



Town of Sunset Beach  
Board of Adjustment

**Meeting Minutes July 13, 2016**

**9:05 am**

**DRAFT**

**Swearing In of New Board of Adjustment Members:** Leon August was sworn in for a new term as a Board of Adjustment Member by Town Clerk Lisa Anglin.

**Members Present:**

Chairperson; Robert Forrester, Leon August, Peter Scott, Veronika White

**Members Absent:** Jim Strandquist, Larry Sweeney

**Staff Present:** Richard Hathcock GIS Planner; Cindy Nelson, Secretary

Chairperson Robert Forrester called the meeting to order, established that a quorum was present; and the Pledge of Allegiance was recited by all in attendance.

CHAIRPERSON FORRESTER ENTERTAINED A MOTION TO AMEND AND APPROVE THE AGENDA BY ELIMINATING TWO ITEMS FROM THE AGENDA THAT DO NOT APPLY TO TODAY'S MEETING. THE CHAIRPERSONS WELCOME AND SWEARING IN OF STAFF. MOTION MOVED BY VERONIKA WHITE. SECOND MADE BY PETER SCOTT. MOTION WAS CARRIED UNANIMOUSLY.

**Consideration of Approval of Minutes**

Consideration of approval for minutes from the November 18<sup>th</sup>, 2015 meeting and the June 8, 2016 meeting.

CHAIRPERSON FORRESTER ASKED FOR A MOTION TO APPROVE THE MINUTES.

**NOVEMBER 18 MEETING MINUTES:** CHAIRPERSON FORRESTER NOTED THERE WERE SOME CHANGES AND CORRECTIONS NEEDED. PETER SCOTT MOVED TO ACCEPT THE MINUTES SUBJECT TO THE CHANGES NOTED. SECOND MADE BY LEON AUGUST. MOTION CARRIED UNANIMOUSLY.

JUNE 8 MEETING MINUTES: PETER SCOTT MOVED TO APPROVE THE JUNE 8<sup>TH</sup> MINUTES. SECOND MADE BY LEON AUGUST. MOTION CARRIED UNANIMOUSLY.

Continuances or Withdrawal's: None

Old Business: None

New Business: None

Administrative Items:

A. Director and Staff Comments-None

B. Board Member Comments and Request for Future Agenda Items

Agenda considerations for the September 14, 2016 meeting. Consider amending the Rules of Procedure to allow a quorum of three members when holding a meeting for administrative items only. Also, amend the Rules of Procedure to specify that any submission of materials for consideration must be provided to the Town 30 days prior to the next meeting date. This will allow time to advertise a case and allow time for the Staff to perform research.

PETER SCOTT MOTIONED TO CANCEL THE AUGUST 10, 2016 MEETING AS IT WAS NOTED THAT THERE ARE NO CONCERNS BEFORE THE BOARD. SECOND WAS MADE BY LEON AUGUST. MOTION CARRIED UNANIMOUSLY.

Adjournment- 9:20 am. CHAIRPERSON FORRESTER ENTERTAINED A MOTIONED TO ADJOURN. MOTION CARRIED BY PETER SCOTT. SECOND WAS MADE BY LEON AUGUST. MOTION CARRIED UNANIMOUSLY.

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*Chairperson Robert Forrester*

Submitted by:

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*Cindy Nelson Board of Adjustment Secretary*

\*\*\*Minutes from November 18, 2015 and June 8, 2016 meeting were approved at the July 13, 2016 meeting.