



County of Page, Virginia  
Planning & Community Development  
103 South Court St., Suite B  
Luray, VA 22835

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**AGENDA**  
**Page County Board of Zoning Appeals**  
**Regular Meeting**  
**Board of Supervisors Room- Page County Government Center**  
**103 South Court Street, Luray, VA 22835**  
**Tuesday, September 16, 2025**  
**10:00 a.m.**

**Call to Order**

**Adoption of Agenda**

**Public Hearing:**

A. Leigh Gordon- Variance Application Cassie Richards

**Unfinished Business**

None

**New Business**

- A. Adoption of Minutes- June 18, 2025; June 17, 2025
- B. By-Law Discussion
- C. Election of Officers (Chairman, Vice Chairman, and Secretary)

**Adjourn**



## COUNTY OF PAGE

103 South Court Street, Suite F  
Luray, Virginia 22835  
(540) 743-4142  
Fax: (540) 743-4533

### Board of Supervisors:

Keith Weakley -Chairman -At-Large  
D. Keith Guzy, Jr.-District 1  
Allen Louderback -District 2  
Ryan Cabbage -District  
Susan Kile -District 4  
Jeff Vaughan -District 5

### County Administrator:

Amity Moler

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**TO:** Board of Zoning Appeals  
**FROM:** Cassie Richards, Acting Zoning Administrator II  
**SUBJECT:** Leigh Gordon - Variance Request (*Public Hearing*)  
**DATE:** August 27, 2025

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### **SUMMARY:**

Variance request for reduction in front & side setback requirement.

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### **BACKGROUND:**

Leigh Gordon has filed a variance application for property located on Mountain Top Drive, Luray, VA, and further identified by tax map number 21-A-14. The property contains 0.967 acre and is zoned as Woodland Conservation (W-C). Pursuant to § 125-9. F of the Page County Zoning Ordinance, the minimum front setback requirement for a single-family dwelling is 50 feet from the right-of-way of the road, and the minimum side setback requirement for a single-family dwelling is 20 feet. The applicant is requesting that a variance be granted to allow for a ten (10) feet front setback and a ten (10) feet side setback. If the variance is granted, the applicant plans to place a 26'x26' new single-family dwelling on tax map number 21-A-14.

### **AGENCY COMMENTS:**

The applicant has reached out to the following agencies/departments for comments as required in the application, and copies of agency responses are included in the application packet:

- Page County Building Official, per James Campbell “Building department has no objections to the variance request, provided that proper building permits are obtained before any construction takes place.
- Virginia Department of Transportation (VDOT), per Oakley Hill “VDOT has no issues with the proposed variance. It is not expected to have a negative impact on state route 675 (Fort Valley Rd).
- Page County Health Department, Per Ashley Walker “Health department has no objections to the variance request and no objections to the proposal.

### **ADJOINING PROPERTY OWNER COMMENTS:**

Pursuant to §15.2-2204 of the Code of Virginia, adjoining and adjacent property owners have been notified. Any comments received will be provided to the board at the public hearing.

### **ATTACHMENTS:**

1. Variance Application Packet

PAGE COUNTY VARIANCE APPLICATION TO THE BOARD OF ZONING APPEALS

1) The applicant is the:  Owner     Lessee     Agent for Owner

Owner	Lessee (if applicable)
Name: <u>LEIGH S. GORDON</u>	Name:
Mailing Address: <u>1820 ROCK CASTLE RD GODENLAND VA 23063</u>	Mailing Address:
Phone Number: <u>804-972-3877</u>	Phone Number:
Email (Optional): <u>leighsgordon100@yahoo.com</u>	Email (Optional):

2) Site of Construction: CABIN ON APPX. 1 ACRE LOT ON TOP OF MASS. MT.

3) Please provide detailed directions to the site: 675 WEST FROM LAURAY TO  
TOP OF MOUNTAIN T.L. MOUNTAIN TOP DR. GO 1/2 MILE  
SOUTH TO PROPERTY

4) Tax Map Number (Office staff can look this up for you): 21-A-14

5) Size of Property: 0.967

6) Magisterial District: SPRINGFIELD

7) How is this property Zoned (Office staff can look this up for you):

- Agriculture (A-1)                       Woodland-Conservation (W-C)                       Residential (R)  
 Commercial (C-1)                       Industrial (I-1)     Park-Recreation (P-R)

8) Water and sewage disposal source for the property:

- Private Well                       Private Septic                       Public Water                       Public Sewer                       None  
CISTERN

9) It is desired and requested that the property be varied from REDUCE FRONT & SIDE to SET BACK REQUIREMENTS Front: 10ft Side: 10ft or

10) It is proposed that the property will be put to the following use: SINGLE FAMILY  
RESIDENTIAL

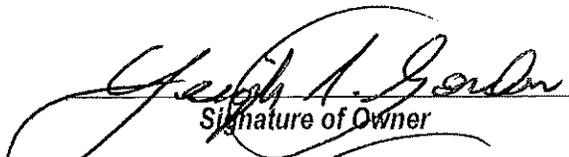
11) It is proposed that the following structure(s) will be constructed: APPX. 676 SQ FT.  
MAIN FLOOR WITH APPX 468 SQ FT. LOFT 2 BEDROOM  
LOG CABIN

12) Applicants additional comments, if any: DUE TO EXTREME VARIATIONS IN  
TOPO ELEVATIONS & EXISTING CABINS & HOMES NOT MEETING  
CURRENT SETBACK REQUIREMENTS. WE ARE REQUESTING A VARIANCE  
IN THE CURRENT SET BACK REQUIREMENTS. IT WOULD ABSOLUTELY BE  
NEXT TO IMPOSSIBLE TO BUILD A CABIN ON THIS LOT OTHERWISE.

MY MOM & DAD PURCHASED THIS LOT ALMOST 60 YEARS  
AGO WITH THE INTENTION OF BUILDING THIS SMALL CABIN.  
THE ZONING REQUIREMENTS HAVE CHANGED OVER TIME, THEY  
BOTH HAVE PASSED AWAY. MY BROTHER & I BOTH NOW  
RETIRED WANT TO FINALLY BUILD THIS CABIN ON THIS  
BEAUTIFUL LOT.

MOM & DAD ARCHIE SR. & PERRY GORDON PURCHASED LOT MAY 1960  
SONS PROPERTY CONVEYED TO LEIGH & ARCHIE JR. GORDON  
BY INTEREST IN TRUST ON DEC. 2011  
RECORDED IN PAGE COUNTY APRIL 2013

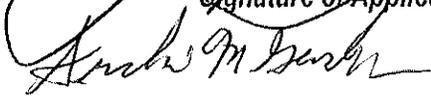
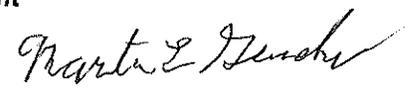
I (WE), THE UNDERSIGNED, DO HEREBY CERTIFY THAT THE ABOVE INFORMATION IS CORRECT AND TRUE. I  
(WE) FURTHER UNDERSTAND THAT IN GRANTING APPROVAL OF THIS APPLICATION, THE BOARD OF ZONING  
APPEALS MAY REQUIRE THAT I (WE) COMPLY WITH CERTAIN CONDITIONS AND THAT SUCH APPROVAL SHALL  
NOT BE CONSIDERED VALID UNTIL THESE CONDITIONS ARE MET.

  
Signature of Owner

8-5-25  
Date

  
Signature of Applicant

8-5-25  
Date

8, 8, 25

COMMENTS BY ZONING ADMINISTRATOR:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Zoning Administrator

\_\_\_\_\_  
Date

SUBMIT NAMES AND COMPLETE MAILING ADDRESSES OF ALL ADJOINING LANDOWNERS, INCLUDING LANDOWNERS ACROSS ANY ROAD OR RIGHT-OF-WAY. NAMES AND ADDRESSES OF OWNERS MAY BE FOUND IN THE REAL ESTATE AND LAND USE OFFICE IN THE COMMISSIONER OF REVENUE'S OFFICE.

NAME

MAILING ADDRESS

JAMES & REAGAN & DAWN REGAN

MRS. MILLER

USFS

**ADJOINING PROPERTY OWNER VERIFICATION:**

AS APPLICANT FOR THIS VARIANCE REQUEST, I (WE) \_\_\_\_\_ HEREBY ACKNOWLEDGE THAT I HAVE FAITHFULLY AND CORRECTLY PROVIDED NAMES AND COMPLETE MAILING ADDRESSES OF ALL OF MY ADJOINING PROPERTY OWNERS AND THOSE DIRECTLY ACROSS THE ROAD OR RIGHT-OR-WAY. I UNDERSTAND THAT FAILURE TO PROVIDE ALL ADJOINING PROPERTY OWNERS WILL LEAVE ME LIABLE FOR ADDITIONAL COSTS FOR RE-ADVERTISEMENT AND NOTICES MAILED, AND THAT MY REQUEST COULD BE DELAYED UNTIL PROPER NOTIFICATION HAS BEEN GIVEN TO ALL ADJOINING PROPERTY OWNERS AND THOSE PROPERTY OWNERS ACROSS THE ROAD OR RIGHT-OF-WAY.

*[Handwritten Signature]*  
Signature of Owner

8-8-25  
Date

*[Handwritten Signature]*  
Signature of Applicant

8.8.25  
Date

PLEASE HAVE THE FOLLOWING AGENCIES ENTER THEIR COMMENTS BELOW PRIOR TO SUBMITTING THIS APPLICATION TO THE ZONING ADMINISTRATOR.

VIRGINIA DEPARTMENT OF TRANSPORTATION (VDOT) - HARRISONBURG RESIDENCY  
3536 NORTH VALLEY PIKE  
HARRISONBURG, VA 22802  
PHONE: (540) 434-2587

VDOT HAS NO ISSUES WITH THE PROPOSED VARIANCE. IT IS NOT EXPECTED TO HAVE A NEGATIVE IMPACT ON STATE ROUTE 675 (FORT VALLEY ROAD).

