



City of Manassas, Virginia  
Board of Zoning Appeals Meeting

AGENDA

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Board of Zoning Appeals Meeting  
9027 Center Street  
Manassas, VA 20110  
First Floor Conference Room  
Wednesday, June 14, 2017

Call to Order - 7:00 p.m.

Roll Call and Determination of a Quorum

1. Other Business

1.1 Election of Chairperson, Vice-Chairperson, and Secretary

2. Approval of the Minutes

2.1 June 8, 2016 Board of Zoning Appeals Meeting Minutes  
[Draft Minutes for June 8, 2016](#)

Adjournment

MINUTES  
REGULAR MEETING  
CITY OF MANASSAS  
BOARD OF ZONING APPEALS

June 8, 2016 – 6:30 p.m.

Members Present: Robert Schilpp – Chairman  
James Nejfelt – Vice-Chairman  
Robert Fox – Secretary  
James Fletcher – Member

Members Absent: None

Staff Present: Matthew Arcieri, Planning and Zoning Manager

CALL TO ORDER

The Chairman called the meeting to order at 7:30 p.m.

DETERMINATION OF A QUORUM

Mr. Arcieri called the roll, and a quorum was determined.

ELECTIONS

Mr. Nejfelt motioned to nominate Robert Schilpp as chairman. Mr. Fox seconded the motion. There were no other nominations.

Roll Call by Clerk:

Roll Call	
Mr. Nejfelt	Y
Mr. Fox	Y
Mr. Fletcher	Y

The MOTION PASSED UNANIMOUSLY.

Mr. Schilpp motioned to nominate James Nejfelt as Vice-Chairman. Mr. Fox seconded the motion. There were no other nominations.

Roll Call by Clerk:

Roll Call	
Chairman Schilpp	Y
Mr. Fox	Y
Mr. Fletcher	Y

The MOTION PASSED UNANIMOUSLY.

Chairman Schilpp motioned to nominate Robert Fox as Secretary. Mr. Nejfelt seconded the motion. There were no other nominations.

Roll Call by Clerk:

Roll Call	
Chairman Schilpp	Y
Mr. Nejfelt	Y
Mr. Fletcher	Y

The MOTION PASSED UNANIMOUSLY.

APPROVAL OF MINUTES

Mr. Nejfelt motioned to approve the minutes for July 15, 2015, as submitted. Mr. Fletcher seconded the motion. The MOTION PASSED UNANIMOUSLY BY VOICE VOTE.

OTHER BUSINESS

Adoption of Updated Rules of Procedure. The BZA reviewed the draft update and made clarifications to Sections 1-2, 3-3, and Article 7. The BZA increased the review time for future amendments to the Rules of Procedure from 48 hours to 30 days.

Mr. Fletcher motioned to approve the Updated Rules of Procedure, as amended. Mr. Nejfelt seconded the motion.

Roll Call by Clerk:

Roll Call	
Mr. Fletcher	Y
Mr. Nejfelt	Y
Chairman Schilpp	Y
Mr. Fox	Y

The MOTION PASSED UNANIMOUSLY.

ADJOURNMENT

Mr. Fletcher so moved. Mr. Fox seconded the motion. The meeting was adjourned at 6:47 P.M.

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Donna Bellows, Board of Zoning Appeals Clerk

\_\_\_\_\_  
Date

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Mr. Robert Fox, Secretary

\_\_\_\_\_  
Date