investigate development regulations per Zoning District for short-term rentals with consideration for existing short-term rentals and potential funding sources.	Short-Term	High	PZ	Assigned to full Planning and Zoning Commission for review.
6	Support current and new activities with local, regional, and state partners to educate the public about the value of historic properties and landmarks.	Long-Term	Medium	PZ	No action by Planning and Zoning Commission needed at this time. PZC will serve as a resource as needed for entities (like PHC) who work with historic preservation.
7	In the spirit of the long-term success of the Town of Montreat, and guided by the above vision statements and objectives, work collaboratively with citizens and the institutions of the Town, including, but not limited to, Montreat College and the Mountain Retreat Association, on any future development plans to support the vitality and future of the institutions and the Town.	Long-Term	High	PZ	No action by Planning and Zoning Commission needed at this time. PZC will discuss more details of how to proceed with this objective at the next regular meeting. Current strategy is to invite MRA & Montreat College representatives to present plan to PZC

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VISION STATEMENT: TRANSPORTATION

Montreat will be accessible for people as they age, safe for children and families, and calm for those driving, biking, and walking.

#	OBJECTIVE	TIME FRAME	PRIORITY	ENTITY	IMPLEMENTATION
1	Calm traffic and lower speeds by partnering with regional transportation agencies to conduct a study of feasible options. This may include, but is not limited to, investigating posting advanced warning signs near the Montreat Gate, seasonal speed tables, or additional stop signs.	Short-Term	Medium	Town-wide	No action by Planning and Zoning Commission needed at this time. PZC will serve as a resource as needed work conducted under this objective.
2	Periodically examine the availability and demand for parking in the Town of Montreat. Develop strategies as needed to address parking issues. Special consideration to seasonal parking needs should be included.	Long-Term	High	Town-wide	No action by Planning and Zoning Commission needed at this time. PZC will serve as a resource as needed work conducted under this objective.
3	Investigate developing a freight plan in partnership with local and regional partners. This plan may include, but is not limited to, designated truck routes, drop/off/delivery zones, and a permit system for overweight vehicles to be charged a fee.	Long-Term	Medium	Town-wide	No action by Planning and Zoning Commission needed at this time. PZC will serve as a resource as needed work conducted under this objective.
4	Update and implement the Town's Bicycle, Pedestrian, and Greenways Master Plan.	Long-Term	Medium	Town-wide	No action by Planning and Zoning Commission needed at this time. PZC will serve as a resource as needed work conducted under this objective.

