



Board of Zoning Appeals

Regular Meeting

Cape Charles Civic Center
December 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 Regular Meeting. In attendance were Board members Dolores Blackburn and Pete Baumann. Jim Holloway was not in attendance. There was one vacancy on the board. Also, present were, Interim Town Planner/Zoning Administrator Katie Nunez and Planning Technician Tracy Outten. There were no members of the public in attendance.

Bill Murphy led the Board in the recitation of the Pledge of Allegiance.

CONSENT AGENDA

Motion made by Dolores Blackburn, seconded by Pete Baumann, to accept the consent agenda as presented. The motion was approved by unanimous vote.

Bill Murphy thanked everyone for their hard work over the past year.

REORGANIZATION OF BOARD AND ELECTION OF OFFICERS

Bill Murphy accepted the nomination for Chairman to the Board of Zoning Appeals.

Motion made by Dolores Blackburn, seconded by Pete Baumann, to accept the nomination of Bill Murphy for Chairman of the Cape Charles Board of Zoning Appeals.

Pete Baumann accepted the nomination for Vice-Chairman to the Board of Zoning Appeals.

Motion made by Bill Murphy, seconded by Dolores Blackburn, to accept the nomination of Pete Baumann for Vice-Chairman of the Cape Charles Board of Zoning Appeals.

Tracy Outten accepted the nomination for Secretary to the Board of Zoning Appeals.

Motion made by Bill Murphy, seconded by Dolores Blackburn, to accept the nomination of Tracy Outten for Secretary of the Cape Charles Board of Zoning Appeals.

REVIEW AND APPROVAL OF MINUTES

Dolores Blackburn corrected the spelling of her first name.

Motion made by Dolores Blackburn, seconded by Pete Baumann, to approve the minutes from the February 16, 2021 Public Hearing and Meeting, the April 21, 2021 Public Hearing and Meeting, the July 13, 2021 Public Hearing and Meeting, the August 10, 2021 Public Hearing and Meeting, and the September 14, 2021 Work Session as amended with the correct spelling of Dolores Blackburn's first name. The motion was approved by unanimous vote.

OTHER BUSINESS

- A. Adoption of Annual Meeting Calendar and Deadline for submission of applications*
- B. Final review and adoption of Draft Rules of Procedures for the Board of Zoning Appeals*
Bill Murphy thought the new way of doing hearings was an improvement.

Pete Baumann wanted confirmation that Appendix A had been adopted by Town Council. Katie Nunez said yes, and it was added to all commission and board procedures.

Pete Baumann pointed out some clerical mistakes in Attachment A.

C. Annual Report for 2019, 2020, and 2021

Katie briefly read the annual report.

Motion made by Bill Murphy, seconded by, Pete Baumann, to adopt the Annual Meeting Calendar and Application Deadline Submission, the Rules of Procedures, and the Annual Reports for 2019, 2020, and 2021 as presented. The motion was approved by unanimous vote.

D. Resignation of Tom Weaver, effective November 2021

Katie Nunez informed the board that member Tom Weaver had resigned.

Hearing no objection, Chairman Bill Murphy adjourned the Board of Zoning Appeals Public Hearing and Meeting at 10:47 a.m.

Chairman Bill Murphy

Planning Technician