County of Albemarle
COMMUNITY DEVELOPMENT DEPARTMENT

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ALBEMARLE COUNTY BOARD OF ZONING APPEALS
AGENDA
TUESDAY, JANUARY 7, 2025 at 2:00 P.M
LANE AUDITORIUM

1. Call to Order

2. Establish a Quorum

3. Annual Organizational Meeting
   A. Election of Officers
   B. Review and Re-Adopt Rules of Procedure
   C. Review and Adopt 2025 Meeting Schedule

4. Public Hearings:
   A. Project: VA2024-00003 654 Clarks Tract Lot Size Reduction {Sign #15}
      Applicant/Property Owner: Andrew C Lynn
      Subject Property: Parcel ID: 08100-00-00-015B2, 7.01 acres
      Location: 654 Clarks Tract
      Staff: Francis MacCall

5. Approval of Minutes
   A. December 3, 2024

6. Old Business

7. New Business
   A. Budget Discussion
   B. Upcoming Meeting Information

8. Adjournment

Opportunities for the public to access and participate in the meeting will be posted at https://www.albemarle.org/community/quick-links/county-calendar. Participation will include the opportunity to comment on those matters for which comments from the public will be received.

BOARD OF ZONING APPEALS IN-PERSON MEETING GUIDELINES

Thank you for attending the Board of Zoning Appeals (BZA) meeting. The following information is provided to help ensure the meeting proceeds as efficiently and effectively as possible. As a courtesy to others, please turn off all cell phones during the meeting.

General Information:

This meeting is recorded and later transcribed into minutes approved at a later meeting date.

Each item set for public hearing will begin with a presentation of the staff report. Next, the applicant or appellant for that item will be invited to speak. During the course of the process, the Chair will open the public hearing to comments from the public. At the end of these proceedings the Chair will announce that the public hearing is closed. Once the public hearing is closed, no further public comments will be allowed unless the Board asks for additional information from the applicant or appellant.

The BZA reserves the right to digress from these guidelines in any particular case.

Instructions To Members of the Public:

Public comment is welcome during Public Hearings. A sign-up sheet will be available in Lane Auditorium prior to the meeting for anyone who would like to comment on a scheduled public hearing. If you wish to comment on those matters for which comments from the public will be received, please list your name on the appropriate sign-up sheet. When your name is announced for comment, please come to the microphone and state your name for the record. For uncommon spellings, please spell your name for the recording clerk. If you are with a group of people, you may want to have a spokesperson present your position to the Board.

In order to give all speakers equal treatment and courtesy, the Board requests that speakers adhere to the following guidelines:

- *Come forward to the speaker's podium and state your name;*
- *Address comments directly to the Board as a whole - open public debate is prohibited;*
- *State your position and give facts and other data to back it up;*
- *There is a **3-minute time limit for each speaker** during public comment; minutes may not be shared or ceded to other speakers;*
- *Each speaker will have one opportunity to address the BZA;*
- ***Give written statements and other supporting material to the Recording Clerk** (written comments are also welcome if you do not wish to speak).*

Additional Guidelines for Applicants and Appellants addressing the Board:

- *Please contact staff in Community Development ahead of the meeting to make any necessary arrangements for your presentation. **The Recording Clerk will also need copies of any handouts given to the BZA members for the official record of the meeting.***
- *Be clear in stating your position and do not repeat information that has been previously submitted to the Board.*
- *Stay on topic by addressing the questions in the application or by responding directly to staff's determination(s). Focus on presenting facts and data that support your position.*
- *Keep in mind there is a **15-minute time limit for presentations and a 5-minute time limit for rebuttal comments.** The Board will ask any necessary follow-up questions to clarify points made during the presentation.*
- *Understand that the Board of Zoning Appeals cannot change County ordinances.*

The BZA reserves the right to place additional time limitations on speakers, as necessary.