*Ref. [Signature]*  
VDOT OFFICIAL

8-18-2025  
DATE

PAGE COUNTY HEALTH DEPARTMENT  
76 COURT LANE  
LURAY, VIRGINIA 22835  
PHONE: (540) 743-6528

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
HEALTH OFFICIAL

\_\_\_\_\_  
DATE

PAGE COUNTY BUILDING DEPARTMENT  
103 S COURT STREET, SUITE B  
LURAY, VA 22835  
PHONE: (540) 743-6674

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
BUILDING OFFICIAL

\_\_\_\_\_  
DATE

SUBDIVISON PROPERTY OWNERS ASSOCIATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
PRESIDENT OR SECRETARY

\_\_\_\_\_  
DATE

PLEASE HAVE THE FOLLOWING AGENCIES ENTER THEIR COMMENTS BELOW PRIOR TO SUBMITTING THIS APPLICATION TO THE ZONING ADMINISTRATOR.

VIRGINIA DEPARTMENT OF TRANSPORTATION (VDOT) - HARRISONBURG RESIDENCY  
3536 NORTH VALLEY PIKE  
HARRISONBURG, VA 22802  
PHONE: (540) 434-2587

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
VDOT OFFICIAL DATE

PAGE COUNTY HEALTH DEPARTMENT  
75 COURT LANE  
LURAY, VIRGINIA 22835  
PHONE: (540) 743-6528

Page County HD has NO objections on proposal.

\_\_\_\_\_  
*Washley Waukey* 08/12/2025  
HEALTH OFFICIAL DATE

PAGE COUNTY BUILDING DEPARTMENT  
103 S COURT STREET, SUITE B  
LURAY, VA 22835  
PHONE: (540) 743-6674

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
BUILDING OFFICIAL DATE

SUBDIVISON PROPERTY OWNERS ASSOCIATION

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
PRESIDENT OR SECRETARY DATE





County of Page, Virginia  
Planning & Community Development  
103 South Court St., Suite B  
Luray, VA 22835

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**MEMO**

**TO:** Planning Commission  
**FROM:** James Campbell, Page County Building Official  
**DATE:** August 27, 2025  
**SUBJECT:** Leigh Gordon - Variance Applicant

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Building Official James Campbell has no objections to the variance request, provided that proper building permits are obtained for any construction takes place.

Please feel free to contact me with any further questions. I can be reached via phone at (540) 743-6674 or via email at [jcampbell@pagecounty.virginia.gov](mailto:jcampbell@pagecounty.virginia.gov).

A handwritten signature in black ink that reads "James Campbell".



- Layers
- Legend
- Base
- Nearby
- Measure
- Draw
- Coords
- Export
- Profile
- Places
- Share

[Parcel Details](#)
[Improvements](#)

- 
- 

### General | 21-A-14

#### Property Overview

<b>Parcel #:</b> 21-A-14
<b>Account #:</b> 2005
<b>Owner:</b> GORDON LEIGH S & MICHAEL P CRAIG &
<b>Mail Address:</b> 1820 ROCK CASTLE RD
<b>Mail Address:</b> GOOCHLAND, VA 23063
<b>Description:</b> INST#11-2619 INST#13-1003
<b>Site Address:</b> No site address.
<b>Zoning:</b> Woodland Conservation - W-C
<b>Acres:</b> 1.03

#### Assessment Value History

Valuation Year	Improvements	Land Value	Total Value
▼			



Title insurance unknown

Prepared by return to  
Christopher C. Johnson  
Attorney at Law VSB #82255  
P. O. Box 100  
Rockville, Virginia 23146

TMP 21 (A) 15  
21-(A) 14

Consideration: \$10,000.00  
Assessment: \$

**THIS DEED** made this 28<sup>th</sup> day of MAY, 2025, by and between **JAMES CHRISTOPHER REGAN and DAWN HADLEY REGAN**, parties of the first part, Grantors; and **LEIGH S. GORDON, ARCHIE M. GORDON and MARTINE L. GORDON**, his wife, parties of the second part, Grantees;

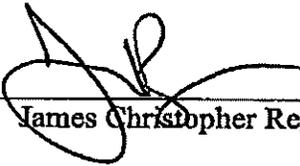
**WITNESSETH:**

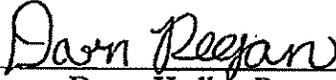
For valuable consideration, the receipt and sufficiency of which are acknowledged, the parties of the first part hereby grant and convey with General Warranty and English Covenants of Title unto Leigh S. Gordon a one-half undivided interest, and to Archie M. Gordon and Martine L. Gordon, his wife, as tenants by the entireties with the right of survivorship as at common law a one-half undivided interest as to Parcel 1 on the attached Schedule A, and quitclaims unto Leigh S. Gordon a one-half undivided interest, and to Archie M. Gordon and Martine L. Gordon, his wife, as tenants by the entireties with the right of survivorship as at common law a one-half undivided interest as to Parcel 2 on the attached Schedule A.

This conveyance is made subject to all restrictions and easements of record to the extent they may lawfully affect the property conveyed herein which may be revealed by a current and accurate survey or inspection of the property conveyed herein.

By their signatures hereto the parties of the second part consent to the vacation of the line shown on the plat as "Parcel Line Hereby Extinguished" so that the property conveyed herein merges with and becomes a part of Tax Map 21 (A) 14. See notes on the attached plat.

WITNESS the following signatures.

  
\_\_\_\_\_  
James Christopher Regan

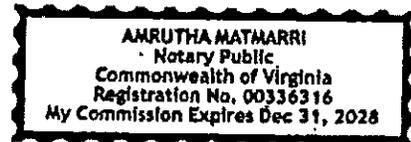
  
\_\_\_\_\_  
Dawn Hadley Regan

STATE OF Virginia COUNTY/CITY OF Leesburg, to-wit:

The foregoing instrument was acknowledged before me by James Christopher Regan and Dawn Hadley Regan on 16th June, 2025.

My commission expires:

  
\_\_\_\_\_  
Notary Public



SCHEDULE 'A'

PARCEL 1:

ALL that certain lot, piece, or parcel of land lying and being in Springfield Magisterial District, Page County, Virginia, containing 0.234 acre as shown on a plat of survey made by Dewberry Engineers, Inc dated January 2, 2025, revised April 23, 2025, a copy of which is attached hereto and made a part hereof reference to which is made for a more particular description.

PARCEL 2:

ALL that certain lot, piece, or parcel of land lying and being in Springfield Magisterial District, Page County, Virginia, containing 0.070 acre as shown on a plat of survey made by Dewberry Engineers, Inc dated January 2, 2025, revised April 23, 2025, a copy of which is attached hereto and made a part hereof reference to which is made for a more particular description.

NOTE: Tax Parcel 21 (A) 14 is the same property conveyed by deed recorded as Instrument No. 2013-1003 to Leigh S. Gordon and Michal P. Craig-Gordon, his wife, as tenants by the entireties with the right of survivorship as at common law as to a one half undivided interest. Michael P. Craig-Gordon passed away October 16, 2015, thereby vesting fee simple title in that one half in Leigh S. Gordon by operation of law. and Michael P. Craig-Gordon in the deed recorded as Instrument Number 2013-1003 in Leigh S. Gordon by operation of law. The other one-half undivided interest was conveyed to Archie M. Gordon and Martine L Gordon, his wife.

Grantee address:

LEIGH S. GORDON  
1820 ROCK CASILL RD  
GOOCHLAND VA 23063

APPROVED FOR RECORDING THIS

27 DAY OF May, 2025  
PAGE COUNTY PLANNING COMMISSION  
BY: [Signature]  
CLERK

Leigh S. Gordon  
Leigh S. Gordon

STATE OF Virginia COUNTY/CITY OF Goodland, to-wit:

The foregoing instrument was acknowledged before me by Leigh S. Gordon on May 28, 2025.

My commission expires: 10/31/2026



Tammy P. Mayo  
Notary Public

Archie M. Gordon  
Archie M. Gordon

Martine L. Gordon  
Martine L. Gordon

STATE OF Virginia COUNTY/CITY OF Goodland, to-wit:

The foregoing instrument was acknowledged before me by Archie M. Gordon and Martine L. Gordon on May 28, 2025.

