



**To: Members of the Board of Adjustment, Applicants & Neighboring Property Owners**  
**From: Jonathan B. Kanipe, Zoning Administrator**  
**Date: November 2, 2016**  
**Re: Board of Adjustment Meeting at 4 p.m.**

## Applicants:

You or your representative **must** be present at this meeting or your application will not be reviewed.

Members of the Board of Adjustment & the Zoning Administrator may visit the property prior to the meeting.

You or your representative **must** also attend the Design Review Board meeting on the **Thursday, November 17 at 5:30pm** to complete the approval process.

**Certificates of Zoning Compliance will be issued after review and approval from the Board of Adjustment & Design Review Board.**

## Neighbors:

You are receiving this notice because your property is adjacent to an applicant on this month's agenda.

You may review applications & plans for the projects on this agenda at Town Hall M-F 9am-5pm.

You are invited to attend the scheduled meeting and make comment.

The following items of business are scheduled to be addressed by the Biltmore Forest Board of Adjustment on Monday, November 14, 2016 at 4:00pm in the Town Hall Board Room.

1. The meeting will be called to order and roll call will be taken.
2. The minutes of the October 17, 2016 meeting will be presented for approval.
3. Hearing of Cases (Evidentiary Hearings, Deliberations & Determinations):
  - Case 1:** Mr. John and Mrs. Brandy Shenk, 18 Cedar Hill Drive, request a conditional use permit to construct a six (6) foot black aluminum fence in the rear yard.
  - Case 2:** Ms. Heather Koch, 6 Westwood Road, requests a conditional use permit and variance to construct three (3) garden retaining walls.
4. Adjourn.