



Town of Beaufort, NC

701 Front St. - P.O. Box 390 - Beaufort, N.C. 28516
252-728-2141 - 252-728-3982 fax - www.beaufortnc.org

Town of Beaufort Board of Adjustment Regular Meeting 6:00 PM Monday, November 22, 2021 - Zoom Monthly Meeting

Call to Order

Roll Call

Agenda Approval

Minutes Approval

- [1.](#) BOA Minutes for 10.25.2021

Administration of Oaths

New Business

- [1.](#) Case #21-04 Variance Request 204 Turner Street
- [2.](#) 2022 Board of Adjustment Meeting and Submittal Calendar

Public Comment

Commission / Board Comments

Staff Comments

Adjourn



Town of Beaufort, NC

701 Front St. - P.O. Box 390 - Beaufort, N.C. 28516
252-728-2141 - 252-728-3982 fax - www.beaufortnc.org

**Town of Beaufort Board of Adjustment Regular Meeting
6:00 PM Tuesday, October 25, 2021 - Held via Zoom due to the COVID-19 Pandemic
Minutes**

Call to Order

Chair Davis called the October 25, 2021 Board of Adjustment regular meeting to order at 6:00pm.

Roll Call

Town Attorney Jill Quattlebaum took roll call and the following members were present for the meeting: Chair Davis, Robert Terwilliger, Wendi Oliver, Virginia Cuthrell and Cathy Reeve. Chair Davis declared a quorum with all five members present.

Also present for the meeting were Town Attorney Jill Quattlebaum, and Planning Director Kyle Garner.

Agenda Approval

Chair Davis asked if there were any changes to the Agenda. Hearing none, the Chair asked for a motion and member Terwilliger made the motion to approve with member Oliver seconding. Chair Davis took a roll call vote that was unanimous.

Minutes Approval

Chair Davis asked if there were any changes to the minutes. Hearing none, the Chair asked for a motion and member Terwilliger made the motion to approve with member Oliver seconding. Chair Davis took a roll call vote that was unanimous.

Administration of Oaths

Chair Davis read a statement regarding how quasi decisions are made and who had standing and could participate. After making said statement Chair Davis then administered the Oath to Mr. Garner and the applicants Carter & Susan Keller.

New Business

- 1. Case #21-03, 1107 Front Street – Variance Request

Chair Davis opened the hearing and asked Mr. Garner to give an overview of the request.

Mr. Garner stated that the Keller’s had submitted a request to reduce the southwest side setback from 8’ feet to 2.7 feet (for a 5.3 foot encroachment) at a distance of 22 feet of length to the existing southwestern portion of the structure for a total area of approximately 116 sq.

feet. Mr. Garner went on to say that the structure was built around 1952 when no zoning laws were in place in Beaufort and that the structure was built at an angle and not square on the property. Also the amount of encroachment requested would be for the second floor as the first floor was already encroaching. Mr. Garner also testified that even though not part of the record, that a number a neighbors sent emails to the Town in support of the Keller's request.

The Chair then asked if there were any questions for Mr. Garner and, when there were not any, asked Mr. Keller if he had anything he would like to add.

Mr. Keller spoke briefly about his project but did say that he and his wife did go to the adjacent neighbors explaining what they intended to do before submitting an application to the Board for a variance.

The Chair then asked the Keller's how close they would be to the house next door (Southwest side) Mr. Keller testified that they will not build any closer than what is already there, but would just build vertically.

Member Oliver mentioned that a condition could be placed on the variance as the eaves of a proposed addition may encroach and that the variance should take that into account.

Seeing no further questions or comments Chair Davis asked for a motion on the Findings of fact and Member Terwilliger made the following motion: having reviewed the record and having considered all evidence submitted and oral testimony for case #21-03, moved that the requested variance be granted based on the following findings of fact.

That unnecessary hardship would result from strict application of the chapter.

The hardship was peculiar due to the unusual location of the house on the lot and unusual fashion and no further hardship would be created if the variance were granted.

The Owners did nothing to create the hardship: the answer was yes (they did nothing to create the hardship).

Based on the neighbors being consulted and testimony of the applicant the spirit of the ordinance was being upheld. Again the answer was yes: the spirit of the ordinance was being upheld.

Board Member Oliver made the second. Chair Davis took a roll call vote that was unanimous for approval of the Findings of Fact.

Member Terwilliger then made a motion for approval of the Variance with a second from member Cuthrell. Chair Davis took a roll call vote that was unanimous for approval of the Variance.