My commission expires: 10/31/2026

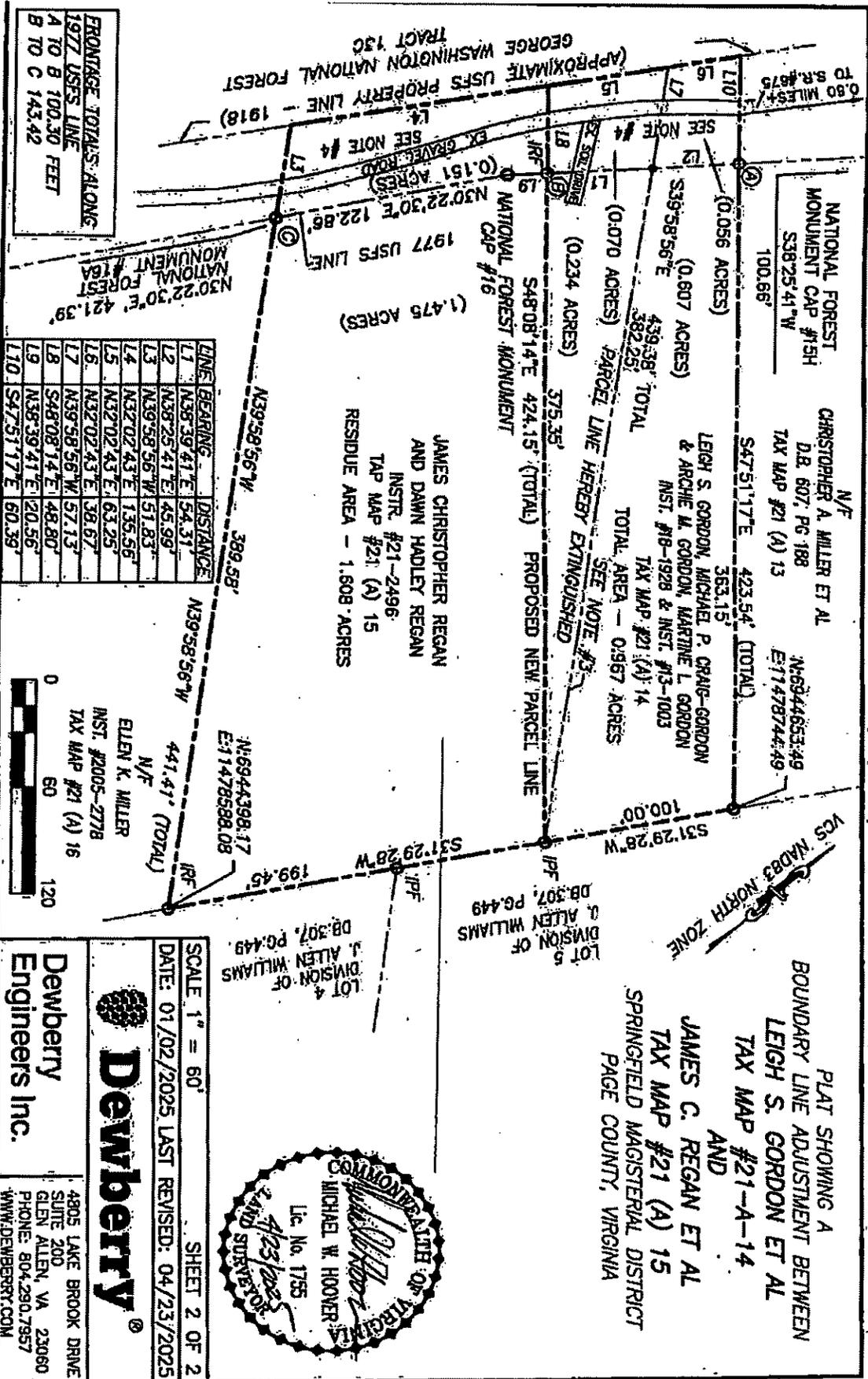


Tammy P. Mayo  
Notary Public

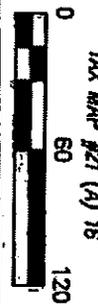
**THIS DEED IS PREPARED WITHOUT THE BENEFIT OF A TITLE SEARCH.**

The preparer of this document has been engaged solely for the purpose of preparing this instrument, has prepared the instrument only from the information given and has not been requested to provide, nor has the preparer provided, an examination of the legal description, an opinion on title, or advice on the tax, legal, or non-legal consequences that may arise as a result of the conveyance.

INSTRUMENT 202501570  
RECORDED IN THE CLERK'S OFFICE OF  
PAGE COUNTY CIRCUIT COURT ON  
JUNE 26, 2025 AT 11:57 AM  
\$10.00 GRANTOR TAX WAS PAID AS  
REQUIRED BY SEC 58.1-802 OF THE VA. CODE  
STATE: \$5.00 LOCAL: \$5.00  
C. G. MARKOWITZ, CLERK  
RECORDED BY: CGM



LINE	BEARING	DISTANCE
L1	N36°39'41"E	54.31'
L2	N38°25'41"E	45.99'
L3	N39°58'56"W	51.83'
L4	N32°02'43"E	135.56'
L5	N32°02'43"E	63.25'
L6	N32°02'43"E	38.67'
L7	N39°58'56"W	57.13'
L8	S48°08'14"E	48.80'
L9	N38°39'41"E	20.56'
L10	S47°51'17"E	60.39'



SCALE 1" = 60'  
 SHEET 2 OF 2  
 DATE: 01/02/2025 LAST REVISED: 04/23/2025

**Dewberry**  
 Engineers Inc.

4905 LAKE BROOK DRIVE  
 SUITE 200  
 GLEN ALLEN, VA 23060  
 PHONE: 804.290.7957  
 WWW.DEWBERRY.COM



JOB #50185258

**NOTES:**

- 1) THIS SURVEY HAS BEEN PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND DOES NOT PURPORT TO REFLECT ALL EASEMENTS, ENCUMBRANCES OR OTHER CIRCUMSTANCES AFFECTING THE TITLE TO THE SUBJECT PROPERTY.
- 2) THERE IS A RECORDED RIGHT-OF-WAY EASEMENT IN DEED BOOK 197 PAGE 71 AS RECORDED IN THE PAGE COUNTY LAND RECORDS, GRANTING A 40' WIDE RIGHT-OF-WAY EASEMENT FROM J. ALLEN WILLIAMS AND ELIN K. WILLIAMS TO THE UNITED STATES OF AMERICA FOR A ROAD AND TRAIL.
- 3) THIS LINE ESTABLISHED BY FINAL ORDER ROLIN SIDWELL V LEIGH GORDON RECORDED IN INSTRUMENT #18-1928.
- 4) THE APPROXIMATE LOCATION OF THE 1918 USFS LINE IS BASED ON THE DEEDS OF RECORD FOR PARCEL 14 AND 15. NO MONUMENTATION FOUND ALONG THIS LINE. THE DISPUTED AREA IS LOCATED BETWEEN THE 1918 USFS LINE INDICATED AND THE 1977 USFS LINE AS MONUMENTED AND INDICATED HEREON.
- 5) BOTH PARCELS ZONED W-C.
- 6) ALL CORNERS TO BE RECOVERED AND/OR SET UPON APPROVAL OF THIS PLAT.
- 7) FLOOD ZONE NOTE: THE PARCELS SHOWN HEREON WERE NOT FOUND TO BE WITHIN A FEMA IDENTIFIED "SPECIAL FLOOD HAZARD" AREA.  
FLOOD INSURANCE RATE MAP: PAGE COUNTY, VIRGINIA  
COMMUNITY-PANEL NUMBER: 51139C00800 DATED: JANUARY 5, 2007  
ZONE DESIGNATION: ZONE X

**AREA TABLE**

EXISTING PARCEL 15 (INCLUDES DISPUTED AREA) LESS TWO AREAS TO BE CONVEYED TO PARCEL 14	83,284 SQ. FT. OR 1.912 ACRES
RESIDUE AREA PARCEL 15 INCLUDES DISPUTED AREA	10,176 SQ. FT. OR 0.234 ACRES 3,042 SQ. FT. OR 0.070 ACRES 70,067 SQ. FT. OR 1.608 ACRES
EXISTING PARCEL 14 (INCLUDES DISPUTED AREAS 28,886 SQ. FT. OR 0.663 ACRES)	28,886 SQ. FT. OR 0.663 ACRES
ADDING TWO AREAS FROM PARCEL 15 TOTAL AREA INCLUDES DISPUTED AREAS	10,176 SQ. FT. OR 0.234 ACRES 3,042 SQ. FT. OR 0.070 ACRES 42,104 SQ. FT. OR 0.967 ACRES

PLAT SHOWING A  
BOUNDARY LINE ADJUSTMENT BETWEEN  
LEIGH S. GORDON ET AL  
TAX MAP #21-A-14 AND  
JAMES C. REGAN ET AL  
TAX MAP #21 (A) 15  
SPRINGFIELD MAGISTERIAL DISTRICT  
PAGE COUNTY, VIRGINIA

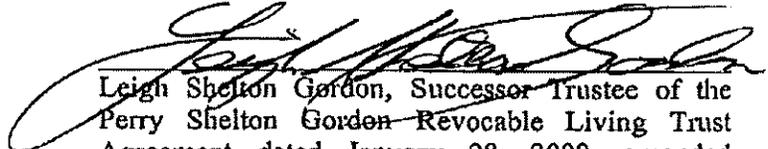


**Dewberry**  
Engineers Inc.

4805 LAKE BROOK DRIVE  
SUITE 200  
GLEN ALLEN, VA 23060  
PHONE: 804.290.7957  
WWW.DEWBERRY.COM

DATE: 01/02/2025 LAST REVISED: 04/23/2025  
SHEET 1 OF 2

JOB #50185258

  
 Leigh Shelton Gordon, Successor Trustee of the  
 Perry Shelton Gordon Revocable Living Trust  
 Agreement dated January 28, 2009, amended  
 December 24, 2009

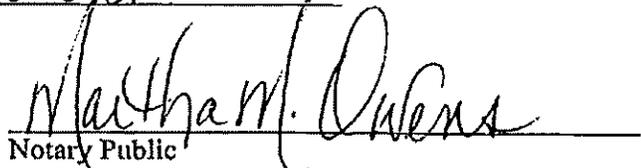
County of Goochland, Virginia

This Deed was acknowledged before me on April 15, 2013 by Leigh Shelton Gordon, Successor Trustee of the Perry Shelton Gordon Revocable Living Trust Agreement dated January 28, 2009, amended December 24, 2009.

