



To: Members and Alternate Members of the Board of Adjustment, Applicants & Abutting Property Owners
From: Jonathan B. Kanipe, Town Manager
Date: June 3, 2026
Re: Board of Adjustment Meeting – June 15, 2026

Applicants:

You or a representative **MUST** attend the meeting to have the matter considered.

Abutting Property Owners:

You are receiving this notice because your property abuts an application on this agenda.

You may review applications & plans for the projects on this agenda at

<https://www.biltmoreforest.org/board-adjustment>

You are invited to attend the scheduled meeting at the Town Hall and make comment when called upon.

Additional information regarding the meeting will be provided on the Town's website no later than June 10, 2026.

BOA Information

For detailed information on the Board of Adjustment and the quasi-judicial process, please visit:

<https://www.biltmoreforest.org/board-adjustment>

REVISED MEETING AGENDA

The following items of business will be considered by the Biltmore Forest Board of Adjustment on Monday, June 15, 2026, at 4:00 p.m. at the Biltmore Forest Town Hall at 355 Vanderbilt Road, Biltmore Forest, NC 28803.

1. **Call to Order and Roll Call**
2. **Approval of April 27, 2026 Minutes**
3. **Consideration of Applications**

Case 1: Portion of Parcel 9646-91-9265 at Valley Springs Road/Hendersonville Road- Special Use request for a new commercial building and Variance requests for exceeding the maximum impervious surface coverage and the location of accessory structures within the setback.

Case 2: 4 Hilltop Road – Special use permit request for an accessory building and separate accessory structure; variance request for accessory building encroachment into the side yard setback.

4. **Adjournment**

Note: Quick-Guide for Board of Adjustment Hearings are found on the back of this agenda.

<https://web.zoom.us/j/82405586759?pwd=VlFaQ0JMUXFCaGRRYUNoTHVHU2tmZz09>

Meeting ID: 824 0558 6759

Passcode: 804985

Board of Adjustment & Quasi-Judicial Hearings: A Quick Guide

1. What is the Board of Adjustment (BOA)?

The BOA is a "quasi-judicial" body—meaning it acts like a specialized court. Unlike a Town Board of Commissioners that makes new laws (legislative), the BOA applies existing laws to specific cases. It serves as a neutral panel to ensure land-use rules are applied fairly.

2. What is a Quasi-Judicial Hearing?

Because these hearings affect a person's legal property rights, they are more formal than a typical public meeting.

- **No Outside Discussion:** Board members cannot talk to anyone about a case before the hearing (*ex parte* communication).
- **Sworn Testimony:** Everyone who speaks must be sworn in, just like in a courtroom.
- **Evidence, Not Opinion:** Decisions must be based on facts and expert testimony, not on how many people like or dislike a project.

3. Who has "Standing"?

"Standing" is the legal right to participate as a primary party in the case.

- **The Applicant:** The person or developer making the request.
- **The Town:** Represented by staff providing the technical review.
- **Any other person who will suffer special damages as a result of the Board of Adjustment's decision.** Neighbors or property owners who can prove they will suffer a specific, unique damage other than that suffered by the general public. e.g. a specific drainage issue or diminution in property value different from the general public.

Note: Simply living in the same neighborhood usually does not automatically grant standing.

4. The Verdict

The Board is bound by the "Four Findings" or similar standards in the local Zoning Ordinance. If an applicant provides competent, material evidence that it meets the conditions for a Special Use Permit or variance, the Board must approve the request. If the applicant does not provide competent material evidence demonstrating it meets the conditions for a special use or variance, the Board must deny it. For variance requests, 4 out of 5 voting members must approve the request. If there are only 4 members present, all 4 must approve the request for it to pass. A special use permit may pass with 3 of 5 members, or if only 4 members present, 3 of 4 members voting yes.