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VIEWSHED PROTECTION

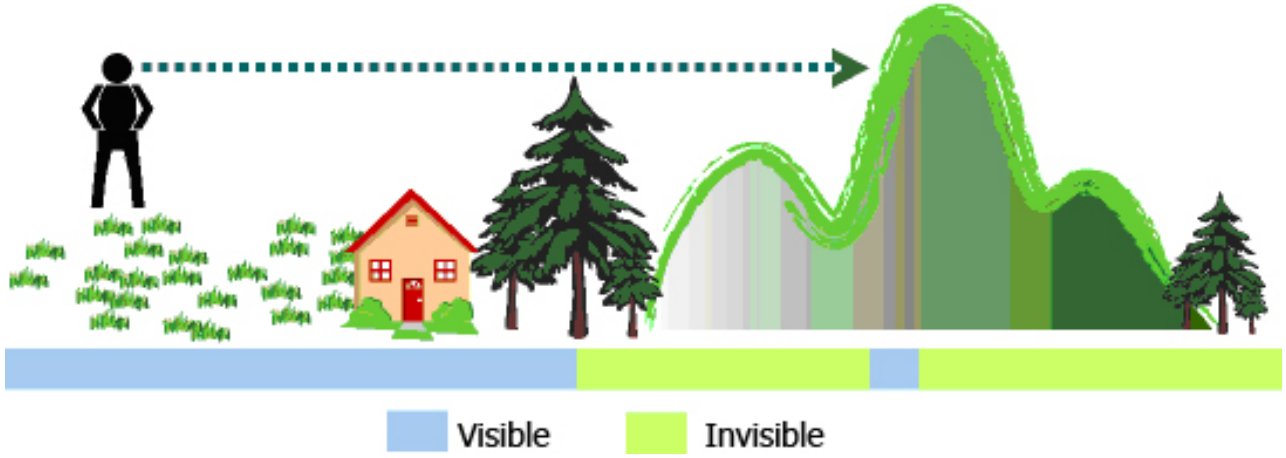
Town of Montreat

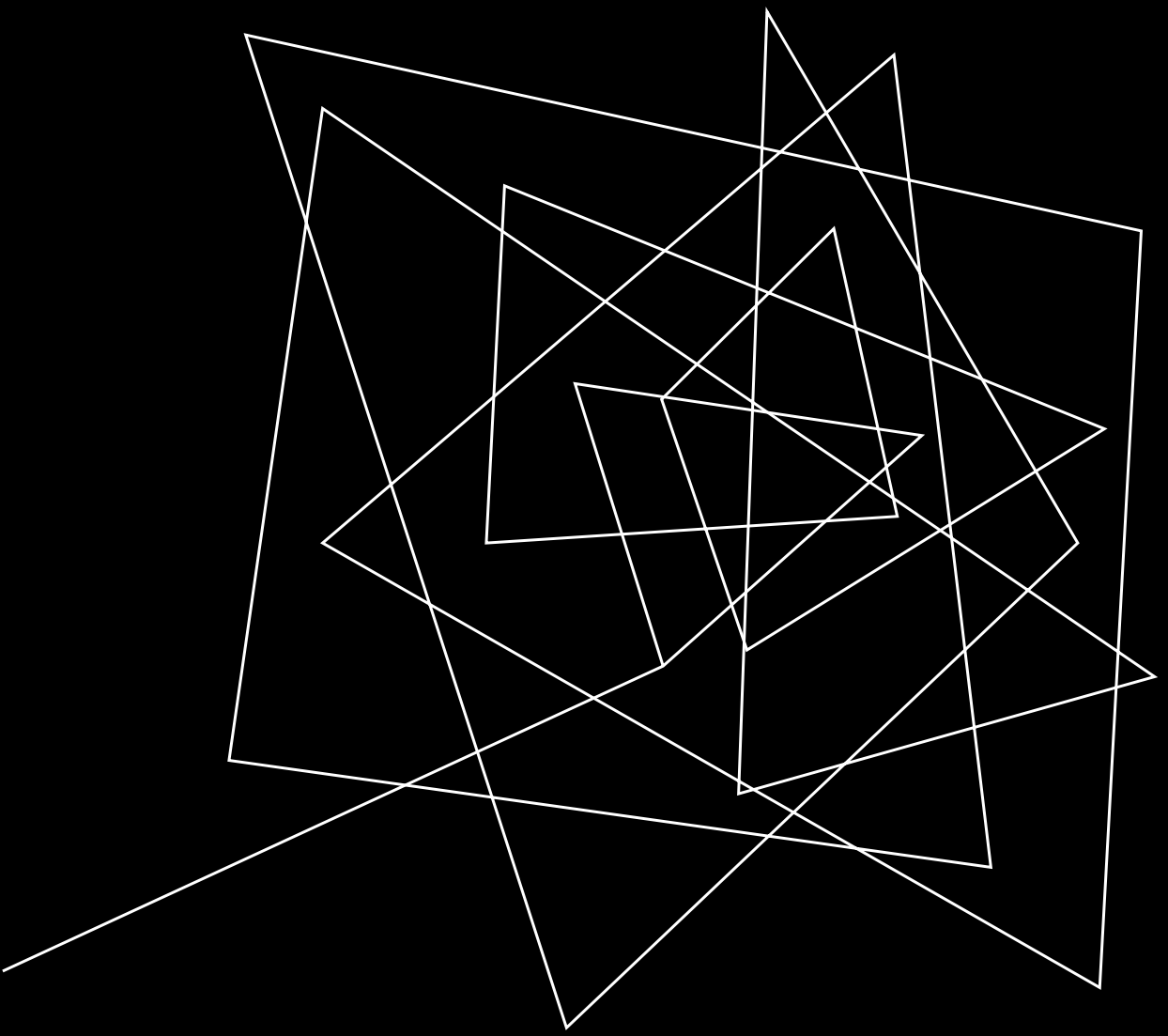
Planning and Zoning Commission

January 18, 2024

DEFINITION

All points visible from a single site or a fixed vantage point.