Chair Davis stated that the matter had been approved and he closed case 21-03.

Public Comment

There was no public comment.

Commission / Board Comments

Chair Davis asked if there were any comments: there were no comments.

Staff Comments

Mr. Garner stated that on Wednesday there would be a new administrative support employee who would be at future meetings, Laurel Anderson, and that she would be introduced to Board when they had their next meeting. Mr. Garner stated that staff was working with the attorneys on training after the new year for all the boards. Staff had no further comments.

Adjourn

Chair Davis asked for a motion to adjourn the meeting. Member Terwilliger made the motion and member Oliver made the second. Chair Davis took a roll call vote that was unanimous.

The meeting ended at 6:28 PM.

Chuck Davis, Chair

Kyle Garner, **Acting** Board Secretary



Town of Beaufort, NC

701 Front St. - P.O. Box 390 - Beaufort, N.C. 28516
252-728-2141 - 252-728-3982 fax - www.beaufortnc.org

**Town of Beaufort Board of Adjustment Regular Meeting
6:00 P.M. November 22, 2021 – Via Zoom**

AGENDA CATEGORY: New Business
SUBJECT: Variance Request for 204 Turner Street

BRIEF SUMMARY:

Applicant is requesting a variance to allow for:

- ◆ A decrease to the required 25 foot rear setback by 15 feet for a 10 foot rear setback.
- ◆ A decrease to the north and south property lines (side setbacks) from the required 8 feet to a 0 side setback.

REQUESTED ACTION:

Conduct Evidentiary Hearing
Decision on Request

EXPECTED LENGTH OF PRESENTATION:

15 Minutes (Presentation From Staff)

SUBMITTED BY:

Kyle Garner, AICP Planning Director

BUDGET AMENDMENT REQUIRED:

N/A

Memo

To: Beaufort Board of Adjustment
From: Kyle Garner, AICP, Planning Director
Date: November 8, 2021
Re: Rear and Side Yard variances request for 204 Turner Street

Variance Request

Applicant: Filter Design Studio – Jay Horton **Property Owner:** Same
Property Address: 204 Turner Street **PIN:** 730617107777000
Property Zoning District: TR (Transitional) **Flood Zone:** X

Lot Dimensions: See Attached Survey in application dated August 24, 2005. The survey shows that the front width (100') and overall square footage of the lot (12,400 sq. ft.) are conforming to the TR Zoning District. (Approximately 100' x 124')

Existing use: Office/Institutional (Formally the Franklin Lodge)

Request:

- ◆ A variance request to decrease the required 25 foot rear setback by 15 feet for a 10 foot rear setback.
- ◆ A request to decrease the north and south property lines (side setbacks) from the required 8 feet to a 0 side setback.

Description of Project:

This property is an existing lot of record dating back to the early 1800's and the structure was created prior to the implementation of the TR zoning and the setback requirements.

See Applicant's reason for requesting the variance (See Attached)

