



MINUTES

WYTHEVILLE BOARD OF ZONING APPEALS

THURSDAY, MAY 25, 2023 AT 11:00 AM
COUNCIL CHAMBERS, 150 EAST MONROE STREET
WYTHEVILLE, VA 24382

1. RE: ATTENDANCE

MEMBERS PRESENT:

Vice-Chairman John Jones, Jr., John Matthews, Kerry Eans

MEMBERS ABSENT:

Patricia Austin, Charles Johnson, Alternate Member Mark Zammit

OTHERS PRESENT:

Assistant Town Manager Elaine Holeton, Chief Deputy Clerk Brandi Jones, Planning Director John Woods

RE: CALL TO ORDER

Vice-Chairman Jones called the meeting to order.

2. RE: ESTABLISHMENT OF QUORUM

Vice-Chairman Jones established that a quorum of Wytheville Board of Zoning Appeals members was present.

3. RE: CONSENT AGENDA

- A. Vice-Chairman Jones presented the consent agenda consisting of the minutes of the regular meeting of March 17, 2022. Vice-Chairman Jones inquired if there was a motion to approve the minutes of the regular meeting of March 17, 2022.

Motion made by Mr. Matthews, Seconded by Mr. Eans. Vice-Chairman Jones inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no opposition: Voting Yea: Vice-Chairman Jones, Mr. Matthews, Mr. Eans.

4. RE: ELECTION OF OFFICERS FOR 2023

A. RE: CHAIRMAN

Vice-Chairman Jones advised that the next agenda item is the election of a Chairman. A motion was made by Mr. Matthews and seconded by Mr. Eans for Mr. John Jones, Jr. to serve as Chairman of the Board of Zoning Appeals. The motion

was approved with the following voting in favor and there being no opposition: Voting Yea: Vice-Chairman Jones, Mr. Matthews, Mr. Eans.

B. RE: VICE-CHAIRMAN

Vice-Chairman Jones advised that the next agenda item is the election of a Vice-Chairman. A motion was made by Mr. Eans and seconded by Vice-Chairman Jones for Mr. John Matthews to serve as Vice-Chairman of the Board of Zoning Appeals. The motion was approved with the following voting in favor and there being no opposition: Voting Yea: Vice-Chairman Jones, Mr. Matthews, Mr. Eans.

5. RE: OTHER BUSINESS

A. RE: DISCUSSION REGARDING THE BOARD OF ZONING APPEALS PROCEDURES AND BYLAWS

Chairman Jones advised that the next agenda item is the discussion regarding the Board of Zoning Appeals procedures and bylaws. Assistant Town Manager Holeton stated that the Board has a copy of the current Board of Zoning Appeals (BZA) Rules for Transaction of Business in their packets, which were created in 1994, and that they need to be updated. She explained that what she would like to suggest, if the BZA would agree, is that Town Staff work on another version of the Rules for Transaction of Business to include the provisions that are in the Town's current Zoning Ordinance to cover what they do as functioning Board members. Assistant Town Manager Holeton stated that if the Board agreed, Town Staff would like to meet in the fall to review the changes to the Rules for Transaction of Business, and, hopefully, adopt the new version so that the BZA has an updated document.

It was the consensus of the Board of Zoning Appeals that Town Staff would update the Board of Zoning Appeals Rules for Transaction of Business and present it to the Board of Zoning Appeals at a meeting to be held in the fall of 2023.

B. RE: ANNUAL MEETING DATE/TIME AND FUTURE MEETING DATES/TIMES

Chairman Jones advised that the next agenda item is the discussion regarding the annual meeting date/time and future meeting dates/times. Assistant Town Manager Holeton stated that Town Staff would like to establish an annual meeting date with the Board of Zoning Appeals (BZA). She commented that it could be held during a specific month of each year so that there is more structure and Town Staff always knows that the BZA is going to meet that month to elect officers, review/edit the Rules of Procedure, set meeting dates/times for applications, etc. Assistant Town Manager Holeton commented that, typically, the way the BZA functions is that they would always meet on their annual meeting date, and they could also schedule a second meeting date in the year to hold a training session so that they are meeting twice a year to keep the Board in practice. She explained that a variance or an appeal application could come into the office at any time, and the BZA members needs to stay up to date with the practice of how the process works. Assistant Town Manager Holeton suggested that the BZA schedule their annual meeting and then schedule a mandatory fall training session so that there are two meetings each year.

She stated that this gives Town Staff another opportunity to update the BZA members on changes to the Zoning Ordinance that may/may not have occurred and anything else in the Town's Planning/Zoning Department that the BZA members may be interested in following. Assistant Town Manager Holeyton advised that she recommends that other than the suggested annual meeting and fall training, when applications come in for the Board of Zoning Appeals for a variance or an appeal, she would suggest that they set a day of the week and a time so that Town Staff will know when to schedule these meetings that will work within their work schedules, personal schedules, etc. Discussion ensued regarding dates and times that would work best to schedule the annual meeting, the fall mandatory training meeting and application requests.

It was the consensus of the Board of Zoning Appeals that, each year, the annual meeting be held the third Thursday in May at 11:00 a.m. and there be a mandatory training held the third Thursday in October at 11:00 a.m. It was also the consensus of the Board of Zoning Appeals that the third Thursday of each month at 11:00 a.m. remain the date and time for applications submitted to the Board of Zoning Appeals to be heard.

C. RE: UNIFIED DEVELOPMENT ORDINANCE - PRESENTATION BY PLANNING DIRECTOR JOHN WOODS

Chairman Jones advised that the next agenda item is the presentation of the draft Unified Development Ordinance (UDO) by Planning Director John Woods. Planning Director Woods stated that some of the members had seen the UDO prior to this meeting, therefore, he would try to go through the draft quickly. He noted that each member was given a draft copy to refer to following the meeting if they had any questions or concerns. Planning Director Woods reviewed the highlights of the proposed UDO with the Board of Zoning Appeals members. Discussion was held regarding a previous Planning Commission meeting where a citizen was concerned about the reduction of the minimum size of residences particularly in the R-1 and R-2 Residential Zoning Districts. Vice-Chairman Matthews inquired about the timeline of the UDO. Planning Director Woods stated that there are two steps to the ordinance, however, Town Staff hopes to have the guiding language in place by January 1, 2024. Assistant Town Manager Holeyton noted that Town Staff is considering assembling focus groups to refine the document to fit the community, which would, hopefully, include members of the BZA and other Town Boards, Commissions, etc. Planning Director Woods inquired if there were any other questions or comments regarding the UDO.

6. RE: ADJOURNMENT

There being no further business, a motion was made, seconded, and carried to adjourn the meeting (11:42 a.m.).

John W. Jones, Jr., Chairman

Brandi N. Jones, Chief Deputy Clerk