



**BOARD OF ZONING APPEALS OF THE TOWN OF WARRENTON
TOWN HALL
21 MAIN STREET
WARRENTON, VIRGINIA 20186**

MINUTES

A REGULAR MEETING OF THE BOARD OF ZONING APPEALS WAS HELD ON AUGUST 6, 2024, AT 5:00 P.M. IN WARRENTON, VIRGINIA

PRESENT Mr. Larry Kovalik, Chair; Ms. Melea Maybach, Vice Chair; Ms. Susan Helander; Mr. Van Baggett; Ms. Heather Jenkins, Zoning Administrator; Ms. Amber Heflin, Zoning Official; Ms. Ruth Griggs, Town Attorney

ABSENT Mr. Geoffrey Fiutak

CALL TO ORDER AND DETERMINATION OF A QUORUM

The meeting was called to order at 5:00pm. There was a quorum of members present.

APPROVAL OF MINUTES

Draft Minutes – July 2, 2024, Meeting

Ms. Maybach motioned to approve the minutes, and Mr. Baggett seconded.

Mr. Kovalik requested two revisions to page 3 of the minutes.

Ms. Heflin advised those would be taken care of immediately.

The Board pondered on procedure for the existing motion on the floor to approve as presented.

Ms. Jenkins advised the motion would need to be amended due to the Chair's requested changes.

Ms. Maybach amended her motion to approve the minutes with the requested revisions by the Chair. Mr. Baggett seconded.

All in favor. The vote was as follows:

Ayes: *Mr. Larry Kovalik, Chair; Ms. Melea Maybach, Vice Chair;
Ms. Susan Helander; Mr. Van Baggett*

Nays:

Absent During Vote: *Mr. Geoffrey Fiutak*

OLD BUSINESS

Remote Participation Policy

Mr. Kovalik requested an overview from staff.

Ms. Jenkins advised this is the same policy brought forward to the Board last month, but clarity was added by the Town Attorney in response to questions from the Board regarding portions of the document.

Ms. Griggs reiterated the policy pulls all of its requirements directly from the State Code.

Mr. Baggett questioned #7c of the document and how that applies to the Town due to the requirement to live within the Town Limits to serve on the Board.

Ms. Griggs advised the requirement comes directly from the State Code, but the Board could add a footnote to the document citing the requirement to live within the Town Boundary in order to serve on the Board.

Ms. Heflin advised the Board could adopt the document with the requested changes.

Mr. Kovalik asked for a motion.

Mr. Baggett motioned to approve the remote participation policy with the changes as requested prior. Ms. Maybach seconded. All in favor. The vote was as follows:

Ayes: *Mr. Larry Kovalik, Chair; Ms. Melea Maybach, Vice Chair;
Ms. Susan Helander; Mr. Van Baggett*

Nays:

Absent During Vote: *Mr. Geoffrey Fiutak*

There were no further questions.

BOARDMEMBER'S TIME

Discussion Regarding Retention of Legal Counsel

Ms. Maybach asked staff if there was an update on the Board's request for funding of separate legal counsel.

Ms. Jenkins advised staff has prepared a report to share with the Town Council at their August 13th meeting for consideration of the funding request.

Mr. Kovalik asked what process needed to be followed after the decision was rendered by Council or if there is an existing procedure.

Ms. Jenkins stated there is not an existing procedure for the request as this is the first of its kind.

Mr. Kovalik expressed interest in adding a work session item to the next board meeting, with the caveat that the item could be moved to the following Board meeting if no decision was reached by Council.

There was no further discussion on this item.

September Board Meeting Discussion

Mr. Kovalik asked if there was a conflict with the date of the Board's regularly scheduled meeting in September.

Ms. Jenkins advised the Board the next scheduled meeting of the Board would be on September 3, 2024, after the holiday.

All members of the Board advised they would be available to attend the September meeting.

There were no further questions or updates from staff.

ADJOURNMENT

Ms. Maybach motioned to adjourn. Mr. Baggett seconded, all in favor. No discussion. The vote was as follows:

Ayes: *Mr. Larry Kovalik, Chair; Ms. Melea Maybach, Vice Chair;
Ms. Susan Helander; Mr. Van Baggett*

Nays:

Absent During Vote: *Mr. Geoffrey Fiutak*

The meeting was adjourned at 5:17pm.

I hereby certify that this is a true and exact record of actions taken by the Board of Zoning Appeals of the Town of Warrenton on August 6, 2024.



Lawrence "Larry" Kovalik
BZA Chair