SECTION 8. TABLE OF AREA, YARD, AND HEIGHT REQUIREMENTS

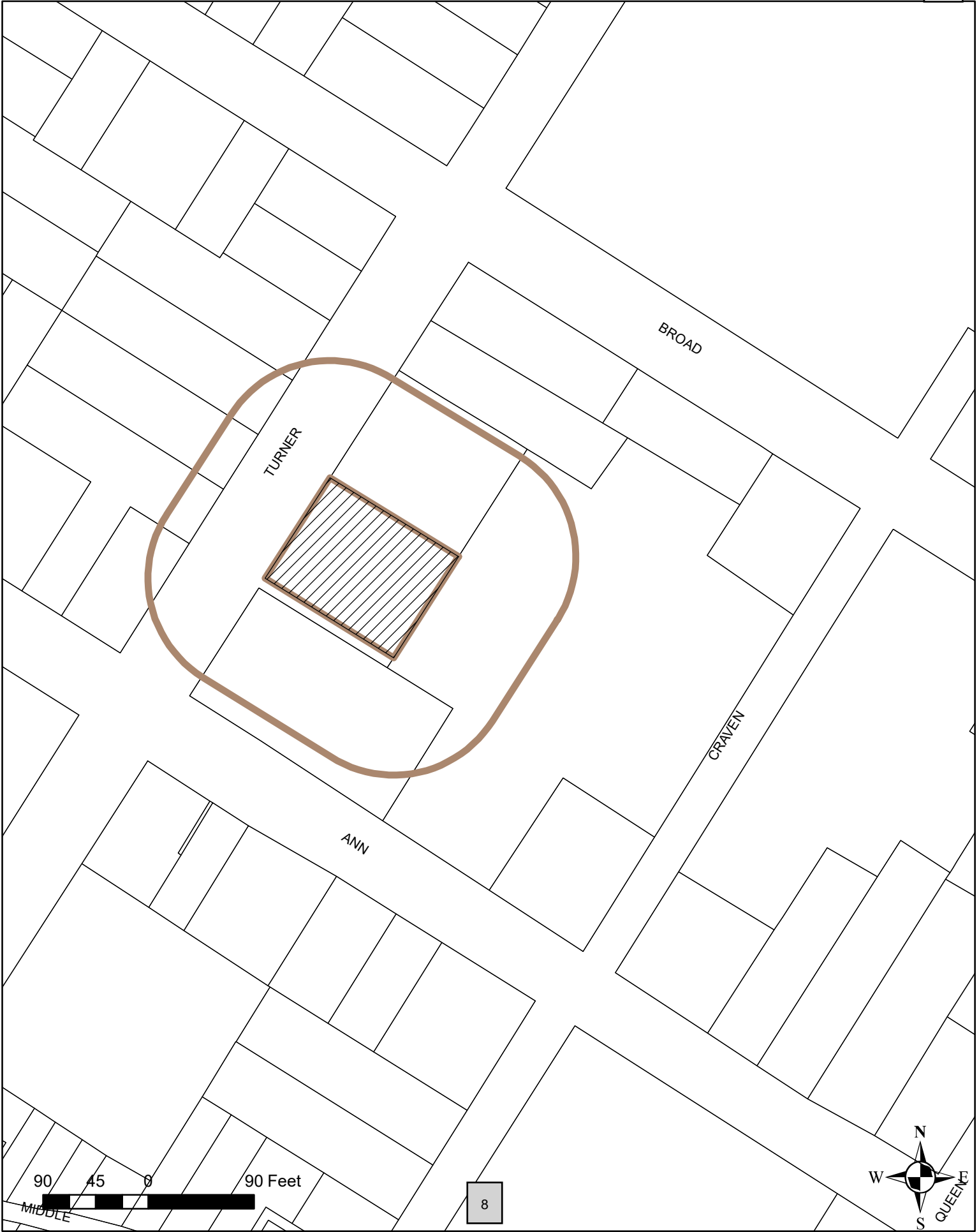
District and Use	Minimum Lot Area (sq.ft.)	Minimum Lot Width (ft.)	Minimum Yards (ft.) Including Corner Lots			Maximum Building Height (ft)
			Front	Side	Rear	
TR	8,000 sq. ft.	60 ft.	25ft.	8ft.	25ft.	35ft.

Facts:

- The property is zoned TR (Transitional).
- The property and structure have been in existence prior to adoption of any zoning standards. A study conducted by Ruth Little of Historic Properties in Beaufort in 1997 list the property as est. 1845 and c. 1880 (See Attachment)
- The existing structure is non-conforming encroaching almost a full 8 feet into the required side yard setback (southern property line) creating a 0' setback.

Findings of Fact for a Variance

- Unnecessary hardship would result from the strict application of the Land Development Ordinance (it shall not be necessary to demonstrate that, in the absence of the variance, no reasonable use can be made of the property);
- The hardship results from conditions that are peculiar to the property, such as locations, size, or topography (hardships resulting from personal circumstances, as well as hardships resulting from conditions that are common to the neighborhood or the general public, may not be the basis for granting a variance);
- The hardship did not result from actions taken by the applicant or the property owner (the act of purchasing property with knowledge that circumstances exist that may justify the granting of a variance shall not be regarded as a self-created hardship); **and**
- The requested variance is consistent with the spirit, purpose, and intent of this Chapter, such that public safety is secured, and substantial justice is achieved.



