



**BOARD OF ZONING APPEALS OF THE TOWN OF WARRENTON  
TOWN HALL  
21 MAIN STREET  
WARRENTON, VIRGINIA 20186**

**MINUTES**

**A SPECIAL MEETING OF THE BOARD OF ZONING APPEALS WAS HELD ON JANUARY 20, 2026,  
AT 5:00 P.M. IN WARRENTON, VIRGINIA**

**PRESENT** Ms. Melea Maybach, Chair; Ms. Susan Helander; Mr. Kenneth “Charlie” Mulliss, Ms. Elizabeth Scullin; Ms. Heather Jenkins, Zoning Administrator; Ms. Amber Heflin, Zoning Official; Mr. Matthew Crist, Esquire

**ABSENT** Mr. Van Baggett, Vice Chair

**CALL TO ORDER AND DETERMINATION OF A QUORUM**

The meeting was called to order at 5:00pm. There was a quorum of members present.

**CLOSED SESSION**

Discussion with the Board’s Legal Counsel regarding BZA case 25-3

Ms. Helander moved to convene in closed session at 5:01pm as permitted by Virginia Code § 2.2-3711 (A)(7), for consultation with legal counsel or briefing by staff members or consultants pertaining to the pending case of BZA-25-3, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the Town.

Mr. Mulliss seconded. All in favor. The vote was as follows:

**Ayes:** *Ms. Melea Maybach, Chair; Ms. Susan Helander; Mr. Kenneth “Charlie” Mulliss, Ms. Elizabeth Scullin*

**Nays:**

**Absent During Vote:** *Mr. Van Baggett, Vice Chair*

The Board returned from closed session and reconvened in open session at 6:11pm.

Ms. Helander moved that the Board certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene

in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion.

Mr. Mulliss seconded. All in favor. The vote was as follows:

**Ayes:** *Ms. Melea Maybach, Chair; Ms. Susan Helander; Mr. Kenneth “Charlie” Mulliss, Ms. Elizabeth Scullin*

**Nays:**

**Absent During Vote:** *Mr. Van Baggett, Vice Chair*

Ms. Jenkins advised the Board that Mr. Baggett has declared a conflict of interest, and that explains his absence. She stated he would also not participate in the public meeting process for the appeal next month.

There were no further questions.

### **ADJOURNMENT**

There being no further business, Ms. Maybach adjourned the meeting at 6:12pm.

**I hereby certify that this is a true and exact record of actions taken by the Board of Zoning Appeals of the Town of Warrenton on January 20, 2026.**

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Melea Maybach, BZA Chair



# Motion for Convening a Closed Session

**Board Meeting Date: 1/20/26**

**I move that the Board of Zoning Appeals convene in closed session to discuss the following:**

----- As permitted by Virginia Code § 2.2-3711 (A)(7), consultation with legal counsel or briefing by staff members or consultants pertaining to the pending case of BZA-25-3, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the Town.

## **CERTIFICATION MOTION AFTER RECONVENING IN PUBLIC SESSION:**

(requires a recorded roll call vote)

I move that the Board certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion.

Votes:

Ayes: Ms. Melea Maybach, Chair; Ms. Susan Helander; Mr. Kenneth "Charlie" Mulliss, Ms. Elizabeth Scullin

Nays:

Absent from Vote: A. Van Baggett, Vice Chair

For Information:

Town Clerk

Effective date: 1/20/26

Heather Jenkins, BZA Secretary

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