



Rowan County Board of Adjustment

J. Newton Cohen, Sr. Rowan County Administration Building
130 W. Innes Street, Salisbury, NC 28144-4341
J. Newton Cohen, Sr. Meeting Room

Meeting Agenda for Monday, August 25, 2025 at 5:30 pm

- I. **Call Meeting to Order**
- II. **Invocation and Pledge of Allegiance**
- III. **Determination of a Quorum**
A quorum for considering an appeal requires only three (3) members per the Rules of Procedure.
- IV. **Election of Chair and Vice-Chair**
Summary: Per Article II A and B of the Rules of Procedure (attached) a Chair and Vice-Chair are to be elected from and by the full membership (including alternate members) at the first meeting of the year. Planning Staff will accept nominations and administer the vote for both positions.
Procedural Matter: Following elections, the seating of an Alternate Member to serve in the absence of member Mike Julian may be necessary.
- V. **Approval of Minutes from August 26, 2024**
- VI. **BOA 01-25: Appeal of Ordinance Enforcement Officer Decision**
Appellant: Richard and Secily Lunsford
Tax Parcel: 428-168 **Location:** 1296 Rock Grove Church Road
- VII. **Other Business**
- VIII. **Adjournment**

Board of Adjustment Members

Sean Reid, Chair	VACANT, Vice-Chair
Jerry Davis	Mike Julian
Tucker Osborne	

Board of Adjustment Alternate Members

Corrie Connolly
Charles Lawson
Karla Foster Leonard
Tyler Wiethorn
William Yost

**RULES OF PROCEDURE
BOARD OF ADJUSTMENT
Rowan County, North Carolina**

I. GENERAL RULES

The Board of Adjustment shall be governed by the terms of Chapter 160D, Article 3 of the General Statutes of North Carolina and by the Rowan County Code of Ordinances. All members of the Board shall thoroughly familiarize themselves with these laws.

II. OFFICERS AND DUTIES

A. Chair. A Board chair shall be elected by the full membership (including alternate members) of the Board of Adjustment beginning on January 1 or the first meeting of the calendar year. The elected chair's term of office shall be one (1) year expiring on December 31 of the election year and shall be eligible for re-election. The chair shall decide on all points of order and procedure, subject to these rules, unless directed otherwise by a majority of the Board in session at the time. The chair shall appoint any committees found necessary to investigate any matters before the Board.

B. Vice-Chair. A Board vice-chair shall be elected by the Board from among its full membership in the same manner and for the same term as the chair. The vice-chair shall serve as acting chair in the chair's absence, and at such times shall have the same powers and duties as the chair.

III. APPOINTMENT AND TERM OF OFFICE

The Board of Adjustment shall consist of five [5] regular members and four [4] alternate members. Alternate membership status typically will be determined by the four [4] most recently appointed members unless otherwise determined by Board vote. Subsequent new member appointments by Board of Commissioners will transition alternates into regular members as necessary to fulfill five [5] regular members. Should more than four [4] members be appointed at any one time, alternate membership status may be determined voluntarily or by Board vote. Regular and alternate members shall be identified on the Board roster.

Appointed positions shall be for three-year terms. Members whose term have expired may be reappointed no more than two (2) consecutive terms. Vacancies occurring for reasons other than expiration shall be filled for the unexpired term. Members with an expired term may serve until a replacement has been appointed by the Board of Commissioners when there are not alternates available.

Planning and Development Department staff shall have an orientation meeting with newly appointed Board members and present a copy of these Rules and Procedures, ordinances and other pertinent documents.

IV. ALTERNATE MEMBERS

Alternate members of the Board shall be called on to attend only those meetings and hearings at which one (1) or more regular members are absent or are unable to participate in the hearing. Regular members, on receiving notice of a special meeting that they cannot attend or on learning that they will be unable to participate in a particular case, shall give prompt notice to the Board clerk that they are unable to attend or to participate. On receiving such notice, the clerk shall, by the most expeditious means, notify an alternate member(s) to attend. Assignments shall be rotated among the alternate members. At any meeting they are called on to attend, alternate members shall have the same powers and duties as regular members.

Except at the election of officers, at no time shall more than five [5] members participate officially in any meeting or hearing.