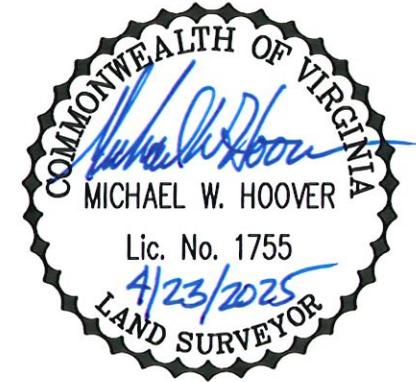
My commission expires: 3/31/2014

Notary registration number: 7028923

MARTHA M. OWENS  
 NOTARY PUBLIC  
 REG. #7028923  
 COMMONWEALTH OF VIRGINIA  
 MY COMMISSION EXPIRES MARCH 31, 2014

  
 Notary Public

PLAT SHOWING A  
BOUNDARY LINE ADJUSTMENT BETWEEN  
**LEIGH S. GORDON ET AL**  
TAX MAP #21-A-14  
AND  
**JAMES C. REGAN ET AL**  
TAX MAP #21 (A) 15  
SPRINGFIELD MAGISTERIAL DISTRICT  
PAGE COUNTY, VIRGINIA



N/F  
**CHRISTOPHER A. MILLER ET AL**  
D.B. 607, PG 188  
TAX MAP #21 (A) 13  
N:6944653.49  
E:11478744.49

**LEIGH S. GORDON, MICHAEL P. CRAIG-GORDON  
& ARCHIE M. GORDON, MARTINE L. GORDON**  
INST. #18-1928 & INST. #13-1003  
TAX MAP #21 (A) 14  
TOTAL AREA - 0.967 ACRES

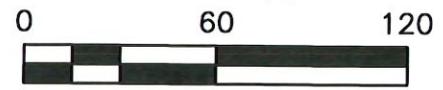
**JAMES CHRISTOPHER REGAN  
AND DAWN HADLEY REGAN**  
INSTR. #21-2496  
TAP MAP #21 (A) 15  
RESIDUE AREA - 1.608 ACRES

LOT 5  
DIVISION OF  
J. ALLEN WILLIAMS  
DB.307, PG.449

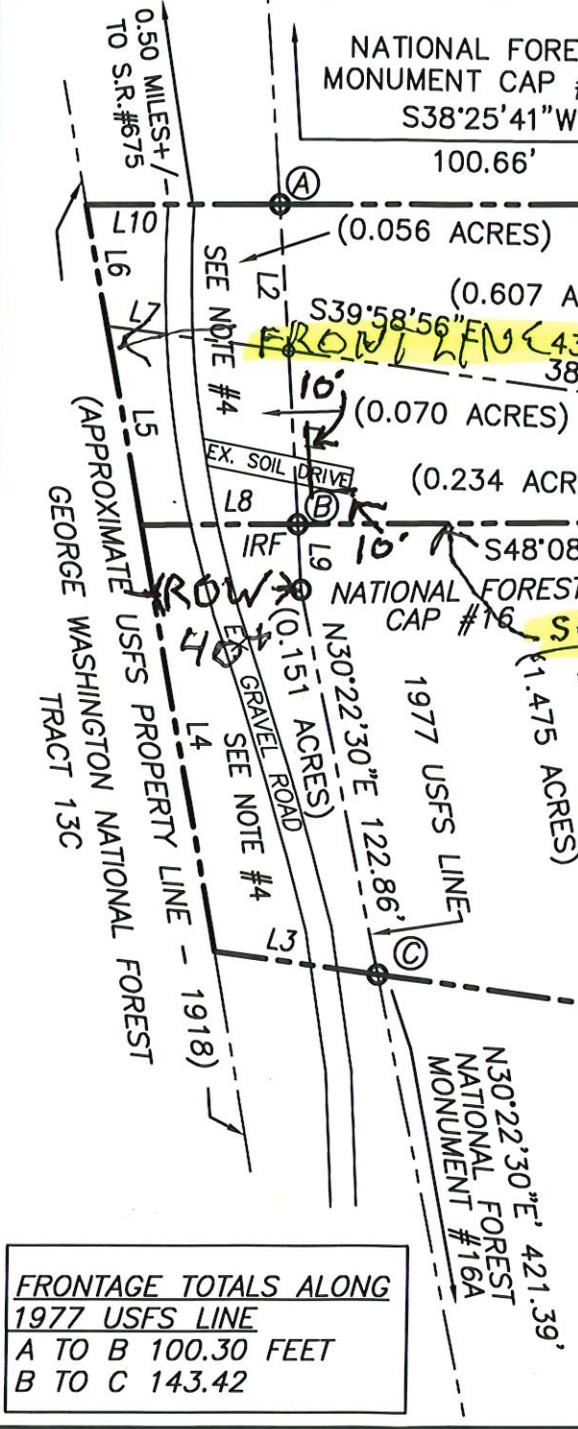
LOT 4  
DIVISION OF  
J. ALLEN WILLIAMS  
DB.307, PG.449

N:6944398.17  
E:11478588.08

N/F  
**ELLEN K. MILLER**  
INST. #2005-2778  
TAX MAP #21 (A) 16



LINE	BEARING	DISTANCE
L1	N38°39'41"E	54.31'
L2	N38°25'41"E	45.99'
L3	N39°58'56"W	51.83'
L4	N32°02'43"E	135.56'
L5	N32°02'43"E	63.25'
L6	N32°02'43"E	38.67'
L7	N39°58'56"W	57.13'
L8	S48°08'14"E	48.80'
L9	N38°39'41"E	20.56'
L10	S47°51'17"E	60.39'



**FRONTAGE TOTALS ALONG  
1977 USFS LINE**  
A TO B 100.30 FEET  
B TO C 143.42

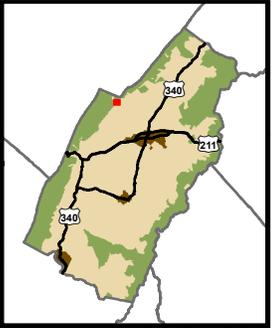
SCALE 1" = 60' SHEET 2 OF 2  
DATE: 01/02/2025 LAST REVISED: 04/23/2025



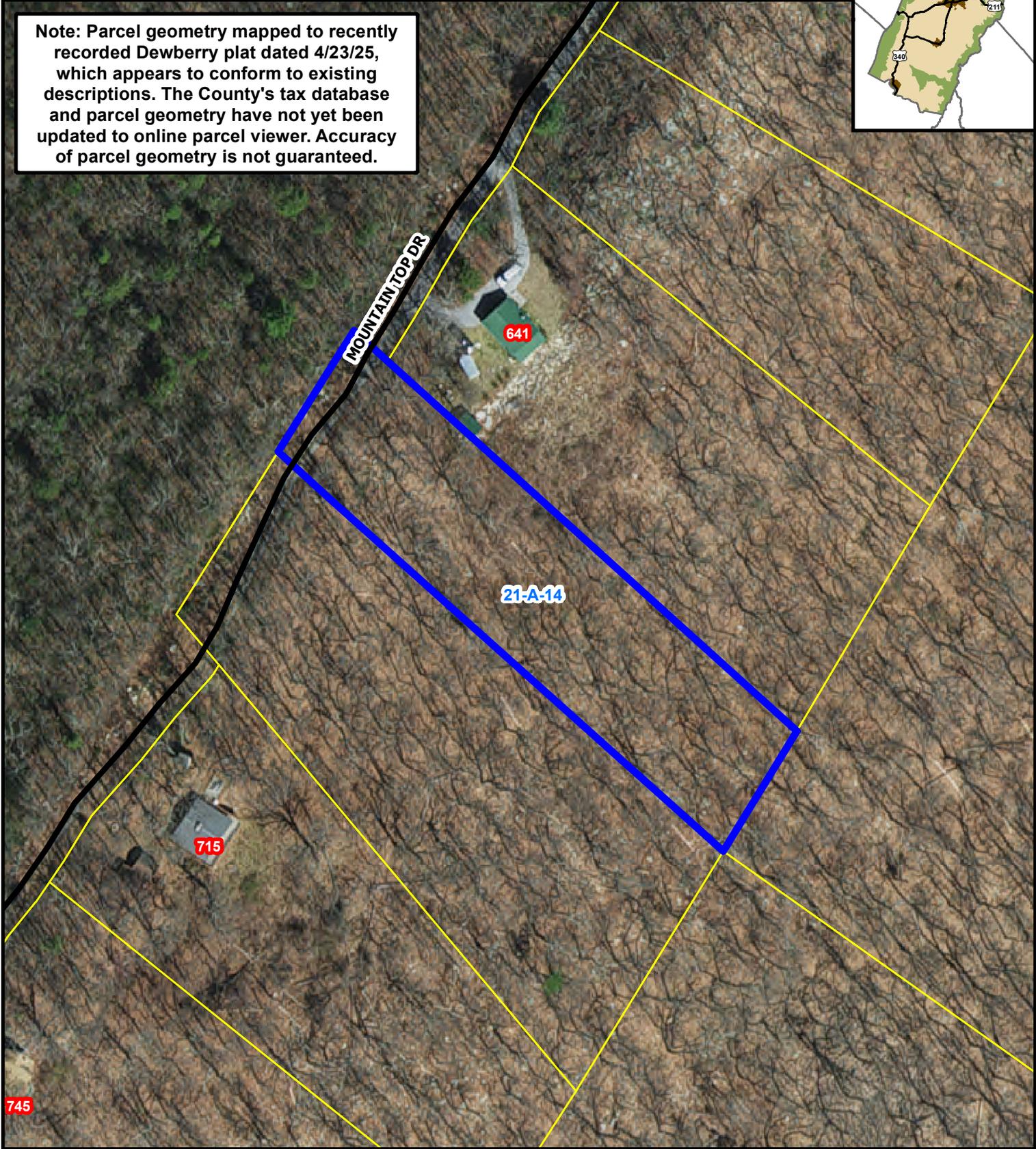
**Dewberry  
Engineers Inc.**

4805 LAKE BROOK DRIVE  
SUITE 200  
GLEN ALLEN, VA 23060  
PHONE: 804.290.7957  
WWW.DEWBERRY.COM

# Tax Map ID 21-((A))-14 Aerial

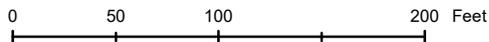


Note: Parcel geometry mapped to recently recorded Dewberry plat dated 4/23/25, which appears to conform to existing descriptions. The County's tax database and parcel geometry have not yet been updated to online parcel viewer. Accuracy of parcel geometry is not guaranteed.



