Minutes
Town of Atlantic Beach
Board of Adjustment Meeting
Emergency Operations Center
125 West Fort Macon Road
Monday, May 13, 2024

Members Present	Members Absent	Others Present
Michael Bosse, Chair	Kathy McGehee, Alternate	Jonathan Eure, BOA Attorney
Harrison Smith, Vice Chair	Shannon Vance, Alternate	Katrina Tyer, Clerk
Tony Engrassia (via phone)		Jennifer Ansell, Planner
Bradley Jones		Elisabeth Webster, Planner
Joyce Livengood		John O'Daniel, Manager
Bonnie Pitts		
Stephen Rea, Alternate		

CALL TO ORDER AND ROLL CALL
The board and staff introduced themselves to Jonathan. Chairman Bosse called the meeting to order at 6:02 p.m. The board is meeting in the Town's Emergency Operations Center because the Board of Elections is using the Town Boardroom.

EXCUSE ABSENT MEMBERS
None.

ELECTION OF CHAIR/VICE-CHAIR
Harrison nominated Bosse as Chair. Seconded by Jones. The vote was unanimous, 5-0. Bosse nominated Smith as Vice Chair. Seconded by Jones. The vote was unanimous, 5-0.

APPROVAL OF OCTOBER 16, 2023 MINUTES
Jones made a motion *to approve* the October 16, 2023 Minutes. Seconded by Bosse. Vote was unanimous, 5-0. Motion carried.

INTRODUCTION OF BOARD OF ADJUSTMENT ATTORNEY/REVIEW OF RESPONSIBILITIES
Council recently approved Jonathan Eure of Mewborn & DeSelms, Attorneys at Law to represent the Board of Adjustment. In order to introduce the board to Jonathan and refresh them on procedures, a training session has been scheduled. Jonathan reviewed quasi-judicial hearings, variances, special use permits, and appeals. He also reviewed how to hold a hearing, hearsay and evidence, what is a majority, conflict of interest recusals, and making decisions. He provided a copy of the findings required on Right of Way Encroachment from the UDO.

The board asked several procedural questions, including what they could ask Jonathan during the hearing and how to determine expert witnesses.

BOARD/STAFF COMMENTS
None.

OTHER BUSINESS
None.

ADJOURNMENT
Jones made a motion *to adjourn*. Seconded by Smith. The vote was unanimous, 5-0.

There being no further business, the meeting adjourned. The time was 6:57p.m.

These minutes were approved at the September 16, 2024, meeting of the Atlantic Beach Board of Adjustment.

Katrina Tyer, Clerk

Approved by:
Mike Bosse, Chair