



**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
SEPTEMBER 5, 2023, AT 5:00 P.M. IN WARRENTON, VIRGINIA**

PRESENT Mr. Larry Kovalik; Ms. Melea Maybach; Mr. Amos Crosgrove; Ms. Betsy Sullivan; Mr. Rob Walton, Director of Community Development; Ms. Heather Jenkins, Zoning Administrator.

PRESENT VIA ZOOM

ABSENT

CALL TO ORDER AND DETERMINATION OF A QUORUM

The meeting was called to order at 5:05pm. There was a quorum of members present.

APPROVAL OF MINUTES

Draft Minutes – August 1, 2023 Meeting

Ms. Maybach motioned to approve the minutes, and Mr. Kovalik seconded with a correction to the Capitalization of “Galina Way” on page 3 of the minutes. All in favor. The vote was as follows:

Ayes: Mr. Larry Kovalik, Chair; Ms. Melea Maybach; Mr. Amos Crosgrove; Ms. Betsy Sullivan

Nays:

Absent During Vote:

PUBLIC HEARING

BZA 2023-3 – 57 N Fourth Street

Ms. Jenkins gave a brief presentation of the application to the board citing staff concerns regarding line-of-sight. She added there were not many details contained within the application materials to allow staff to do an in-depth analysis of the variance request.

Mr. Kovalik asked Ms. Jenkins if the applicant was present.

Ms. Jenkins indicated she was told yes, but the applicant, Ms. Melanie Burch, Fauquier Habitat for Humanity CEO was not currently present.

Several board members questioned visibility issues due to the property being a corner lot.

Ms. Maybach asked where the proposed location of the fencing was on the property.

Ms. Jenkins stated it was not clearly presented to staff and she was unsure due to many revisions to the proposed fence location prior to the board meeting.

There were no further questions.

Mr. Kovalik opened the public hearing at 5:15pm.

No one spoke.

Mr. Kovalik stated he would like to leave the public hearing open to allow the public to speak on the application should they wish to.

Mr. Crosgrove Motioned to defer for 30 days until the October 3rd meeting, Seconded by Mr. Kovalik. All in favor.

Mr. Kovalik clarified the board's request for more details regarding the location of the proposed 6-foot fencing and a line-of-sight survey to aid in their review of the variance request. The vote was as follows:

Ayes:	Mr. Larry Kovalik, Chair; Ms. Melea Maybach, Vice Chair;
	Mr. Amos Crosgrove; Ms. Betsy Sullivan
Nays:	
Abstention:	
Absent During Vote:	

UPDATES

Ms. Jenkins advised there was not currently a remote participation policy in place for the Board members to participate virtually if needed. The Town Attorney has drafted a policy for the board's consideration.

Ms. Jenkins stated the policy would allow one member of the board to participate virtually if they met the criteria as outlined in the policy so long as a quorum of members was present at the meeting location.

Ms. Heflin added the board can defer decision on this policy until the October meeting, at which

time the Town Attorney will be present for questions.

Ms. Heflin stated the Town Attorney will join the board meeting next month to do a briefing on policies and parliamentary procedures for the board.

Ms. Maybach motioned to defer adoption of the remote participation policy until the October meeting to allow the board additional time to review the document. Mr. Kovalik seconded. All in favor. The vote was as follows:

Ayes: *Mr. Larry Kovalik, Chair; Ms. Melea Maybach; Mr. Amos Crosgrove; Ms. Betsy Sullivan*

Nays:

Absent During Vote:

ADJOURNMENT

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

Ayes: *Mr. Larry Kovalik, Chair; Ms. Melea Maybach; Mr. Amos Crosgrove; Ms. Betsy Sullivan*

Nays:

Absent During Vote:

The meeting was adjourned at 5:25pm.