**Caswell County Board of Adjustment**

**April 6, 2021 Meeting Minutes**

**Members Present:** Timothy Yarbrough, Stephen Barmann, John Claggett, Ray Shaffner, and Nikki Turner. Also Present: Matthew Hoagland, *County Planner*, and Ashley Powell, *Administrative Assistant.*

**Members Absent:** All members were present

**Call to Order**

Chairman Yarbrough called the meeting to order at 2:00 p.m.

**Approval of Minutes**

Mr. Hoagland stated that those minutes will be presented at the next Board meeting to be approved.

**Unfinished Business Marin/Widmark Variance**

Mr. Hoagland stated that at the previous board meeting the Marin/Widmarks were not present and he did receive an email from Mrs. Widmark stating that she wanted to remove her request for the variance. Mr. Hoagland was unsure how to move forward with this matter. Mr. Shaffner stated that the application had two names on it and that Mr. Hoagland only received an email from one of the applicants. Chairman Yarbrough questioned Mr. Hoagland who submitted the application. Mr. Hoagland replied Mrs. Widmark, but they both own the property. Chairman Yarbrough stated that he thought it was ok to move forward with approving the withdrawal.

Mrs. Turner made a motion to approve the withdrawal of the Marin/Widmark variance, seconded by Mr. Barmann. The motion carried unanimously.

**UDO Amendment regarding meeting schedule**

Mr. Hoagland stated that at the next Board of Commissioners meeting they are scheduled to take up the amendment of Article 3 to allow the Board of Adjustment flexibility in meeting schedule. He hopes that the change will be effective in time for the next Board of Adjustment meeting.

**Appointment of Board Secretary**

Mr. Hoagland introduced Amy Lyle to the Board, she is the new Central Permitting Technician at the Central Permitting office and part of her duties are to take minutes for the Planning Board and Board of Adjustments.

Mr. Claggett made a motion to approve Amy Lyle as the new Board of Adjustments secretary replacing Ashley Kirby Powell, seconded by Mrs. Turner. The motion carried unanimously.

**Other Business**

Mr. Hoagland stated that all Oaths for the Board of Adjustments member have been filed at the Register of Deeds office. Then informed the Board that the term lengths for the Board of Adjustments was approved by the Board of Commissioners and they are as follows:

* 3 year term- Tim Yarbrough, John Claggett, and Ray Shaffner
* 2 year term- Nicki Turner, and Stephen Barmann

Mr. Claggett questioned if the Board of Adjustments would be compensated. Mr. Hoagland replied he was not sure. Chairman Yarbrough directed Mr. Hoagland to look into the issue at his convenience. Mr. Claggett added this would be in compliance with 160D-302 paragraph A.

**Adjournment**

Mr. Claggett made a motion to adjourn the Board of Adjustments meeting at 2:14p.m., seconded by Mr. Barmann. The motion carried unanimously.