



Nice Matters!

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DATE: November 9, 2020
TO: Planning Board Members
CC: Matt Zapp, Town Manager
FROM: Josh Edmondson, CZO, Town Planner
SUBJECT: Discussion of Planning Board Functioning as Board of Adjustment

In May 2017, staff presented to the Planning Board an amendment to designate this Board to act as the Board of Adjustment. Before this, these were two separate Boards with the Planning Board being advisory and the Board of Adjustment being quasi-judicial. The Commissioners approved this amendment at their June meeting. Since this time, no Board of Adjustment cases have been brought forward. We have a couple of new members that were not on the Board during this time and Chairman Kenny Sullivan and me think this would be a good opportunity to review the duties and functions of the Board of Adjustment with the Board.

I have provided the information reviewed in 2017 with this memo that we will use as a refresher and discussion materials. These include a handout from the UNC School of Government and Section 2.2.3 Board of Adjustment from the Town's Unified Development Ordinance. We will use the power point presentation from the May 2017 to guide our review once again, which is included as well..

I look forward to discussing this at your November meeting. If you have any question before the meeting please let me know.