



## **Town of Beaufort, NC**

701 Front St. - P.O. Box 390 - Beaufort, N.C. 28516  
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### **Town of Beaufort Board of Adjustment Regular Meeting 6:00 PM Monday, March 25, 2024 Minutes**

#### **Call to Order**

Town Attorney Quattlebaum called the March 25, 2024 Board of Adjustment regular meeting to order at 6:00 pm.

#### **Roll Call**

Members Present: Ann Carter, Clark Patton, Bruce Sheldon, and Nick Wilson

Members Absent: Wendi Oliver, Cathy Reeve

A quorum was declared with four members present.

Staff Present: Kyle Garner and Laurel Anderson.

#### **Naming of Chair**

Member Patton nominated Member Carter for Temporary Chair and Member Wilson gave the second. Ms. Quattlebaum took a vote that was unanimously approved.

*Voting yea: Member Carter, Member Patton, Member Sheldon, and Member Wilson*

#### **Agenda Approval**

Temporary Chair Carter asked if there were any changes to the Agenda.

*Member Sheldon made the motion to approve the Agenda and Member Patton made the second. Temporary Chair Carter took a vote that was unanimous.*

*Voting yea: Temporary Chair Carter, Member Patton, Member Sheldon, and Member Wilson*

#### **Minutes Approval**

Temporary Chair Carter asked if there were any changes to the February 26, 2024 Meeting Minutes.

*Member Patton made the motion to approve the Minutes and Member Sheldon made the second. Temporary Chair Carter took a vote that was unanimous.*

*Voting yea: Temporary Chair Carter, Member Patton, Member Sheldon, and Member Wilson*

**Items of Consent**

*Member Wilson made the motion to approve the Order for Case #24-01, 307 Front St and Member Patton made the second. Temporary Chair Carter took a vote that was unanimous.*

*Voting yea: Temporary Chair Carter, Member Patton, Member Sheldon, and Member Wilson*

**Commission / Board Training**

Ms. Quattlebaum requested the Members email suggestions for specific topics to Staff for upcoming training and gave a brief overview of Board of Adjustment responsibilities.

**Commission / Board Comments**

There were no Board comments.

**Staff Comments**

Ms. Anderson noted there is UNC School of Government training available online and that she would email that information to the Board Members.

**Adjourn**

Temporary Chair Carter asked for a motion to adjourn the meeting.

*Member Sheldon made the motion to adjourn and Member Patton made the second. Temporary Chair Carter took a vote that was unanimous.*

*Voting yea: Temporary Chair Carter, Member Patton, Member Sheldon, and Member Wilson*

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**Ann Carter**, Temporary Chair

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**Laurel Anderson**, Board Secretary