



**BOARD OF ADJUSTMENT
REGULAR MEETING AGENDA
Monday, May 13, 2024 at 6:00 pm
Emergency Operations Center (EOC) Conference Room
125 West Fort Macon Road**

- 1. CALL TO ORDER**
- 2. EXCUSE ABSENT BOARDMEMBER(S) IF NECESSARY**
- 3. ELECTION OF CHAIR/VICE-CHAIR**
- 4. APPROVAL OF MEETING MINUTES**
 - A) October 16, 2023 Regular Meeting
- 5. NEW BUSINESS**
 - A) Introduction of Board of Adjustment Attorney/Review of Responsibilities
Mewborn & DeSelms, Attorneys at Law has been selected to represent the Board of Adjustment and will be present to introduce their firm and the services they provide.
- 6. BOARD/STAFF COMMENTS**
- 7. ADJOURNMENT**



Minutes
Town of Atlantic Beach
Board of Adjustment Meeting
125 West Fort Macon Road
Monday, October 16, 2023

Members Present

Michael Bosse
Tony Engrassia
Bonnie Pitts
Harrison Smith
Kathy McGehee, Alternate
Stephen Rea, Alternate

Members Absent

Bradley Jones
Harrison Smith

Others Present

Derek Taylor, Town Attorney
Jennifer Ansell, Planner
Elisabeth Webster, Planner

CALL TO ORDER AND ROLL CALL

Chairman Bosse called the meeting to order at 6:00pm.

EXCUSE ABSENT MEMBERS

APPROVAL OF JUNE 19, 2023, JULY 17, 2023, and SEPTEMBER 18, 2023 MINUTES

Rea made a motion *to approve* the June 19, 2023, July 17, 2023, and September 18, 2023 Minutes. Seconded by Pitts. Vote was unanimous, 5-0. Motion carried.

APPROVAL OF 100 CLUB COLONY VARIANCE ORDER (VAR-23-04)

Rea made a motion *to approve, adopt, and ratify* the order, which granted property owner Stephen B. Hill, Trustee at 100 Club Colony, a variance order to allow an additional 184 square feet of impervious surface (41.8%) over the allowed 40%. (ratify and adopt the date of the Chairman's execution of the order as the date of the Board's approval pursuant to any relevant provisions of 160D-406). Seconded by McGehee. Vote was unanimous, 5-0. Motion carried.

OTHER BUSINESS

None.

ADJOURNMENT

There being no further business, the meeting adjourned. The time was 6:03 p.m.

These minutes were approved at the May 13, 2024, meeting of the Atlantic Beach Board of Adjustment.

Approved by:

Mike Bosse, Chair

Katrina Tyer, Clerk

TABLE 18.2.1.B: SPECIFIC REVIEW PROCEDURES SUMMARY TABLE

D = Decide REC = Recommendation REV = Review A = Appeal <> = Legislative Public Hearing
 { } = Quasi-judicial Public Hearing

Procedure	Section Reference	Advisory & Decision-Making Bodies						
		UDO Admin- istrator	Building Inspector	Technical Review Committee	Planning Board	Town Council	Board of Adjustment	
Appeal	18.2.4.C	{D}	
Building Permit	18.2.4.D	.	D	
CAMA Minor Permit	18.2.4.F	D [1]	
Certificate of Occupancy	18.2.4.G	.	D	.	.	.	{A}	
Development Agreement	18.2.4.H	.	.	.	<REV/REC>	<D>	.	
Floodplain Development Permit	18.2.4.J	.	D [2]	.	.	.	{A}	
Interpretation	18.2.4.K	D	{A}	
Land Disturbance Permit	18.2.4.M	.	D	.	.	.	{A}	
Right-of-Way Encroachment	18.2.4.N	REV/REC	{D}	
Sign Permit	18.2.4.O	D	{A}	
Site Plan	Major	18.2.4.P	.	.	REV	<REV/REC>	<D> [3]	.
	Minor		.	.	D	.	.	{A}
Special Use Permit	18.2.4.R	REV/REC	{D}	

Subdivision, Major	Preliminary Plat	18.2.4.S	.	.	REV	<REV/REC>	<D> [3]	.
	Final Plat		.	.	D	.	.	{A}
Subdivision, Minor		18.2.4.T	.	.	D	.	.	{A}
Temporary Use Permit		18.2.4.V	D	{A}
Text Amendment		18.2.4.W	.	.	.	<REV/REC>	<D>	.
Variance		18.2.4.X	{D} [4]
Zoning Map Amendment		18.2.4.Y	.	.	.	<REV/REC>	<D>	.
Zoning Permit		18.2.4.Z	D	{A}

TABLE NOTES:

[1] CAMA general and major permits are reviewed and decided by the Coastal Resources Commission.

[2] The Building Inspector is designated as the Floodplain Administrator.

[3] A concept proposal is reviewed during a joint public hearing with the Planning Board and Town Council.

[4] Includes variances to floodway/floodplain provisions.

TABLE 18.2.3.H: PUBLIC NOTIFICATION REQUIREMENTS

Application Type	Decision-Making Body	Type of Required Public Notification X= Required		
		Published Notice [1]	Mailed Notice [2]	Posted Notice [3]
Appeal	Board of Adjustment	.	X	X
Development Agreement	Planning Board	X	.	.
	Town Council	X	.	.
Major Site Plan (Concept Proposal)	Town Council	X	X	X
Major Site Plan (Final)	Town Council	.	.	.
Major Subdivision (Preliminary Plat)	Town Council	X	X	X
Major Subdivision (Final)	Town Council	.	.	.
Right-of-Way Encroachment	Board of Adjustment	X	X	.
Special Use Permit	Board of Adjustment	.	X	X
Text Amendment	Planning Board	X	.	.
	Town Council	X	.	.
Variance	Board of Adjustment	.	X	X
Zoning Map Amendment	Planning Board	X	X	X
	Town Council	X	X	X

TABLE NOTES:

[1] Except for Concept Plans for Major Site Plans, published notice shall be provided once a week for two (2) successive calendar weeks, with the first notice between ten (10) and twenty-five (25) days before the hearing. Published notice for a Concept Plan for a Major Site Plan shall be provided once at least ten (10) days before the hearing.

[2] Mailed notice shall be provided to landowners abutting the subject site between ten (10) and twenty-five (25) days before the hearing. For the purpose of this section, properties are "abutting" even if separated by a street, alley, or other transportation corridor.

[3] Posted notice shall be provided between ten (10) and twenty-five (25) days before the hearing.