MINUTES
BREVARD BOARD OF ADJUSTMENT REGULAR MEETING
Tuesday, February 6, 2024– 3:00 PM

The Brevard Board of Adjustment (BOA) met for a regular meeting on Tuesday, February 6, 2024, at 3:00 PM.

Members Present:	Kevin Jones, Chair Judith Mathews Tad Fogel Allen Delzell Peter Offen, Vice Chair Alan Mercaldo
Staff Present:	Paul Ray, Planning Director Katherine Buzby, Planner Janice Pinson, Board Clerk Brian Gulden, Board Attorney

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I. WELCOME

Chair, Kevin Jones, called the meeting to order at 3:00 PM and welcomed those present.

II. INTRODUCTION OF BOARD MEMBERS

Board members and Staff introduced themselves.

III. CERTIFICATION OF QUORUM

Chair, Kevin Jones had the Clerk certify that a quorum of the Board was present.

IV. APPROVAL OF AGENDA

Motion to approve the agenda by T. Fogel, second by P. Offen, carried unanimously.

V. APPROVAL OF MINUTES

Motion to approve the minutes of the November 7, 2023, meeting by A. Delzell, second by T. Fogel, carried unanimously.

VI. New Business

i. Election of Officers – K. Jones nominated P. Offen as Chair, second by T. Fogel, unanimously carried. A. Delzell nominated T. Fogel as Vice Chair, second by K. Jones, unanimously carried

ii. Meeting Schedule – Motion to approve the 2024 meeting schedule by T. Fogel, second by J. Mathews, unanimously carried.

iii. Board Training, Brian Gulden – Brian Gulden, Board Attorney lead the board in a training session on NCGS 160D changes to composition, duties, and quasi-judicial procedures. Further leading the board through training on the Board of Adjustment procedures and rules.

It was determined during training that P. Offen has been serving as an alternate member and as newly elected Chair should be moved into a member position and that K. Jones be moved to a city alternate position. Staff stated that this would go before City Council at their February 19th meeting.

VII. REMARKS

K. Jones was thanked by the board for a great job as Chair.

VIII. ADJOURN

T. Fogel moved to adjourn the meeting, seconded by A. Delzell. The motion carried unanimously. The meeting was adjourned at 4:22 PM.

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Kevin Jones, Chair

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Janice H. Pinson, Board Clerk

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