<u>OWNER</u>	<u>MAIL_HOU</u>	<u>MAIL_ST</u>	<u>MAIL_CITY</u>	<u>IL_ST</u>	<u>MAIL_Z1</u>	<u>MAIL_ZI</u>	<u>MAIL_ADD2</u>
ADAMS,ISAAC ETUX LAURA MCCLUNG	1315	22ND STREET NW	WASHINGTON	DC		20037	
BRENNAN,DAVID ETUX SHELLY	207	TURNER STREET	BEAUFORT	NC		28516	
CARTERET COUNTY	302	COURTHOUSE SQUARE	BEAUFORT	NC		28516	SUITE 200
COLLINS,RICHARD A JR	2533	LAUREL CHERRY STREET	RALEIGH	NC		27612	
FIRST BAPTIST CHURCH BEAUFORT	403	ANN STREET	BEAUFORT	NC		28516	
HUCKABEE,IAN DOUGLAS ETUX TRAC	313	ANN STREET	BEAUFORT	NC		28516	
SNOW,PAUL		125 KINGSTON DRIVE	CHAPEL HILL	NC		27514	
WILSON,ROBERT MANTON L/T	209	TURNER ST	BEAUFORT	NC		28516	
HORTON, JAY		707 BRIDGES STREET	MOREHEAD CITY	NC		28557	



APPLICATION FOR A VARIANCE OF LAND DEVELOPMENT STANDARDS FOR THE TOWN OF BEAUFORT

Instructions:

Please complete the application below, include all the required attachments, and the **application fee of \$300.00** and return to the Beaufort Town Hall, 701 Front Street or P.O. Box 390, Beaufort, N.C., 28516. Incomplete applications will not be processed but **will be** returned to the applicant. Please contact Planning and Inspections at 252-728-2142 with any questions.

APPLICANT INFORMATION

Applicant Name: Jay Horton Filter Design Studio
Applicant Address: 707 Bridges ST Morehead City NC 28557
Phone Number: 252-622-4119 Email: jay@filterdesignstudio.com
Property Owner Name: Paul Snow
Address of Property Owner: 125 Kingston dr Chapel Hill NC 27514
Phone Number: 252-622-4119 Email: jay@filterdesignstudio.com

PROPERTY INFORMATION

Property Address: 204 Turner St Beaufort NC 28516
15-Digit PIN: 730617107777000 Lot/Block Number: Lot 82
Size of Property (in square feet or acres): 0.285 acres (12,400 sq ft)
Current Zoning: Transitional District (TR) Is the property in the Historic District? Yes
Current Use of Property: Residential Vacant Commercial Other: _____

Applicant Signature: _____ Date of Signature: 2021/11/01
Property Owner Signature (if different than above) _____ Date of Signature _____

An application fee of \$300.00, is to be paid by either cash, money order, or check made payable to the "Town of Beaufort" and must accompany this application. The complete application, payment, and supporting material must be received by Town Staff at least 15 working days prior to a regularly scheduled Board of Adjustment meeting date.

Please refer to the Town's **Land Development Ordinance, Section 3** and all other pertinent sections, for the information required to accompany this application.
The Town's website address is www.beaufortnc.com.

OFFICE USE ONLY

Revised 8/2020

Received by: _____ Reviewed for Completeness By: _____
Date: _____ Date Deemed Complete and Accepted: _____

FIRST BAPTIST CHURCH

403 Ann Street Beaufort NC 28516

PIN: 730617107661000

CARTERET COUNTY OFFICE BUILDING

210 Turner Street Beaufort NC 28516

PIN: 730617108836000

OLD TOWN CEMETERY

411 Ann Street Beaufort NC 28516

PIN: 730617109762000

IAN DOUGLAS HUCKABEE

313 Ann Street Beaufort NC 28516

PIN: 730617105853000

DAVID & SHELLY BRENNAN

207 Turner Street Beaufort NC 28516

PIN: 730617105981000

ROBERT MANTON WILSON

209 Turner Street Beaufort NC 28516

PIN: 730617106915000

RICHARD A COLLINS

315 Ann Street Beaufort NC 28516

PIN: 730617105766000

F) **RS-5 Residential Single-Family 5 Development District.**

Purpose: This residential district classification is intended for existing or older neighborhoods characterized by single-family residences on relatively smaller lots and provides reduced setback requirements and a defined street orientation. The purpose of this district is to provide relief to existing lots of record which make them difficult to be developed as single-family residences. The RS-5 district has a fifty percent (50%) lot coverage restriction which must be maintained. No buildings, houses, or structures, excepting noncommercial docks or piers as specified in section 2-H of this Ordinance, will be erected on the south side of Front Street in this district. Uses in this district which require potable water or sanitary sewer must be connected to municipal water and municipal sewer.

G) **TCA Townhomes, Condominiums, Apartments District.**

Purpose: This district is established to provide a high density district in which the primary uses are multi-family residences and duplexes. Uses in this district which require potable water or sanitary sewer must be connected to municipal water and municipal sewer.

