

Board of Adjustment Meeting May 14, 2026

Members Present: Theresa Holbrook, Chair; Sandy Zimmerman, Vice-Chair; Stuart Jenner, Suzy Christensen, Rachel Rhodes (alternate)

Members Absent: Barry Cook

Alternate Members: Gail Criss (recused)

Staff Present: April England, Zoning Administrator

Visitors: Carie Free with Chatuge Family Practice, James Mashburn, and Stacie Mashburn

Chair Theresa Holbrook called the meeting to order at 6:02 pm. Ms. Christensen made a motion to approve the March 12, 2026 minutes as written; Ms. Zimmerman seconded the motion; motion approved.

Zoning Administrator April England gave a brief update on process recommendations for the board. The first was to mail notice of decision to the applicant after the meeting. To do so the board could review the letter once written for approval or the board could allow the chair to review and sign. The board agreed to allow the chair to review the letters and sign. Mrs. England also proposed utilize a script for BOA meeting to ensure that all necessary meeting requirements are covered. The UNC School of Government has a sample script that Mrs. England will update for Hayesville and share with the board. Final item Mrs. England covered was a reminder to review the application of standards for special use permits located on page 36 in our zoning ordinance.

NEW BUSINESS

- **Board of Adjustment application #BOA-26-04 submitted by Chatuge Family Practice requesting a Special Use Permit for a medical office on the property located at 0 Palmer Rd (Tax Map Parcel No. - *not assigned at this time*) and zoned primarily R-2 Rural Residential District.**

Zoning Administrator April England reviewed the application, survey, and discussed the zoning of the parcel and the surrounding area. She introduced Carie Free (Chatuge Family Practice) who was sworn in by Chair Holbrook. Ms. Free shared about the practice and how they have been in their current location for the past 36 years and are reaching capacity in the current location. Ms. Rhodes asked the size of their planned building and Ms. Free said 10,000 sq ft. Mr. Jenner asked what the building would look like and Ms. Free said the like the look of the current office that looked more like a home than an office and that they plan to use that style, blend in. Ms. Christensen

asked what their hours will be and Ms. Free said Monday through Friday 8am to 5pm.

The board asked if there were any questions from the public. Mr. Mashburn traffic would ingress from Palmer Rd or Robins Rest Rd. Ms. Free said the plan is to use Palmer Rd. She was not sure if they had permission to use Robins Rest Rd. She also mentioned that if they did receive permission, that may be a road staff would use.

Chair Holbrook asked for any other questions. Since there were none, she reviewed the zoning standards from page 36 of the zoning ordinance and opened the table for discussion. With no additional comments, Mr. Jenner moved to accept the special use permit for a medical office at 0 Palmer Rd., Ms. Christensen seconded, and all were in favor.

Alternate Gail Criss did go on record that she was an alternate and did not need to vote at this meeting, however, if she did, she would recuse herself for a conflict of interest since she had served on the Chatuge Family Practice board.

Ms. Rhodes made a motion at 6:30 to adjourn the meeting; Mr. Jenner seconded the motion; meeting adjourned.

Suzanne G. Hedden

Respectfully submitted,

Suzanne G. Hedden, Secretary

(Prepared by April England)

Theresa Holbrook

Theresa Holbrook, Chair