



County of Albemarle
Department of Community Development

Memorandum

TO: Members, Albemarle County Board of Supervisors

FROM: Amelia G. McCulley, Zoning Administrator *AGM*

DATE: March 23, 2017

RE: 2016 Annual Report of the Board of Zoning Appeals

State Code Section 15.2-2308 requires the Board of Zoning Appeals (BZA) to keep a full public record of its proceedings and to submit a report of its activities to the governing body. The 2016 BZA annual report is attached for your information.

The Board of Zoning Appeals hears variances from the Zoning Ordinance, special use permits for certain sign types, and appeals from decisions of the Zoning Administrator or her designee. These appeals can include determinations of zoning violation.

In 2016, one appeal and one special use permit was heard, no variances were heard.

If you have any questions, please let me know.

ALBEMARLE COUNTY BOARD OF ZONING APPEALS

2016 ANNUAL REPORT

I. INTRODUCTION

Virginia Code § 15.2-2308 requires that the Board of Zoning Appeals submit a report of its activities to the governing body at least once each year. The following report outlines the BZA's activities during 2016.

II. PERSONNEL

The Board of Zoning Appeals consists of five members appointed by the Circuit Court for a term not to exceed five years. The Board members during the year 2016 were:

<u>Member</u>	<u>Term Expiration</u>
<i>David Bass, Chairman</i>	Reappointed June 4, 2012 for a five year term – to expire May 23, 2017
<i>Lloyd (L.F.) Wood, Vice Chairman</i>	Reappointed May 22, 2015 for a five year term – to expire May 23, 2020
<i>Randy Rinehart, Secretary</i>	Reappointed May 19, 2016 for a five year term – to expire May 23, 2021
<i>David Bowerman</i>	Reappointed May 23, 2013 for a five year term – to expire May 23, 2018.
<i>Edgar S. Robb</i>	Reappointed March 23, 2014 for a five year term – to expire May 23, 2019.

III. OPERATING PROCEDURES

Regular meetings of the Board are held the first Tuesday of each month starting at 2:00 p.m. Special meetings may be called when the regular schedule does not provide sufficient hearing time. These special meetings may begin at 1:00 p.m. The Board operates with Rules of Procedure which were adopted November 15, 2002.

IV. EXPENSES

The Board of Zoning Appeals does not have a separate budget. Compensation and mileage are included within the budget of the Department of Community Development. Funding for Board salaries in the fiscal year 2016-2017 was consistent with prior years. Expenses during that period totaled \$810. Board members are paid \$45 per meeting.

County staff working with the Board includes the Director of Zoning (Zoning Administrator), Chief of Zoning (Deputy Zoning Administrator), Senior Assistant County Attorney, Planners and Code Compliance Officers. Support staff includes the Recording Secretary (Community Development Assistant II).

V. ACTION SUMMARY

The Board of Zoning Appeals held four meetings in 2016. The number of submittals and actions considered by the Board in 2016 are shown in the following tables:

Variances

Three variance applications were submitted and withdrawn in 2016.

<u>Application #</u>	<u>Appellant or Project Name</u>	<u>Action</u>
VA16-01	Decca Lane – Goat Run-in Shelter	<u>Withdrawn</u>
VA16-02	Wegman's Signage 5 th Street Station Ventures LLC	<u>Withdrawn</u>
VA16-03	Grand Property of Virginia LC Sign	<u>Withdrawn</u>

Appeals

One appeal application was submitted and heard in 2016. The Board upheld the Zoning Administrator's determination 4-0 for the appeal that was heard.

<u>Application #</u>	<u>Appellant or Project Name</u>	<u>Action</u>
AP16-01	Joint Application - City of Ch'ville & Helvin	<u>Upheld Zoning Admin (4-0)</u>

Special Use Permits

One special use application was submitted and heard in 2016. The Board approved the application 5-0 in 2016.

<u>Application #</u>	<u>Appellant or Project Name</u>	<u>Action</u>	<u>Conditions</u>
SP16-08	Crozet Volunteer Fire Dept. Electronic Sign	<u>Approved</u>	1) This permit is limited to one (1) freestanding sign. 2) The sign shall comply with all conditions of the approval of the certificate of appropriateness.

VI. COURT ACTIONS

There were no court actions involving the Board of Zoning Appeals in 2016.