



**TOWN OF ABINGDON, VIRGINIA
BOARD OF ZONING APPEALS
REGULAR MEETING
TUESDAY, JANUARY 11, 2022 – 6:00 p.m.
COUNCIL CHAMBERS, MUNICIPAL BUILDING
133 W. MAIN ST., ABINGDON. VA
CONTACT: JANICE DORNON
email: jdornon@abingdon-va.gov Phone: 276-628-3167**

The regular meeting of the Town of Abingdon Board of Zoning Appeals was held Tuesday, January 11, 2022, at 6:00 P.M., in the Council Chamber, Municipal Building.

- A. WELCOME:** Mr. Richard Macbeth, Chairman
- B. ROLL CALL:** Mrs. Mayana Rice, Director of Community Development

Members Present:

Mr. Kenny Shuman
Ms. Heather Howard
Mr. Richard Macbeth

Members Absent: Mr. John Kelly

Comprising a quorum of the Board

Administrative Staff: Mrs. Mayana Rice, Director of Community Development
Mrs. Janice Dornon, Administrative Assistant

C. APPROVAL OF MINUTES (VIDEO 4:27 – 5:42)

- January 12, 2021, Regular Meeting

A motion by Ms. Howard, seconded by Mr. Macbeth, the Board approved the minutes of January 12, 2021, regular BZA meeting as presented.

The roll call vote was as follow:

Mr. Kenny Shuman	Abstained
Ms. Heather Howard	Aye
Mr. Richard Macbeth	Aye

D. AGENDA ITEMS:

RE-ORGANIZATION OF BZA (VIDEO 5:43 – 6:32)

1. SELECTION OF CHAIR AND VICE-CHAIRMAN

The floor was opened for nominations to elect a Chairman and Vice-Chairman to the Board of Zoning Appeals.

Ms. Howard nominated Mr. Richard Macbeth as Chairman and Mr. Kenny Shuman as Vice-Chairman for the Board of Zoning Appeals, seconded by Mr. Shuman.

A motion by Ms. Howard, seconded by Mr. Shuman was made to elect Mr. Richard Macbeth as Chairman for the Board of Zoning Appeals and Mr. Kenny Shuman as Vice-Chairman of the Board of Zoning Appeals .

The roll call vote was as follow:

Mr. Kenny Shuman	Aye
Ms. Heather Howard	Aye
Mr. Richard Macbeth	Aye

The motions were unanimously approved and Mr. Macbeth was elected to serve as Chairman of the Board of Zoning Appeals. Mr. Shuman was elected to serve as Vice-Chairman to the Board of Zoning Appeals.

E. FREEDOM OF INFORMATION ACT PRESENTATION – CAM BELL (VIDEO 7:50 – 19:02)

Mr. Cam Bell informed the committee on how to handle FOIA requests. There are two kinds of FOIA requests, 1.) Access to documents and two.) Access to meetings. The Board of Zoning Appeals Board is a public body; it is required to follow the FOIA guidelines. The guidelines state that all records are public to include meeting documents, voicemails, Facebook posts, social media, etc. Mr. Bell told the group to be careful as to how they communicate, that this could be a FOIA request. Personnel records, town manager records. Etc. cannot be released as a FOIA request.

Mr. Bell also said that for a board to make decisions that it must have a quorum; this can be anywhere that three members are together discussing board activities. If more than, two members congregate and discuss board matters it is considered an open

public meeting. This board is not allowed to discuss case/s among themselves or the applicant/s.

Public meetings can be legally recorded. A board must adopt a policy to allow a member to join a meeting electronically, a person can only join twice a year electronically. For a member to join electronically it must be due to an illness or other applicable reason. If the board should need to hold a closed session, the board would need to adopt the code section to allow such a meeting.

Meetings are to be advertised three days prior to the meeting date.

F. ZONING ORDINANCE UPDATE (VIDEO 19:15 – 21:22)

Mrs. Mayana Rice updated the board on the Zoning and Subdivision Ordinances. This document is in the editing stage with an expected completion date of May-June 2022. Short Term Rentals are being discussed.

During the last four months there have been three potential variances cases, all of which were rescinded.

G. DISCUSSION/ANNOUNCEMENTS

H. ADJOURNMENT

A motion by Mr. Shuman seconded by Ms. Howard, was made to adjourn the meeting.

The roll call vote was as follow:

Mr. Kenny Shuman	Aye
Ms. Heather Howard	Aye
Mr. Richard Macbeth	Aye

There being no further business, a motion was made, duly seconded, and unanimously approved to adjourn the meeting. Mr. Macbeth adjourned the meeting at 6:24 P.M.

Kenny Shuman, Chairman

Mayana Rice, Assistant Town Manager

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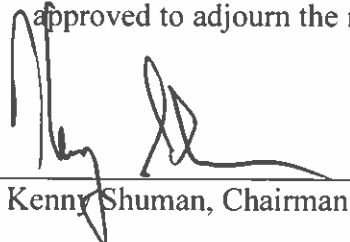
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Kenny Shuman, Chairman



Mayana Rice, Assistant Town Manager