



Town of Beaufort NC

701 Front St. - P.O. Box 390 - Beaufort, N.C. 28516
252-728-2141 - 252-728-3982 fax - www.beaufortnc.org

**Town Of Beaufort Board of Adjustment Regular Meeting
MINUTES
6:00 PM Monday, August 27, 2018
614 Broad Street, Beaufort**

1. Call to Order/Pledge of Allegiance/Roll Call

Chair Davis called the meeting to order and asked all in attendance to stand and join in the Pledge of Allegiance.

Town Clerk Michele Davis called roll and declared a quorum present. Members in attendance included Charles Davis, Pete Evans, Steve Weeks and Travis Masters. Member Safrit had informed staff he would not be in attendance.

Other attendees included Kye Garner, Planning Director; Kate Allen, Town Planner; and Town Commissioner Ann Carter. Board secretary Debbie Graham was not in attendance.

2. Agenda Approval

A motion was made and seconded to adopt the agenda as proposed. The motion was unanimous to approve the motion.

3. Minutes Approval

A motion was made and seconded to approve the August 2018 minutes as submitted. The vote was unanimous to approve the motion.

4. Presentations

The Board was introduced to the NovusAgenda Board software by Town Clerk Michele Davis. Each member was given a handout and the steps to log in, to view documents, and to make comments were reviewed. Ms. Davis informed the board that they would receive an email the following day which would allow them to create a login and password for the Board page.

No action was needed for this item.

5. Staff Comments

None

6. Commission/Board Comments

Vice-Chair Evans asked if there would be an item for the September meeting. Mr. Garner replied that thus far we had not received any applications however the cut-off for submittals was on September 4th.

7. Adjourn

A motion was made and seconded to adjourn. The vote was unanimous to approve the motion. The meeting ended at 6:20 p.m.

Charles Davis, Chair

Michele Davis, Town Clerk