



Town Council Memorandum

TO: The Honorable Mayor and Town Council
FROM: J.C. LaRiviere, Director of Community Development & Partnerships
COPY: India Adams-Jacobs, Town Manager & Clerk; Jeff Gore, Town Attorney
SUBJECT: Change in Number of Board of Zoning Appeals Members
DATE: March 6th, 2025

BACKGROUND:

At their February meeting, Town Council directed staff to produce draft code language to reduce the required number of members on the Town's Board of Zoning Appeals(BZA) from five or seven, as currently mandated by Town Code, to three members.

SUMMARY:

Three members is the minimum membership required for localities with a population under 3,500 people by Va Code § 15.2-2308.

STAFF RECOMMENDATION:

Staff recommend that Council adopt Ordinance 25-01 to reduce the number of required BZA membership from five or seven to three total members.

DRAFT MOTION:

I move that the Council vote to adopt resolution 25-01 to reduce the required number of BZA members to three.