H) **TR Transitional District.**

Purpose: This intent of this district is to serve as a transition between residential and more intensive districts. This includes residential and commercial uses with a low noise and traffic impact which would generally be considered compatible with a residential area which may or may not have buffering requirements as documented in section 19 of this Ordinance. Uses in this district which require potable water or sanitary sewer must be connected to municipal water and municipal sewer.

I) **PUD Planned Unit Development.**

Purpose: This district is defined as an area characterized by an orderly integration of residential, commercial (inclusive of offices and institutions), industrial, and open space land uses which conform to the design requirements contained herein.

J) **CS-MU Cedar Street Mixed-Use District.**

Purpose: The reason for this district is to protect, enhance and guide the redevelopment of the Cedar Street corridor by reducing visual clutter through the implementation of commercial design standards and selecting the appropriate type of uses for this district. These standards are designed to improve the aesthetics, traffic congestion and provide for a solid and vibrant tax base as well as promote the public health, safety and welfare of the town.

K) **H-BD Historic Business District.**

Purpose: The intent of this district is to allow land and structures which provide personal services, retailing, and business services compatible with the district's historic character. This district should be limited to the Town's Historic Overlay District and may be subject to additional requirements found within the "Design Guidelines for the Beaufort Historic District & Landmarks." Uses in this district which require potable water or sanitary sewer must be connected to municipal water and municipal sewer.

Section 21. Board of Adjustment

I) Variances.

The power of variances is to be sparingly exercised and only in rare instances and under exceptional circumstances and with due regard to the main purpose of the *Land Development Ordinance* (herein known as *the LDO* or *the Ordinance*): to preserve the property rights of others. No change in permitted uses may be authorized by variance.

1) Application Submittal.

An application for a variance shall be submitted to the Board of Adjustment (BOA) by filing a copy of the application with the Town.

2) Findings for the Variance.

When practical difficulties or unnecessary hardships would result from carrying out the strict letter of the LDO, the BOA shall have the power to vary or modify any of the regulations or provisions of the Ordinance so the spirit of the Ordinance shall be observed, public safety and welfare secured, and substantial justice done. A variance may be granted only upon affirmative finding of the following:

- a) Unnecessary hardship would result from the strict application of this Chapter. It shall not be necessary to demonstrate that, in the absence of the variance, no reasonable use can be made of the property;
- b) The hardship results from conditions that are peculiar to the property such as location, size or topography. Hardships resulting from personal circumstances, as well as hardships resulting from conditions that are common to the neighborhood or the general public, may not be the basis for granting a variance;
- c) The hardship did not result from actions taken by the applicant or the property owner. The act of purchasing property with knowledge that circumstances exist that may justify the granting of a variance shall not be regarded as a self-created hardship; and,
- d) The requested variance is consistent with the spirit, purpose, and intent of this Chapter, such that public safety is secured and substantial justice is achieved.

K) *Burden of Proof for Variances.*

2) The applicant for a variance (request) shall have the burden of proof and persuasion.

L) *Board Action on Variances.*

2) Granting a Variance.

Before granting a variance, the BOA must take a separate vote and vote affirmatively by a four-fifths majority, on each of the four required findings stated in subsection I-2 of this Section. A motion to make an affirmative finding on each of the requirements set forth in subsection I-2 (see above reference) of this Section shall include a statement of the specific reasons or findings of fact supporting such motion.

3) Denying a Variance.

A motion to deny a variance shall be made if any one or more of the four required findings set forth in subsection I-2 (see above reference) of this Section are not satisfied or if the application is incomplete. A motion to deny a variance shall include a statement of the specific reasons or findings of fact which were not met and therefore caused the denial of the variance. The motion is adopted as the board's decision if supported by more than one-fifth of the board's voting membership in attendance (excluding vacant seats).

B) Transitional District (TR).

The intent of this district is to serve as a transition between residential and more intensive districts. This includes residential and commercial uses with a low noise and traffic impact which would generally be considered compatible with a residential area which may or may not have buffering requirements as documented in section 19 of this Ordinance. Uses in this district which require potable water or sanitary sewer must be connected to both municipal water and municipal sewer.

1) Minimum Lot Size.

All lots in the TR district shall be a minimum of eight thousand square feet (8,000 ft²).

2) Minimum Lot Width.

All lots in the TR district shall have a minimum lot width of sixty feet (60') at the minimum building line.

3) Building Setback and Building Height Requirements and Limitations.

