

**CITY OF ELIZABETH CITY
BOARD OF ZONING ADJUSTMENT
REGULAR MEETING MINUTES
TUESDAY, AUGUST 15, 2017
5:30PM**

MEMBERS PRESENT

William "David" Harris - Vice Chairman
Peggy Davenport
William "Bill" Hiemer
Thomas Ward
William Henry Thompson, III
Rwanda Farrer
Rodney Walton
Geraldine Hill - Absent

Also present were Matthew Schelly, Community Development Director; Kaitlen Alcock, Planner; Yvette Chamblee, Secretary to the Board; and a representative for the applicant.

Vice Chairman Harris called the meeting to order at approximately 5:30pm with a roll call and stated there was a quorum.

Vice Chairman Harris requested the agenda be amended in order to include the election of a new Chairperson and Vice Chairperson. Ms. Davenport made a motion to **APPROVE** the adoption of the agenda with the amendment of including the election of a new Chairperson and Vice Chairperson. Mr. Ward seconded the motion. **ALL IN FAVOR: HARRIS, THOMPSON, FARRER, WARD, DAVENPORT, WALTON, AND HIEMER. NONE OPPOSED. MOTION CARRIED.**

Ms. Davenport nominated Mr. Harris as Chairperson of the Board of Zoning Adjustment. Mr. Hiemer seconded the nomination. **ALL IN FAVOR: DAVENPORT, HIEMER, WARD, HARRIS, WALTON, FARRER, AND THOMPSON. NONE OPPOSED. MOTION CARRIED.**

Mr. Hiemer nominated Ms. Davenport as Vice Chairperson of the Board of Zoning Adjustment. Mr. Ward seconded the nomination. **ALL IN FAVOR: HARRIS, HIEMER, WARD, THOMPSON, FARRER, DAVENPORT, AND WALTON. NONE OPPOSED. MOTION CARRIED.**

Mr. Hiemer made a motion to **APPROVE** the January 17, 2017 minutes as presented. Mr. Ward seconded the motion. **ALL IN FAVOR: DAVENPORT, HARRIS, WALTON, FARRER, WARD, THOMPSON, AND HIEMER. NONE OPPOSED. MOTION CARRIED.**

Vice Chairman Harris asked Ms. Chamblee, secretary to the board, to read the **Statement of Disclosure** as follows:

Elizabeth City Code of Ethics provides that public officials and employees be independent, impartial, and responsible to the public; that governmental decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have

confidence in the integrity of its government. In recognition of these goals and in keeping with the ethical standards of conduct for city public officials and its employees, disclosure of interest in legislative action must be stated for public record, as per City of Elizabeth City Code of Ordinances Section 32.04. Any member of the Board of Adjustment who has interest as defined in Section 32.05 of the City of Elizabeth City Code of Ordinances, in any official act or action before the Board shall publicly disclose on the record of the Board the nature and extent of such interest and shall withdraw from any consideration of the matter if excused by the Board pursuant to N. C. G. S. 160A-75.

NEW BUSINESS: CASE NO.: SUP 01-16 Special Use Permit filed by River City Community Development Corporation (RCCDC) for property located at 317 Culpepper Street. The applicant is requesting a renewal of a Special Use Permit to continue to operate a homeless shelter for River City YouthBuild participants in need of emergency shelter.

Angie Wills, representative of River City YouthBuild, was called and sworn by the Ms. Chamblee, secretary to the Board.

Ms. Alcock gave her SUP 01-16 Renewal presentation as follows:

The case before you this afternoon is the renewal of SUP 01-16 filed by River City CDC to operate a homeless shelter at 317 Culpepper Street. As you may recall, the Applicant came before the Board last year requesting the use specifically for participants in the YouthBuild program in need of emergency shelter. One of the conditions of the permit was that it be renewed annually. Other conditions include the following:

- No more than six persons, including a resident manager, shall be sheltered at the facility at any one time;
- With the exception of the resident manager, all persons sheltered at the facility shall be of the same sex;
- The windows shall meet the required fire egress requirements;
- A fire alarm system shall be installed;
- Backup emergency lighting shall be installed on both floors of the structure; and
- The applicant shall adhere to the minimum parking standards by providing on-site or off-site (but not on street) parking;

According to the Applicant, the renovation process is still underway and thus the shelter operation has yet to commence. A representative from River City will be available to update the Board on the renovations. Prior to tonight's meeting, Staff contacted members of the Technical Review Committee to advise them of the requested renewal. Committee members had no concerns with the renewal request as presented. If the Board deems the operation appropriate and the use permit is approved, Staff

recommends as a condition of the approval that all conditions recording with the Special Use Permit in 2016 remain in effect.

This concluded Ms. Alcock's presentation.

Ms. Angie Wills, program manager for River City YouthBuild, came forth again. Ms. Wills gave a brief overview of what River City YouthBuild provides for the community. Ms. Wills informed the Board the house located on 317 Culpepper Street was donated by Mrs. Mary Walker. Ms. Wills also told the Board that once the house is completed, the house will operate as a homeless shelter for the River City Youth Build participants in need of emergency shelter. The house repairs or renovations should be completed by the end of the 2017 year, if not earlier.

There weren't any questions or comments for Ms. Wills from the Board.

Mr. Heimer questioned Staff about having any reports of complaints from neighbors. Ms. Alcock stated there weren't any complaints.

Mr. Ward made a motion to **APPROVE** the renewal of the SUP 01-16. Ms. Davenport seconded the motion. **ALL IN FAVOR: DAVENPORT, HARRIS, HIEMER, FARRER, WALTON, THOMPSON, AND WARD. NONE OPPOSED. MOTION CARRIED.**

No **COMMITTEE REPORTS** given.

STAFF REPORTS

Ms. Alcock informed the Board of following:

- There will be 30 minute training modules accessible to the Board members provided by the School of Government. Board members will be able to view the training modules at their leisure and discuss the modules before Board meetings.
- Upcoming training modules for Special Use Permits are scheduled for September 2017 and October 2017.
- Onsite training from the School of Government is possibly in the works.

Each Board of Adjustment member and staff introduced themselves and gave their updated contact information.

This concluded the staff's report.

Mr. Thompson made a motion to **ADJOURN** the Tuesday, August 15, 2017 meeting. Ms. Davenport seconded the motion. **ALL IN FAVOR: HARRIS, FARRER, DAVENPORT, HIEMER, THOMPSON, WARD, AND WALTON. NONE OPPOSED. MOTION CARRIED.**

Meeting adjourned at approximately 6pm.