



Town of Sunset Beach  
Board of Adjustment

**Meeting Minutes of February 14, 2018**

**DRAFT**

**Members Present:** Chairperson Peter Scott, Leon August, Larry Hershoff, Veronika White

**Members Absent:** Bruce Hovermale

**Staff Present:** Hiram J. Marziano II; Planner, Cindy Nelson; Board of Adjustment Secretary, Amber Stickland; Intern

Chairperson Peter Scott called the meeting to order at 9:00 AM and established that a quorum was present.

**Amend or Approve Agenda:**

CHAIRPERSON PETER SCOTT ASKED IF THERE WERE ANY AMENDMENTS TO THE AGENDA. BEING NONE, THE AGENDA WAS UNANIMOUSLY APPROVED.

The Pledge of Allegiance was recited by all in attendance.

**Postponement or Withdrawal Requests:** None

**Consideration of Approval of Minutes:** Consideration of approval of minutes from the January 10, 2018 meeting.

Chairperson Scott asked if there were any amendments to the minutes. It was noted that corrections were previously submitted by Larry Hershoff. Veronika White mentioned that she also had corrections to submit.

CHAIRPERSON SCOTT SAID THE MINUTES WILL BE APPROVED SUBJECT TO THESE CHANGES AND ASKED FOR A MOTION TO APPROVE THE MINUTES. MOTION MOVED BY LARRY HERSHOFF. SECOND WAS MADE BY VERONIKA WHITE. MOTION CARRIED UNANIMOUSLY.

**Old Business:** None

**New Business:** None

**Administrative Items:**

**a. Director and Staff Comments**

Hiram thanked the Board of Adjustment for taking the time to come in to only approve minutes.

The applicant from the previous variance case has sixty days to file an appeal and it is important to have the minutes approved and finalized as they could become evidence in a possible appeal.

Chairperson Scott said that his term is up and that he reapplied to sit for another term.

Larry Hershoff asked if there has been any success with getting a Board of Adjustment representative from the Extra Territorial Jurisdiction (ETJ). Hiram answered that Lisa Anglin, the Town Clerk has someone who may be interested although he does not know who that person may be.

Discussion ensued regarding the Town's ETJ and where the ETJ boundaries are located.

Larry Hershoff asked if there were any upcoming cases for the Board of Adjustment. Hiram answered that there are none that he is aware of.

Chairperson Scott asked if there were any issues with the properties that are currently being developed on Riverside Drive. Hiram said a stop work order has been placed on one project. Aside from that, all the new home construction projects have been running smoothly.

b. Board Member Comments and Request for Future Agenda Items-None

**Adjournment:** 9:20 AM. CHAIRPERSON SCOTT ASKED FOR A MOTION TO ADJOURN. MOTION MOVED BY LEON AUGUST. SECOND WAS MADE BY LARRY HERSHOFF. MOTION CARRIED UNANIMOUSLY.

Town of Sunset Beach  
Board of Adjustment

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*Chairperson Peter Scott*

Submitted by:

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*Cynthia Nelson, Board of Adjustment Secretary*

Note: Minutes from the January 10, 2018 meeting were approved at the February 14, 2018 meeting.



**Town of Sunset Beach**  
**2019 Meeting Calendar for the**  
**Town Council, Planning Board and Board of Adjustment**  
**Approved November 5, 2018**

The Sunset Beach Town Council holds two (2) meetings per month. Both Meetings are held in the Town Hall Council Chambers. The first meeting is scheduled for the 1<sup>st</sup> Monday of each month and begins at 6:00 pm with a Closed Session, followed by a Work Session at 6:45 pm and the Regular Meeting at 7:00 pm. The second meeting is scheduled for the 3<sup>rd</sup> Tuesday of each month and begins at 9:00 am. Please note that action may be taken during either Meeting.

The Sunset Beach Planning Board meets on the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of each month beginning at 9:00 am in the Town Hall Council Chambers. Please contact the Planning and Inspections Department to determine application and applicable material submittal date in advance.

The Sunset Beach Board of Adjustment meets on the 2<sup>nd</sup> Wednesday of each month beginning at 9:00 am in the Town Hall Council Chambers, if needed. Proper notice will be advertised as required by NC General Statutes.

All meetings are open to the public and the public is encouraged to attend. Public Comment periods are held during each scheduled meeting of the Town Council and the Planning Board. The agenda and Meeting Packet for each meeting may be viewed on the Town Website [www.sunsetbeachnc.gov](http://www.sunsetbeachnc.gov) or obtained by visiting Town Hall. To receive email meeting notifications, please sign up on the website home page.

Month	Town Council		Planning Board		Board of Adjustment Meeting
	1 <sup>st</sup> Meeting	2 <sup>nd</sup> Meeting	1 <sup>st</sup> Meeting	2 <sup>nd</sup> Meeting	
January	7 <sup>th</sup>	15 <sup>th</sup>	3 <sup>rd</sup>	17 <sup>th</sup>	9 <sup>th</sup>
February	4 <sup>th</sup>	19 <sup>th</sup>	7 <sup>th</sup>	21 <sup>st</sup>	13 <sup>th</sup>
March	4 <sup>th</sup>	19 <sup>th</sup>	7 <sup>th</sup>	21 <sup>st</sup>	13 <sup>th</sup>
April	1 <sup>st</sup>	16 <sup>th</sup>	4 <sup>th</sup>	18 <sup>th</sup>	10 <sup>th</sup>
May	6 <sup>th</sup>	21 <sup>st</sup>	2 <sup>nd</sup>	16 <sup>th</sup>	8 <sup>th</sup>
June	3 <sup>rd</sup>	18 <sup>th</sup>	6 <sup>th</sup>	20 <sup>th</sup>	12 <sup>th</sup>
July* **	1 <sup>st</sup>	---	---	18 <sup>th</sup>	10 <sup>th</sup>
August	5 <sup>th</sup>	20 <sup>th</sup>	1 <sup>st</sup>	15 <sup>th</sup>	14 <sup>th</sup>
September***	3 <sup>rd</sup>	17 <sup>th</sup>	5 <sup>th</sup>	19 <sup>th</sup>	11 <sup>th</sup>
October	7 <sup>th</sup>	15 <sup>th</sup>	3 <sup>rd</sup>	17 <sup>th</sup>	9 <sup>th</sup>
November	4 <sup>th</sup>	19 <sup>th</sup>	7 <sup>th</sup>	21 <sup>st</sup>	13 <sup>th</sup>
December	2 <sup>nd</sup>	17 <sup>th</sup>	5 <sup>th</sup>	19 <sup>th</sup>	11 <sup>th</sup>

\* The Town Council will not hold a second Meeting in July.

\*\* The Planning Board will not Meet on the 1<sup>st</sup> Thursday in July due to the July 4<sup>th</sup> Holiday.

\*\*\* The 1<sup>st</sup> September Council Meeting will be held on the first Tuesday due to the Labor Day holiday.