



Board of Zoning Appeals

Work Session

Cape Charles Civic Center

September 14, 2021

10:00 a.m.

At approximately 10:00 a.m. in the Cape Charles Civic Center, Chairman Bill Murphy called to order the Board of Zoning Appeals Work Session. In attendance were Board members Dolores Blackburn, Jim Holloway, Pete Baumann, and Thomas Weaver. Also, present were, Interim Town Planner/Zoning Administrator Katie Nunez and Planning Technician Tracy Outten. There were no members of the public in attendance.

ORDER OF BUSINESS

A. *Other: Presentation and Discussion of Draft Rules of Procedures for the Board of Zoning Appeals*

Katie Nunez read through the rules.

Discussion and questions were as follows: (i) Dolores Blackburn and Pete Baumann asked about not being able to engage with the public during comments because they may have question. Katie Nunez said this procedure can be adjusted for this board since they were quasi-legislative so questions and comments could be addressed; (ii) Bill Murphy liked the layout for Article VII. He asked about the swearing in. Katie Nunez said it could just ask "Do you swear to tell the truth?"; and (iii) Thomas Weaver suggested using a stop light method for time keeping.

Katie Nunez informed the board there would not be a meeting in October.

Motion made by Jim Holloway, seconded by Thomas Weaver, to adjourn the Board of Zoning Appeals Public Hearing and Meeting at 10:41 a.m. The motion was approved by unanimous vote.

Chairman Bill Murphy

Planning Technician