Subject to the exceptions allowed in this Ordinance, each structure on a lot in this zoning district shall be set back from the boundary lines of the lot at least the distances provided in the tables set forth in this section. The building height limitation in this district is provided in the tables set forth in this section.

Table 8-4 Lot Requirements

<i>District</i>	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setbacks</i>	<i>Building Height Limitation</i>
TR	25 feet	25 feet	15 feet	35 feet

Table 8-5 Other Lot Requirements

<i>District</i>	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setbacks</i>	<i>Building Height Limitation</i>
TR	25 feet	25 feet	8 feet	35 feet

4) Accessory Building Setback Requirements.

All accessory buildings must comply with the lot setback requirements as set forth in section 2-F, section 6, section 15, and all other sections of this Ordinance.

5) Permitted Uses.

- | | |
|---|--|
| Antenna Co-Location on Existing Tower | Dormitory |
| Assisted Living | Dwelling, Single-Family |
| Athletic Field, Public | Garage, Private Detached |
| Bed & Breakfast | Government/Non-Profit Owned/
Operated Facilities & Services |
| Carport | Group Home |
| Club, Lodge, or Hall | Home Occupation |
| Commercial Indoor Recreational Facility | Library |
| Community Garden | Mixed Use |
| Dock | Mortuary/Funeral Home/
Crematorium |

Land Development Ordinance for the Town of Beaufort

Neighborhood Recreation Center
 Indoor/Outdoor, Private
 Neighborhood Recreation Center,
 Public
 Nursing Home
 Office: Business, Professional, or
 Medical
 Park, Public
 Personal Service Establishment
 Public Safety Station

Public Utility Facility
 Religious Institution
 Resource Conservation Area
 Restaurant with Indoor Operation
 Shed
 Signs, Commercial Free-Standing
 Swimming Pool (Personal Use)
 Temporary Construction Trailer
 Utility Minor
 Vehicle Charging Station

6) Special Uses (*Special Uses* text may be found in section 20 of this Ordinance).

Accessory Dwelling Unit
 Aquaculture
 Financial Institution
 Cemetery/Graveyard
 Concealed (Stealth) Antennae &
 Towers
 Day Care Center
 Day Care/Child Care Home
 Dwelling, Duplex
 Golf Course, Privately Owned
 Golf Driving Range
 Hotel or Motel
 Kennel, Indoor/Outdoor Operation
 Marina

Museum
 Other Freestanding Towers
 Outdoor Amphitheater, Public
 Parking Lot
 Preschool
 Produce Stand/Farmers' Market
 Retail Store
 Satellite Dish Antenna
 School, K-12
 School, Post-Secondary
 Tavern/Bar/ Pub with Indoor
 Operation
 Utility Facility



October 30, 2021

The information displayed by this website is prepared for the inventory of real property found within this jurisdiction and is compiled from recorded deeds, plats, and other public records and data. Users of this information are hereby notified that the aforementioned public primary information sources should be consulted for verification of the information contained on this site. Carteret County assumes no legal responsibility for the information contained on this site. Carteret County does not guarantee that the data and map services will be available to users without interruption or error. Furthermore, Carteret County may modify or remove map services and access methods at will.

Specific Requirements

Table 8-5 Other Lot Requirements	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setbacks</i>	<i>Building Height Limitation</i>
<i>District</i> TR	25 feet	25 feet	8 feet	35 feet

