



## Oconee County Board of Zoning Appeals

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### Minutes

6:00 P.M., Thursday, June 27, 2013

Oconee County Council Chambers

#### Members Present:

Mr. Lee, Chairman

Mr. Nichols

Mr. Medford

Mr. Hughes

Mr. Littlefield

#### Staff Present:

Mr. Josh Stephens, Zoning Administrator

Mr. Matthew Anspach, Planner I

#### Media present:

None

#### Item 1. Call to Order

Mr. Lee called the meeting to order.

#### Item 2. Approval of Minutes – June 27, 2013

Mr. Littlefield made a motion to approve the minutes. Mr. Medford seconded the motion. The minutes were approved 5-0.

#### Item 3. Public Comment

None

#### Item 4. Consideration of Proposed Amendment to the Board's Rules of Procedure

Mr. Stephens presented a proposed amendment to the Board's Rule of Procedure. Under Article 3 Section 5 of said Rules, Mr. Stephens stated that the proposed changes would require that an applicant provide a written request to reschedule a hearing prior to a meeting as well as require an applicant to request to reschedule a hearing in person before the Board.

Mr. Hughes stated that a written notice should be presented to staff 72 hours prior to the meeting.

Mr. Littlefield agreed with Mr. Hughes but added that a provision be added to allow for a deviation of these proposed changes under certain circumstances.

Mr. Stephens stated that language to that affect had been included in the proposed amendments.

Mr. Hughes also stated that wording under Article 2 Section 5 was not consistent. He stated that “(1/4)” should read as “(1/3)” to match the wording contain it that sections. Mr. Stephens agreed that there was an inconsistency.

Mr. Littlefield made a motion to approve the proposed amendment to the Rules of Procedure. Mr. Medford seconded the motion. Mr. Hughes made a motion amend the proposed language from 24 hour notice requirement to a 72 hour notice requirement. Mr. Medford seconded the motion to amend. The motion to amend was approved unanimously. The original motion, as amended, was approved unanimously.

Mr. Hughes made a motion to amend Article 2 Section of the Rules of Procedure to replace (1/4) with (1/3). Mr. Littlefield seconded the motion. The motion passed unanimously.

**Item 5. Discussion of Providing Identification Badges for Board Members**

Mr. Stephens stated staff could provide identification badge for the Board members. Mr. Stephens briefly described the layout and information that would be listed on the badge.

Mr. Littlefield stated that it would be a good idea to notify an applicant that Board members could make a site visit.

**Item 6. Old Business**

None

**Item 7. New Business**

Mr. Stephens stated that County Council, in July, approved an Orientation Booklet and that the document to be presented to Oconee’s Boards/Commissions. Mr. Stephens presented the Orientation Booklet, the Board’s Rules and the Planning Enabling Act section of South Carolina state law.

Staff and Board members discussed ethical issues related to serving on the Board of Zoning Appeals as well as proper conduct when making a site visit.

Board members engaged in a general discussion related to Land Use permitting requirements contained within Ch. 32 of Oconee County’s Code of Ordinances.

Mr. Stephens stated an application had been filed and that the Board would have a meeting on August 29<sup>th</sup>.

**Item 8.       Adjourn**

Mr. Littlefield made a motion to adjourn and Mr. Medford seconded the motion. The motion passed 5-0.