

BOARD OF ZONING APPEALS

MEETING MINUTES

December 20, 2023

6:00 PM

Members Present: Buddy Albro, David Atwood, Doug Carpenter, John Coleman, Elizabeth McCartin

Members Absent: N/A

Also Present: 2 residents of Hill Crest Ave. Names unknown.

Applicant Present: Lisa T. Oaks

Call to Order:

David Atwood called the meeting to order at 7:00 PM — a quorum was present.

Approval of Minutes:

Mr. Atwood presented the June 26, 2023, meeting minutes provided by Mr. Coleman. He asked if everyone had a chance to read them.

Mr. Albro motioned to approve the minutes of June 26, 2023, 2nd by McCartin – no further discussion, motion passed (5-0).

New Business:

- 1. Lisa T. Oakes; Property address: 635 Hill Crest Ave, Damascus; Washington County Tax Map parcel ID # 172B2-I-1B-16**

The Board presented and reviewed the CUP Application for Ms. Lisa T. Oakes

Ms. Oakes was present and available to answer any questions.

Ms. Oakes described her property and her desire to use the property as a short-term rental property. She lives in Abingdon and purchased the property in December of 2020. She has been remodeling and fixing the property for use as a short-term rental. Ms. Oakes will provide her own property management and repairs.

All BZA members have visited the property and agreed that it met all the code requirements for a conditional use permit.

Mr. Atwood opened the floor to any comments or concerns from residents regarding Ms. Oakes's application for a Conditional Use Permit for the property. Two of Ms

Oakes's neighbors were present to support her in using her property as a vacation rental.

Mr. Albro motioned to approve the CUP for 635 Hill Crest Ave. 2nd by Mr. Carpenter – no further discussion, motion passed (5-0)

2. Review of the guidelines and town codes for appointing new members to the Board of Zoning Appeals

Mr. Atwood requested that the Board discuss and establish a permanent meeting time for the scheduled gatherings of the Board of Zoning Appeals.

Discussion led by Mr. Atwood. He noted the following section 18.2 of the town code.

18.2 Terms of office of board members; vacancies; removals.

The members of the Board shall serve for a five-year term, except that original appointments shall be made for such terms that the term of one member shall expire each year. The secretary of the Board shall notify the court at least 30 days in advance of the expiration of any term of office and shall also notify the court promptly if any vacancy occurs. Appointments to fill vacancies shall be only for the unexpired portion of the term. A member whose term expires shall continue to serve until his successor is appointed and qualified. Any board member may be removed for malfeasance, misfeasance, or nonfeasance in office or for other just cause by the court which appointed him after a hearing held after at least 15 days' notice.

Mr. Coleman noted that he was unaware of his need to notify the Washington County Clerk of the Court about Mr. Albro's term that expired on July 31, 2023. He will notify the court. Mr. Albro will continue to serve until a new member is appointed.

Mr. Coleman and the BZA members were unaware that the Town Council was responsible for appointing new members to the Board of Zoning Appeals.

Adjournment:

With no other items on the agenda, Mrs. McCartin made a motion to adjourn at 7:09 PM; 2nd by Mr. Atwood– no further discussion, motion passed (5-0).

Chairman

Secretary