



**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 MARCH 4, 2025, AT 5:00 P.M. IN WARRENTON, VIRGINIA**

**PRESENT** Ms. Melea Maybach, Chair; Mr. Van Baggett, Vice Chair; Ms. Susan Helander; Ms. Heather Jenkins, Zoning Administrator; Ms. Amber Heflin, Zoning Official

**ABSENT**

**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 – February 4, 2025, Meeting

Ms. Helander motioned to approve the minutes as presented, and Mr. Baggett seconded. All in favor. The vote was as follows:

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

***Nays:  
Absent During Vote:***

**NEW BUSINESS**

Annual Adoption of By-Laws

Ms. Heflin gave a brief overview of the By-Laws, advising the Board that the By-Laws are required

to be re-adopted annually by the Board. She added no changes have been made since the Board adopted the document last year, but staff was happy to make changes if the Board were to request them.

There were no further questions.

Ms. Maybach asked for a motion.

Mr. Baggett motioned to adopt the By-Laws as presented, and Ms. Helander seconded. The vote was as follows:

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

**Nays:**

**Absent During Vote:**

#### Annual Adoption of Remote Participation Policy

Ms. Maybach asked staff if the policy had been revised since the last adoption.

Ms. Heflin stated the policy had not been revised since the adoption of it last year, but added the policy must also be re-adopted each year.

A brief discussion ensued regarding the requirement to be within 60 miles of the meeting location when it is a requirement to live within Town limits to serve on the Board.

Ms. Jenkins advised staff had done research and held discussions with the former Town Attorney regarding this topic, and that the language is directly from the Virginia State Code.

Mr. Baggett stated he remembered the discussion on the topic and it being in the State Code.

There were no further questions.

Ms. Maybach asked for a motion.

Mr. Baggett motioned to adopt the Remote Participation Policy as presented, and Ms. Helander seconded. The vote was as follows:

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

**Nays:**

**Absent During Vote:**

#### CLOSED SESSION

At 5:09 pm, Ms. Maybach moved that the Board of Zoning Appeals convene in closed session to discuss the following:

*As permitted by Virginia Code § 2.2-3711 (A)(1), a personnel matter involving:*

*Discussion, consideration or interviews of prospective candidates for employment or appointment; OR assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town. specifically dealing with Board of Zoning Appeals legal representation*

Ms. Helander seconded. All in favor, No discussion. The vote was as follows:

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

**Nays:**

**Absent During Vote:**

At 5:31 pm, Ms. Helander moved that the Board certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion.

Mr. Baggett seconded. All in favor, no discussion. The vote was as follows:

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

**Nays:**

**Absent During Vote:**

Mr. Baggett motioned to defer the appeal hearing related to application BZA#2024-1 for the approval of Site Development Plan SDP-23-6 until such time as the Circuit Court renders a decision in the legal proceedings relevant to this request.

Ms. Helander seconded. All in favor, no discussion. The vote was as follows:

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

**Nays:**

**Absent During Vote:**

## **UPDATES FROM STAFF**

### **Appointment of a Secretary to the Board**

Ms. Jenkins advised the Board this was a letter from the Town Manager officially appointing herself or her designee as the Secretary to the Board of Zoning Appeals as requested at the previous Board meeting and as required by the Town's Zoning Ordinance.

There were no questions from the board.

## **ADJOURNMENT**

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

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

**Nays:**

**Absent During Vote:**

The meeting was adjourned at 5:33 pm.

**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 March 4, 2025.**

A handwritten signature in cursive script, reading "Melea Maybach", is written over a horizontal line.

Melea Maybach  
BZA Chair