**Caswell County Board of Adjustments**

**September 7, 2021**

**Caswell County Public Library**

**Members Present***:*

Chairman Tim Yarbrough, John Claggett, Ray Shaffner, Stephen Barmann, Nikki Turner, Planning Director Matthew Hoagland, Development Services Coordinator Amy Lyle.

**Members Absent**:

1. **Called to Order**

Chairman Yarbrough called the September 7, 2021 Board of Adjustments meeting to order at 2:00 p.m.

1. **Approval of March & April Meeting Minutes**

Mr. Claggett made a motion to approve the March 2021 Board of Adjustments minutes. The motion carried unanimously. Mr. Shaffner made the motion to approve the April 2021 Board of Adjustments meeting minutes. The motion carried unanimously.

1. **New Business**
2. **Gentry Special Use Permit**

Mr. Hoagland presented the board with a Special Use permit from applicant Gerald Gentry. Mr. Gentry is proposing to place a manufactured home on his lot on NC Highway 158 in the Hyco Lake Zoning Area. Mr. Yarbrough asked the committee if anyone had any questions for Mr. Gentry. Mr. Shaffner asked Mr. Gentry what the model year of the manufactured home was. Mr. Gentry responded that it was made in 1989, and he purchased the home in Guilford County. Mr. Shaffner asked Mr. Hoagland if there was a limit on the age of manufactured homes that can be brought into the county and set up. Mr. Hoagland responded that the age isn’t really the controlling factor. He explained that the applicable regulations for manufactured homes went into effect in 1976 and that any mobile home built after that or renovated to meet the same standards would be allowed in the county. Mr. Barmann read section 92.1 from the Unified Development Ordinance, which state the regulations for required skirting materials on manufactured homes. After reviewing the Special Use permit, Mr. Barmann stated that he felt that the plan needed more detail. Mr. Gentry stated that he was going to be changing out the heat pump and that he was planning to use metal underpinning. Mr. Shaffner asked Mr. Gentry if he was going to be living in the home. Mr. Gentry said that he would be living there. Mr. Shaffner asked Mr. Gentry if the underpinning was going to be metal & not plastic. Mr. Gentry said yes. Mr. Barmann stated that according to the UDO requirements, a masonry foundation was required. Mr. Barmann made a motion for Mr. Gentry to submit a more detailed site plan to meet the UDO requirements in section 4.5.1.1, specifically that the map be to scale of the property (measuring one inch for every 100 feet), showing points of access and egress, showing parking spaces, including the manufacture date of the home, and the type of masonry skirting material to be used around the foundation. The motion was approved unanimously.

1. **Rules of Procedure Amendment**

Mr. Hoagland stated that this was a follow up to an action item from several months ago. Initnailly, the Board had discussed setting a meeting schedule for the second Tuesday of each month. However, the UDO required that they meet the first Tuesday of each month. Since then, the Board of Commissioners amended the UDO to allow for greater meeting flexibility. Mr. Shaffner stated that the board needed to take into consideration the date of the Planning Board meetings since they often have to review items before they can be placed on the Board of Adjustment’s agenda. Mr. Shaffner made a motion to change the board’s rules of procedure to set the meeting date to the third Tuesday of each month at 2pm. The motion carried unanimously.

1. **Board Compensation Consideration**

Mr. Claggett stated that General Statute 160D-302 allows the Board of Commissioners to create a Board of Adjustment and that board members may receive compensation. He stated that he presented a request for Board of Adjustment members to receive compensation to the Commissioners and received a response email from the Chairman of the Commissioners that the best course of action would be to vote on recommendation to present to them. After some discussion, Mr. Claggett made a motion to submit a recommendation to the Board of Commissioners for the Board of Adjustments to receive compensation equal to the compensation of the Planning Board at $20 per meeting. The motion carried 4 to 1 with Chairman Yarbrough voting against.

Mr. Shaffner asked Mr. Hoagland if there had been any discussion of alternate Board of Adjustments members. Mr. Hoagland stated that he did not think that there had been any further discussion, but it could be recommended to the Board of Commissioners. Mr. Shaffner made a motion to ask the Board of Commissioners for two alternate Board of Adjustments members. The motion carried unanimously.

**Adjournment**

Mr. Shaffner made a motion to adjourn the meeting. The motion carried unanimously.