

**Town of Weaverville  
Board of Adjustment  
Special Called Meeting  
Monday, January 12, 2026, 4:00pm**

**Minutes**

The Board of Adjustment of the Town of Weaverville met for a special-called meeting at 4:00 p.m. on Monday, January 12, 2026, in the Community Room and Council Chambers at Town Hall, 30 South Main Street, Weaverville.

Present: Chair Tycer Lewis, Board Members Paul Clauhs, Roger Parkin and Larry Murray.

Board members absent: Vice-Chair Cynthia Wright, Alternate Paul DeCrosta.

Staff Present: Planning Director/Zoning Administrator James Eller, Assistant Town Manager and Staff Attorney Jennifer Jackson and Planner/Clerk to the Board Graham Crawford

**1. Call to Order and Adoption of Agenda**

Chair Lewis called the meeting to order at 4:00 pm. *Clauhs moved that the agenda be adopted as presented. Murray seconded and all voted in favor. Motion carried 4-0.*

**2. Approval of the Minutes – 10/13/2025 Regular Meeting**

*Parkin moved to approve the October 13, 2025, meeting minutes, seconded by Clauhs. Motion carried unanimously 4-0.*

**3. Discussion and Action Related to Board Meeting Schedule and Amendment to Rules of Procedure**

Director Eller explained to the Board that, due to a scheduling conflict with the regularly scheduled Town Council workshops, staff is requesting the board discuss and adopt a new meeting schedule and related changes to the rules of procedure for the Board of Adjustment. Rather than holding monthly meetings, Jackson proposed that the Board hold quarterly meetings to alleviate the notice of cancellations that have occurred in recent months and years.

*Clauhs moved to adopt a new meeting schedule and amendment to the Board's Rules and Procedure to provide for quarterly meetings on the first Monday of the month at 6:00 pm with regular meeting to be in January, April, July and October. Seconded by Parkin. Motion carried unanimously, 4-0. The following is a restatement of the amended rules:*

**Section 5. Meetings (a) Regular Meetings** is amended to state: "Regular meetings of the Board shall be held on a quarterly basis with meetings held on the first Monday in January, April, July, and October at 6:00 p.m." and **Section 2** is changed to reflect that the organizational meeting will be held in October.

**4. Any Other Administrative Matters**

Chair Lewis indicates he will resign from his position on the Board of Adjustment effective tomorrow 1/13/2026.

**5. Adjournment**

There being no further business, Chair Lewis requested adjournment. *Murray moved to adjourn at 4:10 p.m., seconded by Parkin. Motion carried unanimously, 4-0.*

Attest:

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Graham Crawford, Clerk to the Board