

MINUTES
BREVARD BOARD OF ADJUSTMENT – REGULAR MEETING
Tuesday, February 2, 2016– 3:00 PM – Council Chambers

The Brevard Board of Adjustment met in regular session on Tuesday, February 2, 2016 at 3:00 PM in Council Chambers of City Hall.

Members Present: Judith A. Mathews, Chair
 Carol Dillingham
 Tad Fogel
 Mike Young
 Tom Tartt
 Paul Welch
 Kevin Jones

Staff Present: Daniel Cobb, Planning Director
 Aaron Bland, Planner
 Paul Ray, Sr. Code Enforcement Officer
 Janice H. Pinson, Board Secretary
 Mike Egan, Board Attorney

I. Welcome and Introduction of Board Members

Chair, J. Mathews called the meeting to order at 3:00 PM, Board introduced themselves. Chair, J. Mathews certified that a quorum of the Board was present and established who the voting members were.

II. Approval of Agenda

J. Mathews requested a Motion to approve the Agenda. C. Dillingham moved to approve, seconded by Tad Fogel, unanimously carried.

III. Approval of Minutes

J. Mathews requested a motion to approve the Minutes of the January 12, 2016 meeting. Motion by T. Tartt to approve minutes as written, seconded by Mike Young, unanimously carried.

IV. New Business:

a. Presentation by Annette Raines, Transylvania County Tax Administrator, Countywide Reappraisal 2016.

Annette Raines, Tax Administrator, made a presentation on the 2016 tax reappraisal process.

Kevin Jones arrived at 3:11 PM and apologized for being late.

b. Election of Officers

T. Fogel moved to nominate Judy Mathews as Chair, seconded by T. Tartt, unanimously carried.

M. Young nominated T. Tartt as Vice Chair, seconded by T. Fogel, unanimously carried.

c. Rules of Procedure Discussion

Daniel Cobb stated that over the last few months a couple of topics had been touched on that needed further discussion. There was discussion of changing voting requirements to a majority of members present, instead of a majority of the board members. Also, to use the publication “Suggested Rules of Procedure for Small Local Government Boards” Second Edition by A Fleming Bell, II, instead of Roberts Rules. There was also discussion of changing the number of cases that are allowed to be heard, and making revisions to application submittal guidelines. D. Cobb stated that he just wanted to open the discussion and that text for review would be provided at the next meeting.

VI. Old Business

a. Training

Mike Egan, Board Attorney, provided training using role play of a special use permit case for the board.

VII. Other Business

None.

VIII. Adjourn

Motion to adjourn unanimously carried and meeting adjourned at 4:52 PM.

Judith A. Mathews, Chairman

Janice H. Pinson, Board Secretary