



Date of Council Meeting: March 28, 2016

**TOWN OF LEESBURG  
TOWN COUNCIL WORK SESSION**

**Information Memo**

**Subject:** 2015 Board of Zoning Appeals (BZA)—Annual Report

**Staff Contact:** Brandon White, Assistant Zoning Administrator

**Council Action Requested:** None

**Staff Recommendation:** None

**Commission Recommendation:** Not Applicable

**Fiscal Impact:** None

**Work Plan Impact:** Not Applicable

**Executive Summary:** Section 2.4.8 of the *Town of Leesburg Zoning Ordinance* indicates that the Board of Zoning Appeals (BZA) is required to produce an annual report summarizing the decisions made on requested applications and appeals during the preceding calendar year. There were no variance cases, appeal cases, or other cases heard by the BZA in 2015. In lieu of any decisions on cases subject to the determination of the BZA, enclosed is a summary of business activity performed by the BZA during the 2015 calendar year.

**Background:** The Town of Leesburg Board of Zoning Appeals is a 5-member, quasi-judicial body of town residents appointed by the Circuit Court to hear and decide appeals of administrative (zoning) decisions, variances from the *Town of Leesburg Zoning Ordinance*, and other duties as prescribed by the Commonwealth of Virginia and the Town of Leesburg.

**Attachments:**

1. 2015 BZA Annual Report



*The Town of Leesburg*  
DEPARTMENT OF PLANNING AND ZONING

TO: Mayor Butler and Members  
of the Council

DATE: March 10, 2016

FROM: Chance Harrison and members  
of the Board of Zoning Appeals

RE: Annual Report for  
Calendar Year 2015

The Board of Zoning Appeals is pleased to present its *Annual Report to the Town Council* for the year 2015.

The following information is presented as a summary of the Board's activity for the 2015 calendar year.

**Membership and Staff Changes**

Christopher Colsey was appointed to the BZA by the Twentieth Judicial Circuit Court on February 19, 2015 replacing long time BZA member, John Pumphrey, III, who resigned from the Board on December 30, 2014.

Chance Harrison was elected Chairman and Susan Moffett was elected Vice Chairwoman of the BZA for the 2015 calendar year.

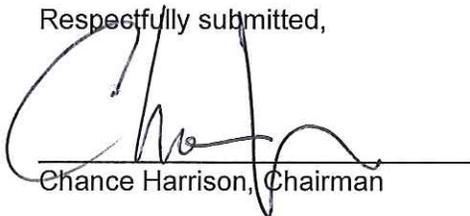
**Bylaws**

The BZA proposed revisions to their Bylaws to reflect changes in the *Code of Virginia* regarding ex parte communication and equal time limits for staff and applicants during public hearings in addition to other minor clerical revisions.

**Meetings**

There was discussion regarding the frequency of meetings and the Board unanimously voted to meet a minimum of twice a year (April and October) to carry out the necessary Board functions, if no other meetings are held during the calendar year.

Respectfully submitted,



Chance Harrison, Chairman