



TOWN OF OCCOQUAN

Town Hall, 314 Mill Street, Occoquan, VA 22125
www.occoquanva.gov | info@occoquanva.gov | (703) 491-1918

BOARD OF ZONING APPEALS MEETING

January 16, 2024 | 6:30 p.m.

1. **Call to Order**
2. **Election of Officers**
 - a. Nominations and the Election of the Board of Zoning Appeals (BZA)
 - Chairperson
 - Vice-Chairperson
 - Secretary
3. **Approval of Minutes**
 - a. January 25, 2023 Meeting Minutes
4. **Action Items**
 - a. Request to Set Regular Meeting Date for Annual Meeting
5. **Discussion Items**
 - a. Walt Seiberling Term Expiration and Reappointment
6. **Adjournment**

Liz Quist
Chair, Board of Zoning Appeals



TOWN OF OCCOQUAN
BOARD OF ZONING APPEALS (BZA)
Meeting Minutes, Annual Meeting
Town Hall – 314 Mill Street, Occoquan, VA 22125
Wednesday, January 25, 2023
6:30 p.m.

Present: Board Members Vice Chair Nick Roper, Secretary Walt Seiberling, Jim Drakes

Absent: Chairperson Liz Quist, Vicky Somma

Staff: Matt Whitmoyer, Management Fellow and Martin Crim, Town Attorney

Planning Commission Members for Training: Darryl Hawkins, Ann Kisling

1. CALL TO ORDER

Mr. Nick Roper, Vice Chairperson for the Board of Zoning Appeals, assumed the Chair and called the meeting to order at 6:37 P.M.

2. ELECTION OF OFFICERS

a. Nominations

Mr. Roper opened the floor to entertain nomination for the Officers of the Board of Zoning Appeals for the positions of Chairperson, Vice Chairperson, and Secretary.

Mr. Roper had conferred with Ms. Quist and she agreed to remain as Chair, thereby he nominated Ms. Quist for Chairperson. There were no other nominations for the position.

Mr. Roper volunteered to nominate himself for Vice-Chairperson. There were no other nominations for the position.

Mr. Seiberling volunteered to nominate himself for Secretary. There were no other nominations for the position.

Mr. Roper requested opened discussion; without response.

b. Elections

i. Election of Ms. Quist as Chairperson. Passed unanimously by roll call vote.

Ayes: Board Members Nick Roper, Jim Drakes, Walt Seiberling

Nays: None

ii. Election of Mr. Roper as Vice-Chairperson. Passed unanimously by roll call vote.

Ayes: Board Members Nick Roper, Jim Drakes, Walt Seiberling

Nays: None

- iii. **Election of Mr. Seiberling as Secretary. Passed unanimously by roll call vote.**
Ayes: Board Members Nick Roper, Jim Drakes, Walt Seiberling
Nays: None

3. APPROVAL OF MINUTES

- a. Mr. Drakes moved to approve the minutes for the last Annual Meeting, March 23, 2022, Mr. Seiberling seconded the motion. The motion passed unanimously by voice vote.

4. ACTION ITEMS

- a. Set Regular Meeting Date for Annual Meeting

Mr. Roper offered several options for the Annual Meeting. Mr. Seiberling moved to set the annual meeting date as the 3rd Tuesday of January at 6:30 P.M. Board Member Drakes seconded. **Motion passed unanimously by voice vote.**

5. DISCUSSION ITEMS

- a. Nick Roper Term Expiration and Reappointment

Mr. Roper offered to accept an extension on the BZA until January 31, 2028. **Staff was requested to refer this extension to the Mayor and Town Council.**

6. PRESENTATION: TRAINING AND CERTIFICATION OF BZA MEMBERS

- a. Mr. Crim provided training for the members of the BZA members present and two Planning Commissioners as required for certification. Mr. Crim also offered the packet and a copy of the video presentation to members that were unable to attend. The training packet included a copy of the Chesapeake Virginia, Board of Zoning Appeals, New Member Orientation and three case examples for reference. The recorded video of the training was made available after the presentation for those BZA members who were unable to attend.

7. ADJOURNMENT

Vice Chair Roper adjourned the meeting at 7:29 P.M.



TOWN OF OCCOQUAN BOARD OF ZONING APPEALS

Agenda Communication

4. Action Items	Meeting Date: January 16, 2024
4A: Request to Set Regular Meeting Date for Annual Meeting	

Submitted by: Matt Whitmoyer
Management Fellow

Explanation and Summary:

This is a request to set a regular meeting date for the BZA's annual meeting. Town Code Section 33.24 requires that the BZA conduct an annual organizational meeting during the month of January. This is a request to set a regular date for this meeting.

Staff Recommendation: (1) 3rd Tuesday of January, 6:30 p.m. (before Town Council meeting)
Or (2) 2nd Tuesday of January, 7:00 p.m. (no Boards currently meet on this day of the week)

Proposed/Suggested Motion:

"I move to set the regular annual organizational meeting date for the BZA's annual organizational meeting for the _____ of January."

OR

Other action the Board of Zoning Appeals deems appropriate.