



# BOARD OF ADJUSTMENT

## AGENDA

NOVEMBER 8, 2021

7:00 P.M.

### Call to Order

1. Recognition of Quorum
2. Adopt Agenda
3. Review May 3, 2021 Meeting Minutes
4. Training
5. Staff Update – Creedmoor2040.com
6. Next Meeting Dates – February 7, 2022 (*if needed*)

May 2, 2022

### Adjourn



MINUTES OF  
CITY OF CREEDMOOR  
**BOARD OF ADJUSTMENT**  
MAY 3, 2021  
7 P.M.

**Present in Person at City Hall Boardroom**

In attendance was Vice-Chair Kevin Brown. Also present were Community Development Director Michael Frangos and City Clerk/PIO Terry Hobgood.

**Present via Zoom Videoconference**

Chair Dennis Daniel and Nicole Martin

**Absent**

None

**Call to Order**

Chair Dennis Daniel called the meeting to order at 7:04 p.m.

**Adopt Agenda**

Kevin Brown moved to approve the agenda with the addition of the Election of Officers; seconded by Nicole Martin. The motion was approved by roll call vote 3-0.

Chair Dennis Daniel: Yes

Kevin Brown: Yes

Nicole Martin: Yes

**Election of Officers**

Kevin Brown nominated Dennis Daniel for Board of Adjustment Chair. With no other nominations submitted, Kevin Brown moved to close nominations; seconded by Nicole Martin. The motion was approved by roll call vote 3-0.

Chair Dennis Daniel: Yes

Kevin Brown: Yes

Nicole Martin: Yes

Kevin Brown moved to reappoint Dennis Daniel as Board of Adjustment Chair for a term ending June 30, 2022; seconded by Nicole Martin. The motion was approved by roll call vote 3-0.

Chair Dennis Daniel: Yes

Kevin Brown: Yes

Nicole Martin: Yes

Nicole Martin nominated Kevin Brown for Board of Adjustment Vice-Chair. With no other nominations being received, Chair Dennis Daniel moved to close nominations; seconded by Kevin Brown. The motion was approved by roll call vote 3-0.

Chair Dennis Daniel: Yes  
Kevin Brown: Yes  
Nicole Martin: Yes

Kevin Brown moved to appoint himself as Board of Adjustment Vice-Chair for a term ending June 30, 2022; seconded by Nicole Martin. The motion was approved by roll call vote 3-0.

Chair Dennis Daniel: Yes  
Kevin Brown: Yes  
Nicole Martin: Yes

### **December 7, 2020 Meeting Minutes**

Nicole Martin moved to approve the December 7, 2020 Meeting Minutes; seconded by Vice-Chair Kevin Brown. The motion was approved by roll call vote 3-0.

Chair Dennis Daniel: Yes  
Vice-Chair Kevin Brown: Yes  
Nicole Martin: Yes

### **Training on Appeals of Administrative Decisions**

Community Development Director Michael Frangos presented a training session related to appeals of administrative decisions. Mr. Frangos highlighted the roles and responsibilities of Board of Adjustment members for dealing with appeals of staff decisions, and what authority the Board of Adjustment has to make final binding decisions on behalf of the City of Creedmoor. Appeals of Board of Adjustment decisions may be only be filed in North Carolina Superior Court.

### **Staff Update**

Community Development Director Michael Frangos reported that City Planner Michael Malecek has resigned with his last day being May 7, and a search is underway for his replacement. Mr. Frangos also reported that City Manager Gerald Smith has now been on the job for just under two months. Finally, Mr. Frangos stated that the Board of Adjustment was tentatively scheduled to meet on August 9, or if that meeting is cancelled the next meeting would be on November 8, 2021.

### **Adjourn**

Kevin Brown moved to adjourn the meeting at 8:18 p.m.; seconded by Nicole Martin. The motion was approved by roll call vote 3-0.

Chair Dennis Daniel: Yes  
Kevin Brown: Yes  
Nicole Martin: Yes

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Terry A. Hobgood, Jr., City Clerk