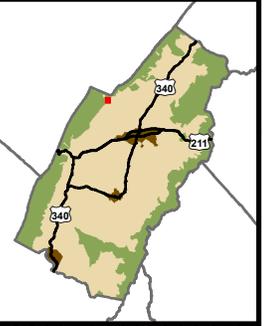
### Legend

-  Roads
-  Tax Map ID 21-((A))-14
-  Other Lots

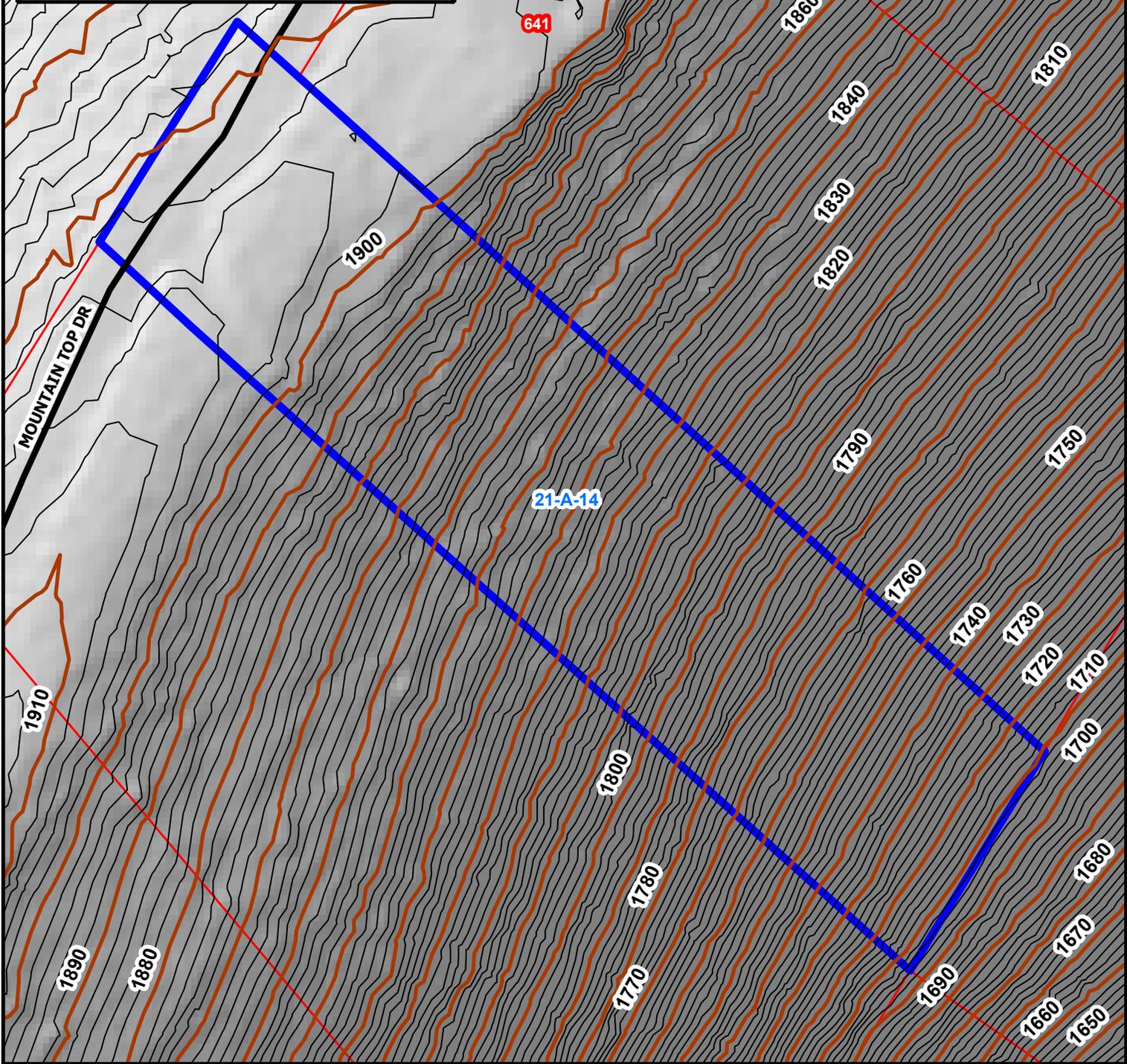


August 29, 2025  
Page County GIS Department  
2022 VGIN Aerial Imagery  
Reference Use Only  
Any determination of topography or contours, or any depiction of physical improvements, property lines or boundaries is for general information only and shall not be used for the design, modification, or construction of improvements to real property or for flood plain determination.

# Tax Map ID 21-((A))-14 Hillshade



Note: Parcel geometry mapped to recently recorded Dewberry plat dated 4/23/25, which appears to conform to existing descriptions. The County's tax database and parcel geometry have not yet been updated to online parcel viewer. Accuracy of parcel geometry is not guaranteed.



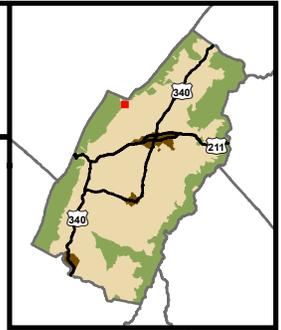
### Legend

- Roads
- Tax Map ID 21-((A))-14
- Other Lots
- Index Contours
- 2-ft Contours

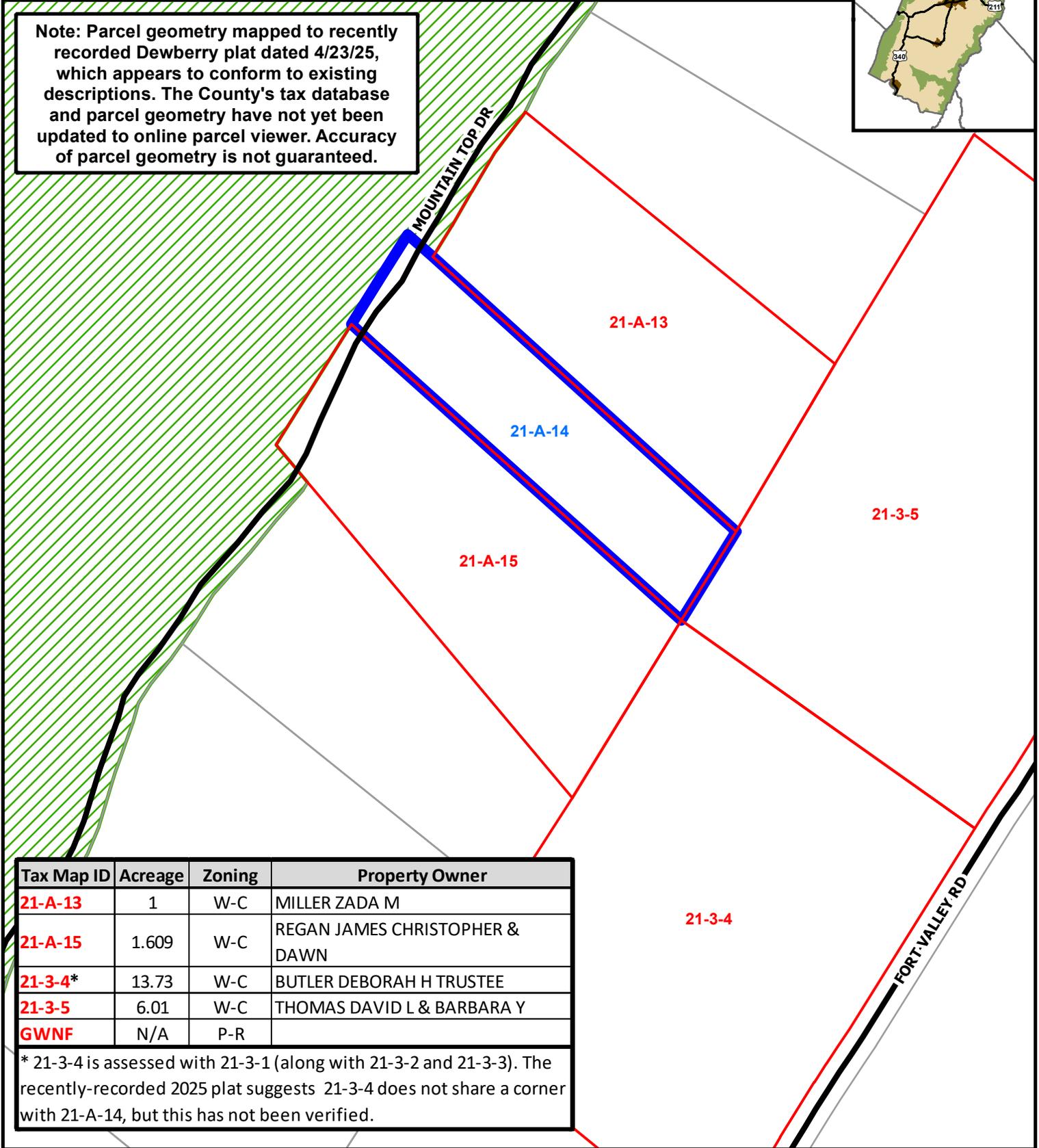
0 50 100 200 Feet

August 29, 2025  
Page County GIS Department  
2015 LiDAR-derived Hillshade (USGS)  
Reference Use Only  
Any determination of topography or contours, or any depiction of physical improvements, property lines or boundaries is for general information only and shall not be used for the design, modification, or construction of improvements to real property or for flood plain determination.

# Tax Map ID 21-((A))-14 Neighboring Properties



Note: Parcel geometry mapped to recently recorded Dewberry plat dated 4/23/25, which appears to conform to existing descriptions. The County's tax database and parcel geometry have not yet been updated to online parcel viewer. Accuracy of parcel geometry is not guaranteed.

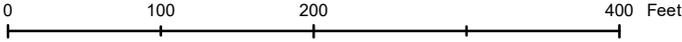


Tax Map ID	Acreage	Zoning	Property Owner
21-A-13	1	W-C	MILLER ZADA M
21-A-15	1.609	W-C	REGAN JAMES CHRISTOPHER & DAWN
21-3-4*	13.73	W-C	BUTLER DEBORAH H TRUSTEE
21-3-5	6.01	W-C	THOMAS DAVID L & BARBARA Y
GWNF	N/A	P-R	

\* 21-3-4 is assessed with 21-3-1 (along with 21-3-2 and 21-3-3). The recently-recorded 2025 plat suggests 21-3-4 does not share a corner with 21-A-14, but this has not been verified.

