

MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ADJUSTMENT
REGULAR MEETING
October 1, 2013

THE WAYNESVILLE BOARD OF ADJUSTMENT held a regular meeting on Tuesday October 1, 2013 at 5:30 p.m. in the board room of the Town Hall, 9 South Main Street, Waynesville, NC.

A. CALL TO ORDER

1. Welcome/Calendar/Announcements

Chairman Mack Noland welcomed everyone and called the meeting to order at 5:30 p.m. with the following members present:

Neil Ensley
John Richardson
Ken Stahl
Jack Suddath
David Felmet, Jr
Chairman Mack Noland

The following staff members were present:

Paul Benson, Planning Director
Eddie Ward, Deputy Town Clerk
Jason Rogers, Codes Administrator

2. Minutes of May 1, 2012

Board Member Jack Suddath made a motion, seconded by Board Member Neil Ensley to approve the minutes of May 1, 2012 as presented. The motion passed unanimously.

Chairman Noland welcomed everyone and introduced new Board Member David Felmet, Jr., and Jason Rogers, Codes Administrator for the Town of Waynesville. Chairman Noland explained to the Board that some changes had been made, and that Byron Hickox had taken on a different position within the Town, and Mr. Rogers would be conducting the Board of Adjustment meetings in the future. The Board wished Mr. Hickox well in his new assignment.

B. NEW BUSINESS

3. Rules and Procedures for Zoning Board of Adjustment – Town of Waynesville

Chairman Noland asked Mr. Rogers to explain the Rules and Procedures for Zoning. Mr. Rogers referred Board Members to the handout in the agenda packet. Some of the highlights of the Rules of

procedures included:

Officers and Duties

A **Chairman** shall be elected by the full membership (including alternates) for a year term beginning on the first meeting in September. The Chairman shall decide on points of order and procedures and appoint any committees necessary to investigate matters before the Board. A Vice Chairman shall be elected by the Board from its regular members in the same manner and term as the Chairman. The **Vice Chairman** shall serve as acting chairman in the event of the absence of the Chairman. The **Secretary** to the Board will be the Administrative Assistant from the Town of Waynesville Development Services Department. The secretary shall keep all records, correspondence, and shall arrange for all public notices required to be given. Also, the secretary shall keep permanent minutes of every Board meeting.

Alternate Members

Alternate Members of the Board shall attend only those meetings and hearings at which one or more regular members are absent. At any meeting they are called on to attend, alternate members shall have the same powers and duties as regular members.

Rules of Conduct

Mr. Rogers highlighted some of the **rules of conduct** for Board Members including: members of the Board should be faithful in attendance, have no determination of any case in which he is personally or financially interested, should not discuss any case with any parties before public hearings, and express no personal opinions in the judgment of any case.

Meetings

Regular meetings are held on the first Tuesday of each month in the Board Room of the Waynesville Town Hall at 5:30 pm. **Special meetings** may be called by the Chairman with at least seventy-two hours written notice of the time and place for the meeting. **Notice of cancellation** of meeting shall be not less than twenty four hours before the scheduled meeting.

Quorum

A **quorum** shall consist of four members of the Board

Voting

All regular members may **vote** on any issue unless they have disqualified themselves for a reason. In all matters, the vote of the majority of the members present and voting shall decide issues before the Board.

Conduct of Meetings

All meetings are open to the public and shall following the order of roll call, approval of minutes,

hearing of cases, reports of committees, unfinished business, and consideration and determination of cases heard.

Board Members were asked to familiarize themselves with these rules and procedures.

Mr. Rogers and Planning Director Paul Benson discussed with the Board the possibility of having a training session for all members of the Board. Plans for the session will be discussed at a future meeting.

A motion was made by Board Member Neil Ensley, seconded by Board Member Ken Stahl, to approve the Rules and Procedures for Zoning Board of Adjustment – Town of Waynesville. The motion passed unanimously.

4. Election of Chairman and Vice Chairman for Zoning Board of Adjustment

A motion was made by Board Member Ken Stahl, seconded by Board Member Neil Ensley to appoint Mack Noland as Chairman of the Board of Adjustment for the Town of Waynesville. The motion passed unanimously.

A motion was made by Board Member Jack Suddath, seconded by Board Member Ken Stahl to appoint Neil Ensley as Vice Chairman of the Board of Adjustment for the Town of Waynesville. The motion passed unanimously.

The Board thanked John Richardson for serving as Vice Chairman for the past year. Mr. Richardson will now serve as an alternate of the Board of Adjustment.

C. ADJOURN

With no further business, a motion was made by Ken Stahl, seconded by Jack Suddath, to adjourn at 6:00 p.m. The motion passed unanimously.

Mack Noland, Chairman

Eddie Ward, Secretary

