

The following minutes are a summary of items on the agenda. This meeting may be viewed in its entirety by accessing the video of the same date online via the Town's website at www.frontroyalva.com for a limited time.

The Board of Zoning Appeals regular meeting of the Town of Front Royal, Virginia was held on February 20, 2024, at 7 p.m. in the Town of Front Royal 2nd floor conference room.

CALL TO ORDER:

Chairman McCarthy called the Board of Zoning Appeals, February 20, 2024, meeting to order at 7:02 p.m.

ROLL CALL OF MEMBERS PRESENT

- Amanda McCarthy, Chairman
- Clare Schmitt
- Christine Erin
- Vacancy
- Vacancy

STAFF MEMBERS PRESENT

- Lauren Kopishke, Planning & Zoning Director / Zoning Administrator
- John Ware, Deputy Zoning Administrator
- Connie L Potter, Executive Assistant / Clerk for the Board of Zoning Appeals

ELECTION OF OFFICERS (CHAIRMAN AND VICE CHAIRMAN)

Chairman McCarthy opened the floor to nominations for Chairman.

Motion: To nominate Amanda McCarthy as Chairman

Moved By: Board Member Clare Schmitt

Seconded By: Board Member Christine Erin

Action: Approved by unanimous vote of members present to elect Amanda McCarthy Chairman of the Board of Zoning Appeals.

Chairman McCarthy opened the floor to nominations for Vice Chairman.

Motion: To nominate Christine Erin as Vice Chairman

Moved By: Board Member Clare Schmitt

Seconded By: Chairman Amanda McCarthy

Action: Approved by unanimous vote of members present to elect Christine Erin as Vice Chairman of the Board of Zoning Appeals.

OTHER

- **By-Laws**

Board members agreed to wait until the two (2) vacancies on the Board of Zoning Appeals were filled to discuss any possible changes to the BZA By-Laws.

- **Town Emails**

Zoning Administrator Lauren Kopishke explained there is now a link on the Town website that individuals may click on to communicate by email to the Board of Zoning Appeals members. This will ensure that each Board Member will receive the email.

An open discussion ensued.

- **Staff Training**

Zoning Administrator Lauren Kopishke reviewed highlights of the following chapters from the Albemarle County Land Use Law Handbook. Much of the BZA training comes from this handbook.

Chapter 16 Land Use Law Handbook – Interpreting Statutes and Ordinances.

Chapter 15 Land Use Law Handbook – Appeals of Decisions by Zoning Officials to the Board of Zoning Appeals.

Chapter 14 Land Use Law Handbook – Decisions by Zoning Officials.

Chapter 8 Land Use Law Handbook – The Differences Among Legislative, Ministerial, Administrative, and Quasi-Judicial Acts.

Chapter 1 Land Use Law Handbook – The Locality and Its Boards, Commissions, and Officers.

Chapter 13 Land Use Law Handbook – Variances.

An open discussion ensued.

- **2023 Board of Zoning appeals Annual Report**

Zoning Administrator Lauren Kopishke reviewed the 2023 Annual Report for the Board of Zoning Appeals. Virginia State Code requires the BZA to provide an annual report.

ADJOURNMENT

Hearing no further comments, Chairman Amanda McCarthy asked for a motion to adjourn.

Motion By: Vice Chairman Christine Erin

Seconded By: Board Member Clare Schmitt

Action: Adjourned by a unanimous vote of members present

The meeting was adjourned at 7:53 p.m.

Approved by the Board of Zoning Appeals
Date: 6/18/2024