

Minutes
Jefferson County Board of Zoning Appeals

1 Meeting Date: April 23, 2020
2 Meeting Location: Charles Town Library Conference Room
3 200 East Washington Street, Charles Town, West Virginia
4 Board Members Present: Tyler Quynn, Vice Chair; Matthew McKinney; and Leeds Corbin
5 Board Members Absent: Jeffrey Bannon, Chair; and Deirdre Catterton (absent with notification)
6 Staff members present: Alexandra Beaulieu, Zoning Administrator; and
7 Nathan Cochran, Assistant Prosecuting Attorney (via teleconference).

8 *In compliance with the Jefferson County Health Department Executive Order 20-20 Shelter in*
9 *Place directive to avoid gatherings of more than 5 individuals in an effort to slow the spread of*
10 *COVID-19, the public was not be admitted to the meeting room but was invited to attend via*
11 *webcast.*

12 Mr. Corbin motioned to call the meeting to order at 2:00 pm. Mr. Quynn called for a vote, which
13 carried unanimously. Mr. Quynn stated for the record that the purpose of the meeting was to revise
14 the Rules of Procedure to allow virtual meetings to occur during the COVID-19 directives to shelter
15 in place.

16 **ITEM #1 Discussion and possible action: Revise Rules of Procedure to allow virtual**
17 **meetings to occur during COVID-19 directives to shelter in place.**
18

19 Mr. Quynn provided an overview of the proposed changes to the Rules of Procedure as follows:

20 Add the new term “Present” and define as, “A person is present at a meeting when in attendance
21 physically, or by video conference when the meeting is so noticed.”

22 Revise Section 4.1 – Regular Meetings such that the second sentence reads, “Prior notice shall be
23 provided in the event that any regular meeting is held at a different location, at a different time, or
24 **by video conference.**”

25 Revise Section 4.2 – Special Meetings such that the second sentence reads, “Pursuant to W.Va.
26 Code §8A-8-5, notice for all special meetings shall be in writing, include the date, time, and place
27 **(and will state that meeting will be held by video conference, if applicable)** of the special
28 meeting, and be sent to all members at least two days before the special meeting.”

29 Revise Section 5.1 – Voting to remove the word “Physically” from the first sentence, and the
30 second sentence be amended to read, “Voting by proxy is not permitted.”

31 Mr. McKinney motioned to revise the Rules of Procedure as presented. Mr. Corbin seconded the
32 motion, which carried unanimously. Mr. Quynn noted that the revised Rules of Procedure would go
33 into effect immediately.

34 Ms. Beaulieu stated for the record that a Special Meeting had previously been called for Friday,
35 April 24, at 2:00 PM to review all of the applications previously scheduled for the March 26
36 meeting as well as the applications scheduled for the April 23 meeting. She noted that the agenda
37 for April 24 had been posted to the County’s website as well as distributed through the County’s
38 email alert system. She further stated that all applicants had been notified by phone as well as by
39 email and any members of the public who had submitted comments in writing had been notified by
40 email.

41 Mr. McKinney motioned to adjourn the meeting at 2:07 PM. Mr. Corbin seconded the motion,
42 which carried unanimously.