



**Minutes**  
**Board of Zoning Appeals**  
April 18, 2016  
Council Chambers, City Hall  
Fredericksburg, Virginia

**MEMBERS PRESENT**

Helen P. Ross, Chair  
Jay Jarrell III, Vice-Chair  
Matthew Muggeridge

**MEMBERS ABSENT**

Brian Raska  
Beatrice Paolucci  
Richard Conway, Alternate

**STAFF**

Mike Craig, Zoning  
Administrator  
Kathleen Dooley, City  
Attorney  
Phaun Moore, Secretary

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Ms. Ross called the meeting to order at 4:00 p.m.

**OPENING REMARKS**

Ms. Ross determined that a quorum was present and public notice requirements had been met.

**DISCLOSURE OF EX PARTE COMMUNICATIONS**

Ms. Ross asked if any Board member had engaged in *ex parte* communications on any item before the Board. No one indicated they had participated in any *ex parte* communications.

**DISCLOSURE OF CONFLICTS OF INTEREST**

Ms. Ross asked if any Board member had any conflicts of interest on any item before the Board. No one indicated that they had any conflicts of interest.

**APPROVAL OF AGENDA**

There were no additions or changes to the agenda.

Mr. Muggeridge made a motion to accept the agenda as presented. Mr. Jarrell seconded. The motion carried unanimously.

**APPLICATIONS**

**1. APP 2016-0: Hamilton Palmer** – The BZA will consider whether to hold a public hearing and review an Appeal request by Mr. Hamilton Palmer.

Ms. Dooley and Mr. Craig reviewed the City's position regarding Mr. Palmer's request and answered Board member questions.

Mr. Palmer discussed his request for an Appeal and answered Board member questions.

The Board discussed Mr. Palmer's request for an Appeal.

Mr. Jarrell said that the BZA did not have jurisdiction to hear the case because Mr. Craig's letter of December 15, 2015 did not constitute an order, requirement, decision or determination of the Zoning Administrator which could be appealed to the BZA and made a motion to adopt the Record of Decision. Mr. Muggeridge expressed concern regarding the use of the word Appeal in the Record of Decision. Ms. Dooley amended the Record of Decision.

Mr. Jarrell made a motion to adopt the amended Record of Decision (Attached). Mr. Muggeridge seconded. The motion carried unanimously.

### **REVIEW OF MINUTES**

Mr. Jarrell made a motion to approve the meeting minutes from February 22, 2016 as presented. Mr. Muggeridge seconded. Motion carried unanimously.

### **STAFF / BOARD COMMENTS**

Mr. Craig informed the Board that there would be a meeting on May 16, 2016.

### **ADJOURNMENT**

Mr. Muggeridge made a motion to adjourn. Mr. Jarrell seconded.

Meeting adjourned at 5:06 p.m.

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Helen P. Ross, Chair