### Legend

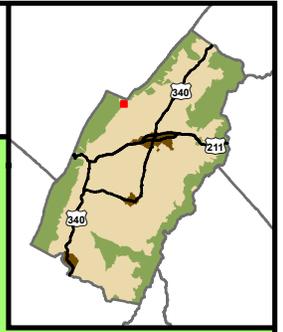
- Roads
- Neighboring Properties
- Tax Map ID 21-((A))-14
- Other Lots
- George Washington National Forest



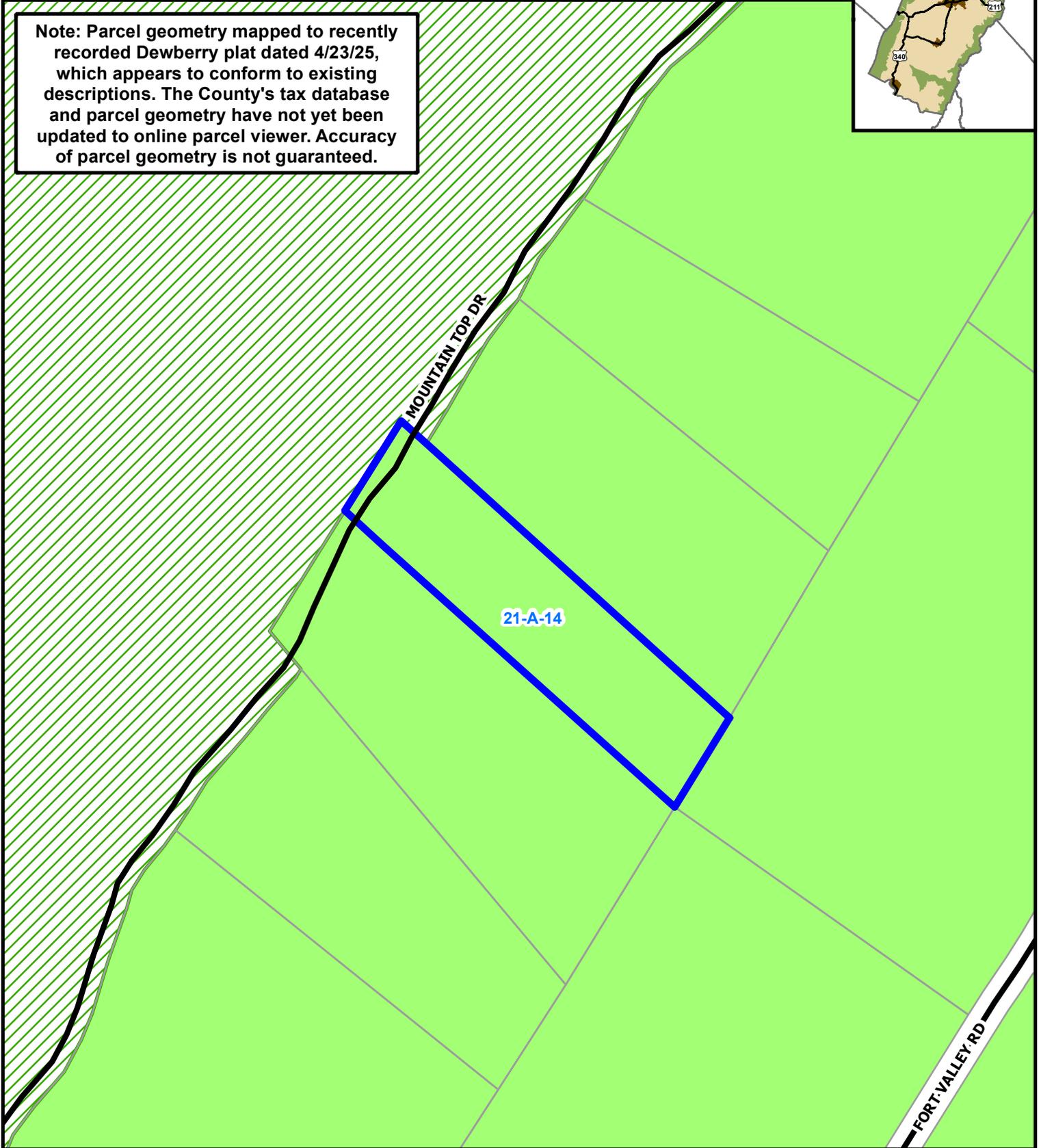
August 29, 2025  
Page County GIS Department

Reference Use Only  
Any determination of topography or contours, or any depiction of physical improvements, property lines or boundaries is for general information only and shall not be used for the design, modification, or construction of improvements to real property or for flood plain determination.

# Tax Map ID 21-((A))-14 Zoning



Note: Parcel geometry mapped to recently recorded Dewberry plat dated 4/23/25, which appears to conform to existing descriptions. The County's tax database and parcel geometry have not yet been updated to online parcel viewer. Accuracy of parcel geometry is not guaranteed.



21-A-14

### Legend

- Roads
- Tax Map ID 21-((A))-14
- Other Lots
- George Washington National Forest
- Woodland-Conservation

0 100 200 400 Feet

August 29, 2025  
Page County GIS Department

Reference Use Only  
Any determination of topography or contours, or any depiction of physical improvements, property lines or boundaries is for general information only and shall not be used for the design, modification, or construction of improvements to real property or for flood plain determination.

Tax Map ID	Acreage	Zoning	Property Owner	Physical Address	Mailing Address	M City	M State	M Zip
21-A-13	1	W-C	MILLER ZADA M	641 MOUNTAIN TOP DR	1 HILLSIDE DR	LURAY	VA	22835
21-A-15	1.609	W-C	REGAN JAMES CHRISTOPHER & DAWN	(vacant)	19134 DALTON POINTS PLACE	LEESBURG	VA	20176
21-3-4*	13.73	W-C	BUTLER DEBORAH H TRUSTEE	1995 FORT VALLEY RD	123 COLLEGE PL #P7	NORFOLK	VA	23510
21-3-5	6.01	W-C	THOMAS DAVID L & BARBARA Y	(vacant)	390 ALMOND DR	LURAY	VA	22835
GWNF	N/A	P-R						

\* 21-3-4 is assessed with 21-3-1 (along with 21-3-2 and 21-3-3). The recently-recorded 2025 plat suggests 21-3-4 does not share a corner with 21-A-14, but this has not been verified.

**MINUTES**  
**PAGE COUNTY BOARD OF ZONING APPEALS**  
**June 18, 2024**

**Members Present:**

John Coleman, Chairman, District 2  
Kevin Moyer, District 3  
Danny Comer, Vice Chairman, District 4

**Members Absent:**

Vacant, District 1  
Vacant, District 5

**Staff Present:**

Cassie Richards  
Josh Hahn

**Call to Order:**

Chairman Coleman called the meeting to order of the Page County Board of Zoning Appeals at 10:11 a.m., in the Board of Supervisors Room located at the Page County Government Center, 103 S Court Street, Luray, Virginia. Chairman Coleman noted there was a quorum present consisting of three members.

**Adoption of Agenda:**

Mr. Comer made a motion to adopt the agenda as presented. The motion was seconded by Mr. Moyer. The motion passed unanimously (3-0).

**Public Hearing**

**A. Bobby Kling-Hickory Springs LLC- Variance Application**

Ms. Richards presented the following staff report: Bobby Kling-Hickory Springs LLC have filed a variance application for property located on the 163 Hawksbill Pines Rd, Stanley, VA, and further identified by tax map number 81C-1-25. The property contains .446 acres and is zoned as Residential (R). The property is served by private septic and private well. The property is located in the Hawksbill Pines Subdivision. Pursuant to § 125-11. E of the Page County Zoning Ordinance, the minimum front setback requirement for an accessory structure is 35 feet. Due to an undeveloped right-of-way shown on the subdivision plat as located parallel to frontage of parcel, this parcel is considered to be double-frontage, meaning two front setbacks apply. The applicants are requesting that a variance be granted to allow for a 19-foot front setback that would normally be considered the rear of the property. If granted, the applicants plan on placing a 12'x20' shed.

The applicant has reached out to the following agencies/departments for comments as required in the application, and copies of agency responses are included in the application packet:

- James Campbell, Page County Building Official, who has no objections to the request.
- Jeff Nicely, with the Virginia Department of Transportation (VDOT), who notes that VDOT has no issues with the proposed variance request. It is not expected to have a negative impact on state route 694 (Hawksbill Pines Road).
- Lynn Strickler, with the Page County Health Department, notes that the department has no objections to the variance request as long as the proposed structures maintain a 10' setback from any component of any existing septic system.

Pursuant to §15.2-2204 of the Code of Virginia, adjoining and adjacent property owners have been notified. Staff provided a copy of the only comment received which was from the adjoining land that the applicants own. They noted no objections to the variance request.

Ms. Richards noted she was available for questions and the applicant was present for discussion/questions.

Chairman Coleman opened the public hearing at 10:14 a.m. There being no comments, the public hearing was closed at 10:16 a.m.

Chairman Coleman asked staff if they had any comments regarding additional comments received. Ms. Richards stated as far as the short-term rental comments and the short-term rental business license application, it has nothing to do with the variance application.

Mr. Moyer asked about the undeveloped right-of-way, whether it was used and maintained. Mr. Kling stated it is not used and that he could provide documentation, if needed.

Mr. Comer made a motion to approve the variance request. The motion was seconded by Mr. Moyer. The motion passed unanimously by roll call vote (3-0).