Exact Variance Request

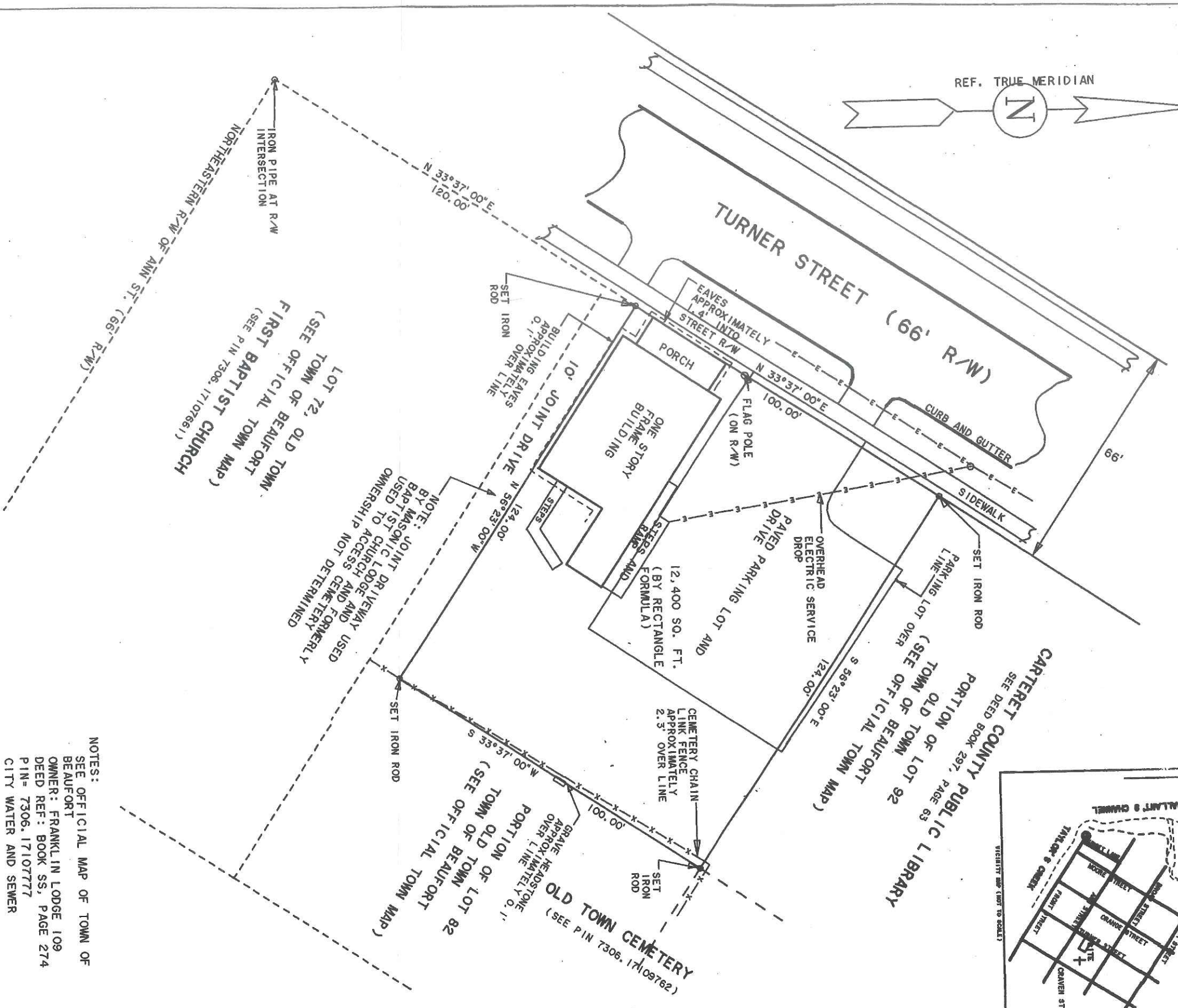
- We are requesting to decrease the stated 25' Rear Setback by 15', allowing for a new Rear Setback of 10'
- We are requesting to eliminate the North Property line Side Setback of 8' to represent a 0' Side Setback.
- We are requesting to eliminate the South Property line Side Setback of 8' to represent a 0' Side Setback. (This request technically lacks relevance as we have a 10' drive on the property line and the existing structure that will remain on this property is currently observing 0' setback)

Reason for Requesting Variance

We are requesting a variance to the side and rear setbacks on the property located at 204 Turner Street Beaufort, NC in an attempt to save a historically relevant structure. After much deliberation, the Beaufort Historic Preservation Committee reluctantly granted approval to demolish the existing structure on 204 Turner Street. We saw an opportunity to save the existing structure... Our firm has worked tirelessly over the last year to achieve the development potential of the property and maintain the integrity of the existing historic structure. We presented preliminary design ideas that proposed an addition to the existing Lodge, but after reviewing our ideas with the Beaufort Historic Preservation Committee, it was unanimously agreed upon that our option to build a new structure on the rear of the lot and maintain the existing structure in place, was the best option. By allowing the requested variance, we are able to develop the property, and build a (14) room boutique hotel that will allow the existing structure to remain "in place", and to be renovated and used in conjunction with the proposed new boutique hotel. It is our intent to restore the existing structure to original size and shape, and to continue to utilize the existing structure as community gathering space and support for the new

boutique hotel. We would like to note that both of the adjacent property structures are encroaching into the Side, and Rear setbacks. Please note that by allowing a 10' rear setback on the 204 Turner Street property, our structure will sit 15' West of the rear of the current county office building. GIS shows that all properties within this block encroach in one or more of the required setbacks set forth by the current Land Development Ordinance.

