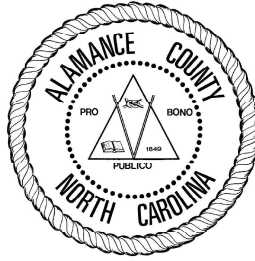


**Board Chair:**

Ike Holt, III

**Planning Director:**

Matthew Hoagland



Commissioners' Meeting Room

124 W Elm Street

Graham, NC 27253

May 21, 2026 at 5:30 PM

# **ALAMANCE COUNTY BOARD OF ADJUSTMENT AGENDA**

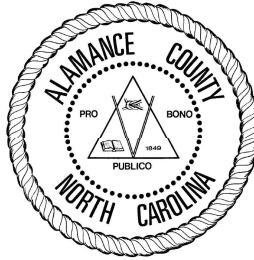
- I. CALL TO ORDER**
- II. OLD BUSINESS**
  - A. Approval of March 19, 2026 Meeting Minutes
- III. NEW BUSINESS**
  - A. Appeals Procedure Preparation
  - B. By-Laws/Calendar Meeting Location Change
- IV. ANNOUNCEMENTS/DISCUSSION**
- V. ADJOURNMENT**

**Board Chair:**

Ike Holt, III

**Planning Director:**

Matthew Hoagland



Commissioners' Meeting Room

124 W Elm Street

Graham, NC 27253

March 19, 2026 at 5:30 PM

# ALAMANCE COUNTY BOARD OF ADJUSTMENT

## Meeting Minutes

### I. CALL TO ORDER

Chairman Holt called the meeting to order at 5:30 PM. Mr. Hoagland noted that the meeting would be recorded to ensure accurate minutes.

### II. OLD BUSINESS

1. Approval of February 19, 2026 Meeting Minutes (with Variance Case# 2026-01 Official Transcript and Written Decision)

Mr. Holt opened the floor for review of the February 19, 2026 meeting minutes. Board members indicated they had reviewed the minutes and no corrections were identified.

A motion to approve the February 19, 2026 meeting minutes was made by Mr. Cobb and seconded by Mr. Wilson. The motion was approved unanimously.

### III. NEW BUSINESS

Mr. Holt introduced a discussion regarding Board member attendance requirements, specifically referring to Article 2, Section 2.3 of the Board's Rules of Procedure concerning unexcused absences.

Mr. Holt explained that Board member Deborah Hyder had missed two meetings without prior notification, which under the rules could result in a presumption of resignation. He emphasized the importance of attendance due to the quasi-judicial nature of the Board and the need to maintain a quorum for hearings.

Mrs. Hyder addressed the Board and explained that her absences were due to retirement-related circumstances, including loss of access to her work email and not receiving mailed agenda packets. She acknowledged responsibility for not notifying staff or the Chair and apologized to the Board.

Staff, represented by Matthew Hoagland, relayed guidance from the county's Legal Department, indicating the Board had the discretion to consider the circumstances and take no action if deemed appropriate.

Following discussion, a motion to take **no action** regarding the attendance matter was made by Mr. Holt and seconded by Mr. Wilson. The motion passed by unanimous vote.

#### **IV. ANNOUNCEMENTS/DISCUSSION**

The Board discussed communication preferences for meeting notifications. Key points included:

- Preference for hard mailed copies of agenda packets
- Continued use of phone calls and email reminders
- Importance of providing notice well in advance, especially for hearings
- Staff noted statutory notice requirements for variance cases (10–25 days prior)

Board members also discussed challenges with spam calls, email access, and mail delivery reliability.

#### **V. ADJOURNMENT**

Mr. Cobb made a motion to adjourn, Mr. Wilson seconded. Approved unanimously at 6:15 PM.

# *Alamance County Board of Adjustment Rules of Procedure*

## Article I: Meetings

### Section 1.1 Regular Meetings

Regular meetings of the Alamance County Board of Adjustment shall take place on the Third Thursday of each month. Meetings will be held at 5:30 p.m. at the Alamance County Office Annex Building, 201 West Elm Street, Graham, NC 27253. Development Center's Conference Room at 1946 Martin Street, Burlington, NC 27217.

### Section 1.2 Annual Meetings

The annual meeting of the Alamance County Board of Adjustment shall be the in the month of January of each year, or the first regular meeting of the calendar year. At the annual meeting, the Board shall elect members to the office of Chair and Vice Chair. The Board shall also adopt a meeting schedule for the entire calendar year, including the meeting date of the annual meeting for the next calendar year.

### Section 1.3 Special Meetings, Change of Meeting Date, Time, or Location.

In the event that a special meeting is necessary, the Board Chair shall call the meeting in a manner consistent with North Carolina General Statutes. All other board members shall be notified in writing no less than forty-eight (48) hours prior to the time of the special meeting. Notification of any other change in meeting date, time, or location shall be done in accordance with applicable North Carolina General Statutes which regulate such notifications.

### Section 1.4 Order of Proceedings

All Board meetings shall follow, in general, the following order of proceedings:

1. Call to Order
2. Approval of Previous Meeting Minutes
3. Old Business
4. New Business
5. Other Business / Announcements
6. Adjournment

The Chair of the Board may, at their discretion, make changes to the order the agenda to more efficiently dispense with meeting business.

### Section 1.5 Meetings open to the Public

It is the public policy of North Carolina and of Alamance County that the meetings, deliberations, and actions of this Board be conducted openly. Each official meeting of the Board of Adjustment shall be open to the public and any person is entitled to attend such meetings. An official meeting of the Board of Adjustment is defined as any gathering together at any time or place, or the simultaneous communication by telephone or electronic means of a majority of the board members,