Town of Montreat
Board of Adjustment (BOA)
Meeting Agenda
January 23, 2025, 5:00 p.m.
Bell Building
329 Texas Rd, Montreat, NC 28757

I. **CALL TO ORDER**
- Welcome
- Moment of Silence

II. **CERTIFICATION OF QUORUM**

III. **AGENDA ADOPTION** *(Packet page 1)*
- **Suggested Motion**: To adopt the meeting agenda as presented/amended

IV. **ADOPTION OF MAY 23, 2024, MEETING MINUTES** *(Packet pages 2 – 3)*
- **Suggested Motion:** To adopt the May 23, 2024, Meeting Minutes as drafted/amended.

V. **ORGANIZATION OF BOARD OF ADJUSTMENT**
- Election of Officers:
    i. Chair (current: Danny Sharpe)
    ii. Vice-Chair (current: Arrington Cox)
    iii. Secretary (current: Angela Murphy)

VI. **ADOPTION OF 2025 MEETING SCHEDULE** *(Packet page 4)*
- **Suggested Motion:** To adopt the 2025 Board of Adjustment Meeting Schedule as drafted/amended.

VII. **NEW BUSINESS**
- ZONING ADMINISTRATOR UPDATES & DISCUSSION
    i. Board of Adjustment 2025 Membership Changes
    ii. Spring training dates

VIII. **ADJOURNMENT**

Town of Montreat
Board of Adjustment
Regular Meeting
May 23, 2024 – 5:00 p.m.
Town Hall

Board members present:	David Neel Arrington Cox, Acting as Chair Mari Gramling Ed Kramer Martha Chastain
Board members absent:	George Sawyer Danny Sharp
Town staff present:	Kayla DiCristina, Zoning Administrator Angie Murphy, Town Clerk Brandon Freeman, Town Attorney

There were a few members of the public present. Arrington Cox called the meeting to order at 5:02 p.m. and held a moment of silence.

The meeting was recorded and posted to the Town website on the YouTube Channel which can be found at the following link:

Board of Adjustment 5/23/24 (youtube.com)

Certification of Quorum

Arrington Cox certified that a quorum was indeed in attendance.

Agenda Adoption

Mari Gramling moved to approve the agenda as presented. David Neal seconded, and the motion carried 5/0.

Adoption of April 25, 2024, Meeting Minutes

Ed Kramer moved to adopt the April 25, 2024, Meeting Minutes as presented. Mari Gramling seconded, and the motion carried 5/0.

Order of Approval

DRAFT

Variance Request (VA-2024-01) – A Variance Request (VA-2024-01) submitted by Richard Giles (Property Owner of the Subject Property) for the lot described as PIN#072007755800000 located approximately 400 feet north of the intersection of Assembly Circle and Kentucky Road to Section 501.5 of the Montreat Zoning Ordinance (MZO) to reduce the front setback requirement from 30 feet to 15 feet on the South Carolina side of the Subject Property to construct an Accessory Dwelling Unit.

Ed Kramer moved to approve the written order of approval for VA-2024-01. David Neel seconded, and the motion carried 5/0.

Special Use Permit Request (SUP-2024-01) – A Special Use Permit (SUP-2024-01) to allow a 468-square-foot Accessory Dwelling Unit with a final height taller than ten feet submitted by Richard Giles (Property Owner) for the lot described as PIN#072007755800000 located approximately 400 feet north of the intersection of Assembly Circle and Kentucky Road on property in the R-1 Residential Zoning District.

David Neel moved to approve the written order of approval for SUP-2024-01. Mari Gramling seconded, and the motion carried 5/0.

New Business

Ms. Kayla DiCristina introduced the Town of Montreat's new Town Attorney, Brandon Freeman.

Adjournment

Ed Kramer moved to adjourn the meeting. Mari Gramling seconded, and the motion carried 5/0. The meeting was adjourned at 5:18 p.m.

Arrington Cox, Acting Chair

Angie Murphy, Town Clerk

DRAFT

TOWN OF MONTREAT BOARD OF ADJUSTMENT

2025 MEETING SCHEDULE

Meetings held the fourth Thursday of every month, unless stated below, starting at 5:00 pm in the Montreat Town Hall located at 1210 Montreat Road, Black Mountain, NC 27811.

DRAFT

1/23/24

2/27/24

3/27/24

4/24/24

5/22/24

6/26/24

7/24/24

8/28/24

9/25/24

10/23/24

11/27/24

12/25/24