

**Board of Adjustment  
September 19, 2013  
Minutes**

The Foxfire Village Board of Adjustment conducted a Special Organizational meeting on Thursday, September 19, 2013, in the Foxfire Village Administration office, 2145 Foxfire Rd. Suite 12, Foxfire Village, NC at 7:00 PM. The following people were present:

MEMBERS: Helen Forsythe Kirk, Brian Manley, Dennis Micallef, Neil Tighe, and Tom Walburgh

ABSENT: William Kirk

OTHERS PRESENT: Lisa Kivett, Village Clerk

Village Clerk Lisa Kivett called the meeting to order.

Ms. Kivett administered the Oath of Office to all members.

Ms. Kivett explained the purpose of this special meeting was for the newly formed board to organize and to appoint from within a Chair and Vice-Chair.

Ms. Kivett said she was willing to serve as Secretary of the board if they so wished. It was the consensus of those in attendance that she serve as Secretary.

Ms. Kivett asked that a motion to appoint a Chair be made. Dennis Micallef made a motion to appoint Brian Manley as Chair of the Board of Adjustment seconded by Helen Forsythe Kirk. The motion carried unanimously.

Ms. Kivett asked that a motion to appoint a Vice-Chair be made. Brian Manley made a motion to appoint Dennis Micallef as Vice-Chair of the Board of Adjustment seconded by Helen Forsythe Kirk. The motion carried unanimously.

Ms. Kivett provided a packet of information on Board of Adjustment duties, case copies, ordinances and statutes, and provided each a copy of "The Zoning Board of Adjustment in North Carolina" book written by Michael Brough.

Brief discussion ensued regarding the recent request for a variance from Mr. Pollard in Reynwood. Ms. Kivett explained that members will be notified of the meeting and provided with information prior to the meeting that is planned to be scheduled by November.

Helen Forsythe Kirk made a motion to adjourn seconded by Dennis Micallef. The motion carried unanimously. The meeting adjourned at 7:45 PM.

  
\_\_\_\_\_  
Lisa A. Kivett, Village Clerk/Secretary to the BOA