

A G E N D A
JAMES CITY COUNTY BOARD OF ZONING APPEALS
REGULAR MEETING
County Government Center, Building A
101 Mounts Bay Road, Williamsburg, VA 23185
January 5, 2017
7:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. OLD BUSINESS

D. NEW BUSINESS

1. Board of Zoning Appeals 2017 Meeting Schedule

E. MINUTES

1. January 7, 2016 Minutes

F. MATTERS OF SPECIAL PRIVILEGE

1. Election of Officers for 2017

G. ADJOURNMENT

ITEM SUMMARY

DATE: 1/5/2017
TO: Board of Zoning Appeals
FROM: Christy H. Parrish, Zoning Administrator
SUBJECT: Board of Zoning Appeals 2017 Meeting Schedule

ATTACHMENTS:

	Description	Type
▣	2017 Meeting Schedule	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Board of Zoning Appeals	Secretary, BZA	Approved	12/21/2016 - 11:08 AM
Publication Management	Burcham, Nan	Approved	12/21/2016 - 4:43 PM
Board of Zoning Appeals Secretary	Secretary, BZA	Approved	12/21/2016 - 4:44 PM

BZA 2017 Schedule

Meeting Dates	Application Deadlines	Ad to the Press	Display Dates	APO/Applicant Letters	
Jan 5	Dec 2	Dec 16	Dec 21 & Dec 28	Dec 16	
Feb 2	Dec 29	Jan 13	Jan 18 & 25	Jan 13	
Mar 2	Jan 26	Feb 10	Feb 15 & 22	Feb 10	
Apr 6	Mar 2	Mar 17	Mar 22 & 29	Mar 17	
May 4	Mar 30	Apr 14	Apr 19 & 26	Apr 14	
June 1	Apr 27	May 12	May 17 & 24	May 12	
July 6	June 1	Jun 16	Jun 21 & June 28	June 16	
Aug 3	June 29	Jul 14	Jul 19 & 26	Jul 14	
Sept 7	Aug 3	Aug 18	Aug 23 & 30	Aug 18	
Oct 5	Aug 31	Sept 15	Sep 20 & 27	Sep 15	
Nov 2	Sept 28	Oct 13	Oct 18 & 25	Oct 13	
Dec 7	Nov 2	Nov 17	Nov 22 & 29	Nov 17	

ITEM SUMMARY

DATE: 1/5/2017
TO: Board of Zoning Appeals
FROM: Christy H. Parrish, Zoning Administrator
SUBJECT: January 7, 2016 Minutes

ATTACHMENTS:

	Description	Type
□	January 7, 2016 Minutes	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Board of Zoning Appeals	Secretary, BZA	Approved	12/21/2016 - 2:53 PM
Publication Management	Burcham, Nan	Approved	12/21/2016 - 2:55 PM
Board of Zoning Appeals Secretary	Secretary, BZA	Approved	12/21/2016 - 4:36 PM

MINUTES
JAMES CITY COUNTY BOARD OF ZONING APPEALS
REGULAR MEETING
Building A Large Conference Room
101 Mounts Bay Road, Williamsburg, VA 23185
January 7, 2016
7:00 PM

A. CALL TO ORDER

Mr. David Otey, Jr. called the meeting to order at 7:00 p.m.

B. ROLL CALL

Mr. Jason Purse called the roll.

Present:

Mr. Marvin Rhodes
Mr. Ron Campana, Jr.
Mr. William Geib
Mr. Stephen Rodgers
Mr. David Otey, Jr.

Staff Members

Mr. Jason Purse, Zoning Administrator
Mr. John Rogerson, Zoning Office
Ms. Terry Costello, Zoning Officer

C. OLD BUSINESS

No old business

D. NEW BUSINESS

1. Board of Zoning Appeals (BZA) Schedule 2016
2. Novus Agenda

Mr. Purse suggested moving the Novus training until the end of the meeting.

(Discussion followed the Item 2 Historical Minutes 1969-2010)

Mr. Purse gave an overview of the online software used by the County currently for public meetings. Packets, information and minutes will now be online through this software. Mr. Purse gave information to the Board members with their passwords so that they can log into the system. He also stated that an email will be sent to them with some training documents and all the links needed so that they may access it all from their home.

E. MINUTES

1. July 16, 2015 Minutes

Mr. John Rogerson asked if there were any comments or corrections to the minutes.

Mr. Ron Campana had a grammatical correction on page 1. He also stated that on page 5, a question was asked whether the new office proposed would be replacing an existing bedroom. He would like to see that added to the minutes.

Mr. Stephen Rodgers had a correction on page 8, where it was stated that “he could not find anything that would make him comfort with a variance,” it should state “could not find any factors that would make him comfortable with a variance.”

Mr. William Geib had some grammatical changes on page 9.

Mr. Otey stated that it was noted that he adjourned the meeting when it was actually Mr. Marvin Rhodes.

Mr. Rhodes had some grammatical changes on page 10.

Mr. Rodgers reworded his comment on pages 10 and 11 to provide clarity.

A motion to Approve w/ Conditions was made by Stephen Rodgers, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 1 ABSENT: 0

Ayes: Campana Jr, Geib, Rhodes, Rodgers

Abstain: Otey Jr

2. Historical Minutes 1969-2010

Mr. Rogerson stated he has been working with Records Management to correct missing or incomplete minutes. He asked for the Board’s approval that to the best of their knowledge that the meetings had occurred. He also stated that the Board would not be approving the minutes for content.

Mr. Geib moved to approve the minutes with a second from Mr. Campana.

Mr. Otey asked if there would be some notation on the website that the minutes would be less reliable since they are not approved for content.

Mr. Rogerson stated that there will be a memorandum attached as a disclaimer.

Mr. Purse stated that this process was approved by the County Attorney’s office.

Mr. Otey asked for some additional qualification language to be added such as: inclusion of these minutes into the historical record was approved by the BZA.

A motion to Approve w/ Conditions was made by William Geib, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Campana Jr, Geib, Otey Jr, Rhodes, Rodgers

F. MATTERS OF SPECIAL PRIVILEGE

1. Election of Officers

Mr. Rodgers nominated Mr. Campana for Chairman.

A motion to Approve was made by Stephen Rodgers, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Campana Jr, Geib, Otey Jr, Rhodes, Rodgers

Mr. Campana nominated Mr. Geib for Vice-Chairman.

A motion to Approve was made by Ronald Campana Jr, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Campana Jr, Geib, Otey Jr, Rhodes, Rodgers

G. ADJOURNMENT

There being no further business Mr. Campana adjourned the meeting at 7:40 p.m.

Ron Campana, Jr.
Chairman

Christy H. Parrish
Secretary

ITEM SUMMARY

DATE: 1/5/2017
TO: Board of Zoning Appeals
FROM: Christy H. Parrish, Zoning Administrator
SUBJECT: Election of Officers for 2017

REVIEWERS:

Department	Reviewer	Action	Date
Board of Zoning Appeals	Secretary, BZA	Approved	12/21/2016 - 11:15 AM
Publication Management	Burcham, Nan	Approved	12/21/2016 - 11:26 AM
Board of Zoning Appeals Secretary	Secretary, BZA	Approved	12/21/2016 - 2:15 PM