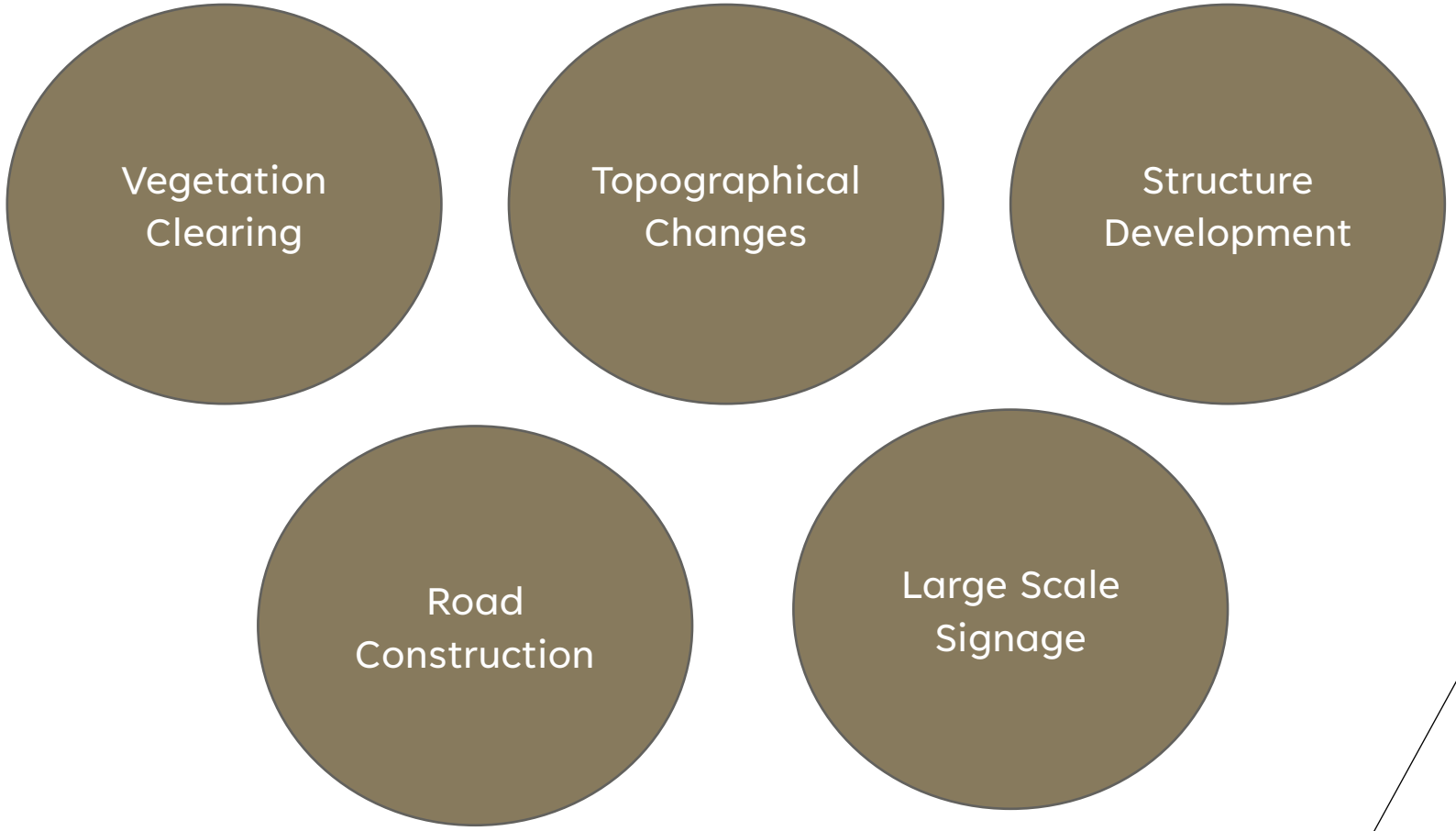


IMPACT

- Maintains context for a site or community.
- Reinforces preeminence of symbols or institutions.
- Defines resident and visitor experiences in the community.
- Generally, prioritizes natural and symbolic elements within a viewer's line of sight.

THREATS

location specific



EXAMPLES



CASTLE ROCK

Colorado



SANTA CLARA VALLEY

California

IN NORTH CAROLINA…

- **160D-501(b)(9)** – Comprehensive plans can address the "Protection of significant architectural, scenic, cultural, historical, or archaeological resources".
- **160D-701** - Zoning regulations can address "public purposes including promoting the health, safety, morals, or general welfare of the community".
- Viewshed protection appears in…
  - **Jackson County**
    - Inventoried vulnerable viewsheds on US 441 through a Small Area Plan. Viewshed requirements applicable to property within a specific Zoning District.
    - Purpose to protect topography and natural features that create picturesque views that hold value in the community.
    - Requires consideration in development with existing contours.
    - Requires existing vegetation to be preserved or replaced.
  - **Banner Elk**
    - Applies to properties visible from NC Highways 184 and 194.
    - Purpose is to "preserve the scenic beauty and natural environment of the town's hillside areas vital to preservation of a high quality of life, preservation of the natural heritage and continued development that is critical to the economic future of the citizens of the town".
    - Limits vegetation removal and requires a landscape plan.

IN MONTREAT...

extent of viewshed protection depends on fixed vantage point

Building Height Limits per Zoning District

Setbacks per Zoning District

Sign Regulations

Ridge Protection & Conservation Overlay Districts

Hillside Development Ordinance

Grading, structure height, structure LRV, and vegetation removal limits.

VIEWSHED REGULATION IMPLEMENTATION

INVESTIGATE*	DRAFT	IMPLEMENT
Determine area of study and identify threats and opportunities to viewshed.	Draft viewshed regulations that identify the purpose, location, and specific restrictions.	Adopt and evaluate periodically.

* Public engagement

NEXT STEPS

Determine priority level of viewshed objective.

Recommend/not recommend action* to the Board of Commissioners.

* Recommended action is to conduct public engagement to determine (1) the location of viewsheds needing regulation and (2) what the community concerns are.

VIEWSHED PROTECTION

Town of Montreat

Planning and Zoning Commission

January 18, 2024

TOWN OF MONTREAT PLANNING AND ZONING COMMISSION

2024 MEETING SCHEDULE

Meetings held the third Thursday of January, April, July, and October, unless stated below, starting at 10:30 am in the Montreat Town Hall located at 1210 Montreat Road, Black Mountain, NC 27811.

1/18/24

4/18/24

7/18/24

10/17/24

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