#### **B. Todd & Mike Purdham- Variance Application**

Ms. Richards presented the following staff report: Todd and Mike Purdham have filed a variance application for property located at 133 Pacer Drive, Luray, VA, and further identified by tax map number 71-(A)-261. The property contains 1.276 acres and is zoned as Agriculture (A-1). The property is served by private septic and public water. The density range in the area is medium. Pursuant to § 125-16.A(1) [Accessory uses, structures and buildings] of the Page County Zoning Ordinance, the minimum side setback requirement for an accessory building is 15 feet. The Board of Zoning Appeals unanimously approved (3-0) a request by these same applicants on March 19, 2024 to allow for an eight (8) foot setback. The applicants are now requesting that a variance be granted to instead allow for a four (4) foot side setback. If granted, the applicants plan to do a boundary line adjustment (BLA) between the above listed parcel and tax map number 71-(A)-261B (owned by one of the applicants listed above). There is an existing

building on tax map number 71-(A)-261 that will not meet the minimum side setback requirement if this BLA is approved; therefore, prior to the BLA being approved by the county, a variance for a reduction in the side setback would be required.

The applicant has reached out to the following agencies/departments for comments as required in the application, and copies of agency responses are included in the application packet:

- James Campbell, Page County Building Official, who has no objections to the request.
- Jeff Nicely, with the Virginia Department of Transportation (VDOT), who notes that VDOT has no issues with the proposed variance request.
- Lynn Strickler, with the Page County Health Department, notes that the department has no objections to the variance request as long as the proposed structures maintain a 10' setback from any component of any existing septic system.

Pursuant to §15.2-2204 of the Code of Virginia, adjoining and adjacent property owners have been notified. Staff provided a copy of the only comment received which was from the adjoining land that the applicants own. They noted no objections to the variance request.

Ms. Richards concluded to note she was available for questions and also noted the applicant was present for discussion/questions.

Chairman Coleman opened the public hearing at 10:23 a.m. There being no comments, the public hearing was closed at 10:23 a.m.

Mr. Moyer made a motion to approve the variance request. The motion was seconded by Mr. Comer. The motion passed unanimously by roll call vote (3-0).

**Unfinished Business:**

None

**New Business:**

**A. Adoption of Minutes-March 19, 2024**

Mr. Moyer made a motion to approve the minutes of March 19, 2024 as presented. The motion was seconded by Mr. Comer. The motion passed unanimously (3-0).

Chairman Coleman called for a motion to adjourn. With no motion to adjourn, Mr. Comer commented we needed to address this pay problem and getting two more members on the board. Mr. Comer stated this needed to go before the Supervisors to explain this, why we aren't getting any members. Mr. Moyer stated he has a citizen that wants to sign up in his district but his understand they have to be from another district to be appointed. Chairman Coleman stated that this be brought to the board of supervisors for a member at large, which would allow for that person. Mr. Moyer asked how they could make this happen without spending a tremendous amount

of time on it. Mr. Moyer stressed that we needed five members and how important it is. Chairman Coleman stated that he provided his list of thoughts & ideas to Mr. Hahn to help bring administration around to help things along better. Mr. Hahn commented he is still working on the report. Mr. Hahn wanted to note that this board did get a ten-dollar stipend increase per meeting as did the other boards. Mr. Moyer stated the members are just as important as the money, because it gives them an option if they can't be at a meeting. Chairman Coleman stated this was discussed previously with Ms. Clatterbuck during the Covid pandemic for the option to zoom the meetings if that would still be a possibility. Mr. Comer stated he was trying to find someone to replace him as well, he's not here for the money but feels you need something to make people want to join. Chairman Coleman stated Mr. Hahn is working on a rough draft of the fees/cost per application that may go to the board if approved by admin. Chairman Coleman asked that members would like to be involved with the draft report. Chairman Coleman did ask about taking to the board of supervisors, admin, & Mr. Helm to create language to provide for a member at large same as the board of supervisors. Mr. Hahn stated that we have two seats unfilled and that's a tough argument to make. Mr. Moyer has someone from his district that wants to join which would be the argument but they would say you need to fill the seats that are open in those districts first, before they would appoint a member at large. Chairman Coleman would like to ask admin, Mr. Helm, & board of supervisors why a member at large would not be a good idea.

**Adjourn**

Mr. Comer made a motion to adjourn the meeting. Mr. Moyer seconded the motion. The motion passed unanimously (3-0). The meeting adjourned at 10:35 a.m.

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John Coleman, Chairman

**MINUTES**  
**PAGE COUNTY BOARD OF ZONING APPEALS**  
**June 17, 2025**

**Members Present:**

John Coleman, Chairman, District 2  
Paul Otto, District 1

Kevin Moyer, District 3

**Members Absent:**

Vacant, District 4

Vacant, District 5

**Staff Present:**

Tracy Clatterbuck

Josh Hahn

**Call to Order:**

Chairman Coleman called the meeting to order of the Page County Board of Zoning Appeals at 10:39 a.m., in the Conference Room located at the Page County Government Center, 103 S Court Street, Luray, Virginia. Chairman Coleman noted there was a quorum present consisting of three members.

**Adoption of Agenda:**

Mr. Moyer made a motion to adopt the agenda as presented. The motion was seconded by Mr. Otto. The motion passed unanimously (3-0).

**Public Hearings:**

**A. Danny Freeze- Variance Application**

Chairman Coleman opened the public hearing at 10:40 a.m.

Ms. Clatterbuck presented the following staff memo:

Danny Freeze has filed a variance application for property located at 1373 Phoebe Ln, Stanley, VA, and further identified by tax map number 70-A-47. The property contains 1 acre and is zoned as Agricultural (A-1). The property is served by private septic and private well. Pursuant to § 125-10.F of the Page County Zoning Ordinance, the minimum front setback requirement for an accessory structure is 50 feet from the right-of-way of the road and the minimum rear setback requirement for an accessory structure is 15 feet. The applicant is requesting that a variance be granted to allow for a 34-foot front setback and a six (6) feet rear setback. If variance is granted, the applicant plans to place an 18'x 80' accessory structure on tax map number 70-A-47. The proposed structure is a mobile home that shall not be used as a single-family dwelling.

The applicant has reached out to the following agencies/departments for comments as required in the application, and copies of agency responses are included in the application packet:

- Page County Building Official: Per James Campbell "Building department has no objections to the variance request, provided that proper building permits are

obtained and inspections confirm that all water and sewer lines have been removed from the structure.” See attached memo.

- Virginia Department of Transportation (VDOT): per Oakley Hill “VDOT has no issues with the proposed variance. It is not expected to have a negative impact on state route 635 (Phoebe Lane).”
- Page County Health Department: Per Ashley Walker “Health department has no objections to the variance request and no objections to the proposed continued use of the sewage system and well-serving the property.” See attached letter.

Pursuant to §15.2-2204 of the Code of Virginia, adjoining and adjacent property owners have been notified. Ms. Clatterbuck noted that she was not aware of any written comments that had been received.

Ms. Clatterbuck explained that the Virginia State Code allowed the Board of Zoning Appeals to put conditions on variance approvals if desired. She recommended if they should choose to approve the variance request that the following condition be placed as part of the approval: “The 18’x80’ accessory structure shall not be used as a single family dwelling. This variance only grants the use of the accessory structure as residential storage.” She further noted that if anytime in the future they wanted to make it a residential structure they would need to come back before the Board of Zoning Appeals with another variance request since the minimum setback requirements for a dwelling are different than an accessory building.

She concluded noting the applicant was present for any questions.

There being no speakers, the public hearing was closed at 10:44 a.m.

Mr. Otto asked what the other structures on the property were being used for. Mr. Freeze explained that one was a house, a camper, a tractor and trailer (just the trailer part), along with sheds. He noted that four years ago there was a mobile home that burned located in the exact spot where he is proposing the accessory structure.

Ms. Clatterbuck explained to the Board that the applicant could not replace the burned home under the non-conforming regulations because it had been more than 24 months (Page County Zoning Ordinance Section 125-46.B) since the destroyed home had been removed from the property.

Mr. Moyer and Mr. Coleman had no questions for the applicant or staff.

Mr. Moyer made a motion to approve the variance request as requested with the following condition, “The 18’x80’ accessory structure shall not be used as any residential use. This variance only grants the use of the accessory structure as residential storage.” The motion was seconded by Mr. Otto. The motion passed unanimously by roll call vote (3-0).

## **B. Todd & Mike Purdham- Variance Application**

Chairman Coleman opened the public hearing at 10:52 a.m.

Ms. Clatterbuck presented the following staff report:

Todd Purdham has filed a variance application for property located at 115 Pacer Drive, Luray, VA, and further identified by tax map number 71-(A)-261B. The property contains 0.86 acre and is zoned as Agriculture (A-1). The property is served by private septic and public water. The density range in the area is medium. Pursuant to § 125-16.A(1) [*Accessory uses, structures and buildings*] of the Page County Zoning Ordinance, the minimum side setback requirement for an accessory building is 15 feet. The applicant is requesting that a variance be granted to allow for exhibit (A) a six (6) foot side setback, exhibit (B) a nine (9) foot rear setback, exhibit (C) an eight (8) foot side setback, and exhibit (D) a four (4) foot side setback.

The applicant has reached out to the following agencies/departments for comments as required in the application, and copies of agency responses are included in the application packet:

- Page County Building Official per James Campbell “Building department has no objections to the variance request, provided the proper building permits are obtained for any building exceeding 256 square feet.” See attached memo.
- Virginia Department of Transportation (VDOT) per Oakley Hill, “VDOT has no issues with the proposed variance. It is not expected to have a negative impact on state route (638 Mill Creek Road).”
- Page County Health Department per Ashley Walker, “Health Department has no objections to the request of the storage building as it does not affect the drain field.” See attached letter.

Pursuant to §15.2-2204 of the Code of Virginia, adjoining and adjacent property owners have been notified. Ms. Clatterbuck noted that she was not aware of any written comments that had been received.

There being no comments, the public hearing was closed at 10:54 a.m.