REF. TRUE MERIDIAN

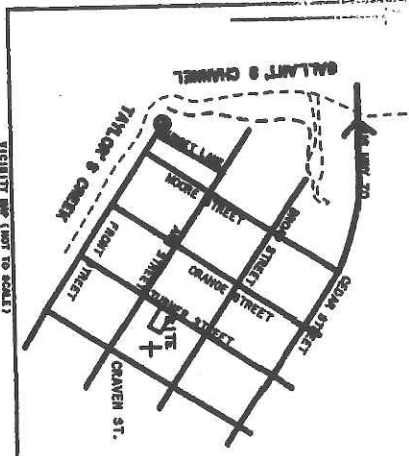


LOT 72, OLD TOWN (SEE OFFICIAL TOWN MAP) FIRST BAPTIST CHURCH (SEE PIN 7306.17107661)

NOTE: JOINT DRIVEWAY USED BY MASONIC LODGE AND BAPTIST CHURCH AND FORMERLY OWNERSHIP NOT DETERMINED

OLD TOWN CEMETERY (SEE PIN 7306.17107662) GRAVE HEADSTONE APPROXIMATELY 0.1' OVER LINE

CARTERET COUNTY PUBLIC LIBRARY (SEE DEED BOOK 297, PAGE 63) PORTION OF LOT 92 TOWN OF BEAUFORT (SEE OFFICIAL TOWN MAP)

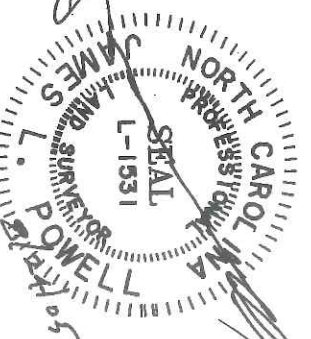
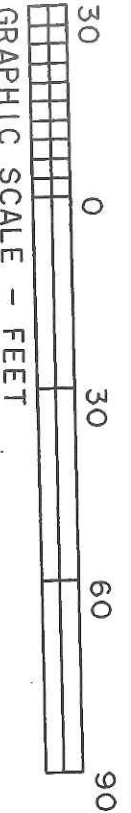


NOTES: SEE OFFICIAL MAP OF TOWN OF BEAUFORT OWNER: FRANKLIN LODGE 109 DEED REF: BOOK 55, PAGE 274 PIN= 7306.17107777 CITY WATER AND SEWER LEGEND: PIN= PARCEL IDENTIFICATION NUMBER. R/W= RIGHT OF WAY.

FLORA LEA LOUDEN

PORTION OF LOT 82, OLD TOWN TOWN OF BEAUFORT CARTERET COUNTY, N. C.

AUG. 24, 2005 SCALE 1" = 30'



NOT FOR RECORDATION

POWER SURVEYING COMPANY, P.A. P. O. BOX 616 BEAUFORT, N. C. 28516

RFI 2402



Town of Beaufort, NC

701 Front St. - P.O. Box 390 - Beaufort, N.C. 28516
252-728-2141 - 252-728-3982 fax - www.beaufortnc.org

**Town of Beaufort Board of Adjustment Regular Meeting
6:00 PM Monday, November 22, 2021 – Virtual Meeting via Zoom**

AGENDA CATEGORY: New Business
SUBJECT: 2022 Board of Adjustment Meeting and Submittal Calendar

BRIEF SUMMARY:

Our new administrative support specialist, Laurel Anderson, has developed the 2022 meeting and submittal calendar for the coming year. We ask that each member review the proposed dates and inform us of any conflicts at the November meeting.

REQUESTED ACTION:

Discussion on Proposed Calendar
Decision on Proposed Calendar

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Kyle Garner, AICP
Planning & Inspections Director

BUDGET AMENDMENT REQUIRED:

N/A

BOA Meeting Dates for 2022 (Fourth Monday of the Month)

Submission Deadline	Meeting Date
1/3/2022	1/24/2022
2/7/2022	2/28/2022
3/7/2022	3/28/2022
4/4/2022	4/25/2022
5/2/2022	5/23/2022
6/6/2022	6/27/2022
7/1/2022	7/25/2022
8/1/2022	8/22/2022
9/5/2022	9/26/2022
10/3/2022	10/24/2022
11/7/2022	11/28/2022
12/5/2022	12/28/2022*
12/30/2022	1/23/2023

*Held on Wednesday, 12/28/2022 due to 12/26 & 27/2022 being
a Holiday