Mr. Otto questioned what the rear setback requirements are since that was not mentioned in the staff memo and the applicant was requesting a reduction in the rear setback for one of the structures. Ms. Clatterbuck replied 15 feet. Mr. Otto noted he was not on the Board when the applicant had previously come to them for the other variance requests so he was unaware of the history of this property regarding previously granted variances.

Mr. Otto also questioned if all adjoining property owners had been properly notified as required by the Code of Virginia. In particular, on the variance application he did not see one of the adjoining landowners mentioned on the list. Mr. Hahn explained that while the application does ask for that staff does not rely on that for accuracy. We produce our on adjoining maps/list of landowners that are submitted as part of the application packet. Mr. Otto questioned in particular if tax map number 71-A-258 had been notified since they were not listed on the application. Ms. Clatterbuck noted that as far as she was aware Ms.

Cassie Richards who was out on vacation had previously notified all landowners as required and as shown in the map/listing provided by staff.

Mr. Moyer asked if the buildings were already onsite. Mr. Purdham replied that one is there and the rest will be placed if approved. Mr. Otto noted that for future reference he would have preferred a better site plan to help him understand the request better. Mr. Purdham explained to Mr. Otto what his previous variance requests were that were approved in 2024. He detailed using the computer screen what exactly he was requesting for each structure. He further explained that he was requesting the variance due to a gas line, water line, main electric line, and a french drain located on the lot all of which limits his areas of development for the proposed sheds.

Mr. Moyer made a motion to approve the variance requests. The motion was seconded by Mr. Otto. The motion passed unanimously by roll call vote (3-0).

**Unfinished Business:**

None

**New Business:**

**A. Adoption of Minutes- June 19, 2024**

Mr. Moyer made a motion to approve the minutes of June 19, 2024 as presented. Mr. Otto stated he was not comfortable seconding the motion or voting on the minutes since he was not on the Board at that time. The minutes were tabled to seek legal opinion on the concern raised by Mr. Otto.

**Adjourn:**

Mr. Coleman asked staff to look into the issue Mr. Otto raised over the minutes. He also wanted staff to work on a by-law amendment to potentially allow for virtual meeting participation, and to see if it were possible for the Board to get an at-large position.

Mr. Moyer made a motion to adjourn the meeting. Mr. Otto seconded the motion. The motion passed unanimously (3-0). The meeting was adjourned at 11:13 a.m.

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John Coleman, Chairman



**BYLAWS  
PAGE COUNTY BOARD OF ZONING APPEALS**

**Amended September 16, 2025**

**Commented [CR1]:** Add date if this version is approved.

THE FOLLOWING BYLAWS SHALL SUPERSEDE ALL OTHER WRITTEN OR UNWRITTEN BYLAWS FOR THE PAGE COUNTY BOARD OF ZONING APPEALS.

**ARTICLE I – AUTHORIZATION**

1-1 The official title of this body shall be the Page County Board of Zoning Appeals, hereinafter referred to as the “Board” established by and in conformance with Chapter 125-55 of the Code of Page County (~~hereinafter~~~~hereinafter~~ “Zoning Ordinance”) and in accordance with the provisions of the Code of Virginia (1950) as amended, Sections 15.2-2308 through 15.2-2312.

**Commented [CR2]:** Corrected spelling.

**ARTICLE II – PURPOSE**

2-1 The primary purpose of the Board is to authorize variances from certain terms of the Zoning Ordinance in specific cases and to decide appeals of decisions of the Zoning Administrator. These purposes are to be carried out within the terms of the Zoning Ordinance and the Code of Virginia.

**ARTICLE III – MEMBERSHIP**

3-1 The Board shall consist of five members appointed by the Circuit Court of Page County. One member of the board shall represent each district in the County Of Page.

3-2 The term of office shall be for five years, except that of the first five members appointed, one shall serve for five years, one for four years, one for three years, one for two years, and one for one year.

3-3 Members of the Board shall hold no other public office in the County except that one may be a member of the County Planning Commission.

3-4 Any member of the Board shall be disqualified to act upon a matter before the Board with respect to property in which the member has a legal interest.

3-5 “Subject to availability of funds, each member shall attend a Virginia Certified Board of Zoning Appeals program during the first year of appointment. New appointees who have previously completed the Program need not attend a second time.”

3-6 In order to promote proper representation of their District, the Board shall be notified if any member misses three (3) consecutive meetings.

#### **ARTICLE IV – SELECTION OF OFFICERS**

- 4-1 Officers of the Board shall consist of a chairman, vice-chairman and secretary.
- 4-2 Nomination of officers shall be made from the floor at the first meeting of the new year. Election of officers shall follow immediately. A candidate receiving a majority vote of the entire membership shall be declared elected.
- 4-3 The elected officers will assume their office at the end of the meeting.
- 4-4 Term of office shall be for one (1) year or until a successor takes office.
- 4-5 The board may elect as its secretary either one of its members or a qualified individual who is not a member of the Board. A secretary who is not a member of the Board shall not be entitled a vote on matters of the Board.

#### **ARTICLE V – DUTIES OF OFFICERS**

- 5-1 The chairman shall:
  - 5-1-1 Preside at all meetings
  - 5-1-2 Rule on procedural questions (subject to reversal by two-thirds majority vote of the members present)
  - 5-1-3 Report official communication at the next regular meeting
  - 5-1-4 Certify official documents
  - 5-1-5 Certify minutes as true and correct copies
  - 5-1-6 Submit an annual budget for the Board to the Board of Supervisors
- 5-2 The vice-chairman shall:
  - 5-2-1 Assume the full power of the chairman in the absence or inability of the chairman to act
- 5-3 The secretary shall:
  - 5-3-1 Record attendance at all meetings
  - 5-3-2 Record minutes of the Board meetings
  - 5-3-3 Notify members of all meetings
  - 5-3-4 Maintain a file of all official Board records and reports
  - 5-3-5 Give notice and be responsible for publishing notices of all Board public hearings and public meetings
  - 5-3-5 Attend to all correspondence for the execution of the duties and functions of the Board

#### **ARTICLE VI- MEETINGS**

- 6-1 Meetings for the Board shall be held on the 3<sup>rd</sup> Tuesday of the month, when a public hearing is to be held, at 10:00 a.m. When a meeting falls on a legal holiday, the

meeting shall be held on the day following unless the Board elects an alternate day.

6-2 All meetings of the board shall be open to the public except those meetings allowed to be held in executive session by law.

6-3 The Board of Zoning Appeals shall not conduct any meeting wherein the public business is discussed or transacted through telephonic, audio, video, electronic, or other communication means where the members are not physically assembled, except as provided in Virginia Code §2.2-3708 or as provided hereafter. Nothing in this policy shall be construed to prohibit the use of interactive audio or video means to expand public participation.

**Commented [CR3]:** Added Section starting at 6-3 to allow for members to attend virtually.

A. A board member may participate in a meeting through electronic communication means from a remote location that is not open to the public:

1. If, on or before the day of the meeting, the board member notifies the Board of Zoning Appeals Chairman that he or she is unable to attend the meeting due to an emergency or personal matter and identifies with specificity the nature of the emergency or personal matter, the Board, by a majority vote, approves electronic participation by the board member, and the Board records in its minutes the specific nature of the emergency or personal matter and the remote location from which the member participated. Such participation by a board member shall be limited each calendar year to two meetings; or
2. If a board member notifies the Board of Zoning Appeals Chairman that he or she is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance, the Board, by a majority vote, approves electronic participation by the board member, and the Board records this fact and the remote location from which the member participated in its minutes.

B. A board member may participate in a meeting by electronic means only when:

1. A quorum of the board is physically assembled at the primary or central meeting location; and
2. The Board makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

#### ARTICLE VII – VOTING

7-1 A majority of the members shall constitute a quorum.

7-2 No action of the Board shall be valid unless authorized by a majority vote of those present and voting.

7-3 Any member of the Board who has a conflict of interest on any matter that is on the Board of Zoning Appeals agenda will tell the chairman and shall voluntarily excuse himself/herself, vacate his/her seat, and refrain from discussing and voting on said items as a Board member.

| 7.4 All Board members who do not have a conflict of interest shall vote on each item either for or against.

| 7.5 The chairman of the Board shall have the authority to administer a roll call for vote on any vote taken during a Board meeting.

#### **ARTICLE VIII – ORDER OF BUSINESS**

| 8.1 The agenda for all meetings will be set by the chairman and the Board staff submitted to members at least five (5) days before the meeting.

##### 8-2 Order of Meeting

8-2-1 Call to Order

8-2-2 Determination of a quorum

8-2-3 Adoption of Agenda

8-2-4 Consideration of Minutes

8-2-5 Public Hearing

8-2-6 Unfinished Business

8-2-7 New Business

8-2-8 Open Discussion

8-2-9 Adjournment

| 8.3 The rules contained in the current edition of Robert's Rules Simplified shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with the bylaws and any special rules this organization may adopt.

| 8.4 The Board shall keep minutes of each meeting, and these minutes shall become a

public record.

**ARTICLE IX – PUBLIC HEARING**

9\_1 In addition to those required by law, the Board may hold a public hearing on any matter which it deems to be in the public interest.

9\_2 Notice of public hearing shall be made per Code of Virginia, 15.2-2204, as amended.

9\_3 The chairman shall summarize the matter before the Board, allow interested parties to speak, and accept written statements and other documentation pertinent to the matter being addressed.

9\_4 The chairman shall not allow any interested public parties to speak after closing the public hearing unless ~~a~~ questions ~~is~~ **are** directed to the individual.

**Commented [CR4]:** Added (are).

9\_5 The chairman has the right to limit time for each item on the agenda to be discussed.

**ARTICLE X – AMENDMENTS**

10\_1 These bylaws may be amended by a majority of the entire membership after thirty (30) days prior notice.

**CERTIFICATION**

These by-laws have been duly considered and approved by the membership of the Page County Board of Zoning Appeals.

**Attest:** \_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date