



**Grayson County Board of Zoning Appeals Agenda**  
**Grayson County Courthouse, Boardroom**  
**Thursday, January 19, 2024 - 5:00 p.m.- RESCHEDULED**  
**January 25, 2024, 5:00 P.M.**

- 5:00 p.m.**                    **Call to Order:** Jada Black, BZA Clerk
- Opening Business:**
- Pledge of Allegiance
- 5:05 p.m.**                    **Opening Business (continued)**
- Approval of Agenda
  - Election of Officers- Chair and Vice-Chair
  - Review and Approve August 17, 2023, Meeting Minutes
- 5:15 p.m.**                    **Public Comment**
- 5:30 p.m.**                    **Old Business:**
- None
- 5:35 p.m.**                    **New Business:**
- Review and Approve 2024 Organizational Documents
  - Legislative Updates related to Zoning
- 6:00 p.m.**                    **Adjourn**

**- MEETING DECORUM -**

**All official meetings conducted within these chambers are to be observed by the following decorum:**

- Behavior during all official meetings shall be consistent with the behavior exercised in any court or legislative room found within the Commonwealth of Virginia; and,
- There shall be no outbursts, booing, heckling or other forms of disrespectful behavior by any individuals present within these chambers; and,
- Persons wishing to speak shall do so respectfully and in accordance with the applicable Rules of Procedures and/or at the specific direction of the presiding official; and,
- Out of respect for the official business being conducted, for those conducting the official business and for those present for the same purpose, there shall be no private conversations taking place in the audience or other forms of distracting behavior or nuisance; and,
- Please turn off cell phones and other such devices before entering these chambers.

## **Grayson County Board of Zoning Appeals August 17, 2023**

### **IN RE: Members in Attendance**

Dennis Cox, Ron Davis, Elizabeth Sherian, Austin Haga  
Absent: Marie Kivett, Gary Ballard, Tony Goodman  
Staff Present: Jada Black

### **IN RE: Call to Order:**

Ron Davis, Chairman, called the August 17, 2023, Board of Zoning Appeals Meeting to order. Followed by the Pledge of Allegiance

### **IN RE: Opening Business -Approval of Agenda**

A motion to approve August 17, 2023, agenda by Elizabeth Sherian, seconded by Austin Haga. Motion carried.

### **IN RE: Old Business- Approval of Meeting Minutes**

A review of February 1, 2023, minutes was discussed, and with no additions or corrections suggested, a motion from Dennis Cox to approve, seconded by Austin Haga. February meeting minutes were approved by unanimous consent.

### **IN RE: New Business- Variance Request 39-A-163- Alan and Amber Goad**

Chairman Davis requested that staff provide information for the variance request. Staff shared with the board members the provided staff report, including a summary, evaluations, evidence, Code of Virginia-related law sections, history, and property attributes. Also addressing the application, GIS aerial, site visit pictures, and 1989 survey of the property—Additionally, staff explained to the board that proper advertisement and notification of adjoining landowners was completed. Staff received comments from John Whitaker on 8/8/23 of all the adjoining landowner notices that were sent out. Mr. Whitaker wanted to know more about what density meant. Staff explained the zoning requirements for Rural Farm and Article 3 Section 3-8c after a brief explanation of what was being proposed; Mr. Whitaker has no issues with the proposed request.

As part of the report, staff recapped Section 15.2-2309 Powers of the Board of Zoning Appeals and their authority in Section 15.2-2201 of the Code of Virginia. Also, addressing the importance of ensuring the variance request should alleviate a hardship or that the ordinance restricts the utilization of the property.

Based on the evaluation of the property by staff and the evidence presented during the meeting, staff recommended approval of the variance request to allow a manufactured home to be replaced on the parcel

as it can meet the required setbacks, and the evidence supports that the strict application of the terms of the ordinance would responsibly restrict the utilization of the property and by granting the variance it would alleviate a hardship due to a physical condition relating to the property at the time of the effective date of the ordinance.

Members of the board had several questions for Mr. and Mrs. Goad relating to the variance request.

Ron Davis asked about the size of the demolished mobile home. Mr. and Mrs. Goad did not know. Chairman Davis asked about the camper already on site. The Goads indicated it was for sale and that Ms. Goad's mother had purchased it thinking she could move here and live in it, her mother is desperate to be closer to family. The property has two septic systems and a water source. The septic was evaluated by Dwight Carter and pumped and repaired by Key Plumbing. The system is a viable option along with the electrical already in place from the previous mobile home, states Ms. Goad.

Dennis Cox, asked staff about the widening of Scenic Road, Hwy. 94. and Mandolin Road. Staff stated there were no indications of this ever happening; it was not on VDOT's six-year plan. Staff questioned the plans after the mother passed. Would it be rented or removed? The Goads replied, possibly rented but also could be kept for their children to use. And have plans to keep the property.

With no further questions, Chairman Davis asked for a motion. Elizabeth Sherin made a motion for approval based on staff rationale, seconded by Austin Haga. No discussion was had. A resolution for approval was read by staff. The resolution was approved with unanimous consent. The resolution is recorded here in the minutes.

# Grayson County Virginia

Grayson County  
Board of Zoning Appeals



Commonwealth of  
Virginia

## RESOLUTION

### VARIANCE REQUEST APPROVED TAX MAP NUMBER 39-A-163

WHEREAS, the Code of Virginia, specifically § 15.2-2309, states that the Board of Zoning Appeals shall grant a variance if the evidence shows that the strict application of the terms of the ordinance would unreasonably restrict the utilization of the property or that the granting of the variance would alleviate a hardship due to a physical condition relating to the property or improvements thereon at the time of the effective date of the ordinance, and:

- (i) the property interest for which the variance is being requested was acquired in good faith and any hardship was not created by the applicant for the variance;
- (ii) the granting of the variance will not be of substantial detriment to adjacent property and nearby properties in the proximity of that geographical area;
- (iii) the condition or situation of the property concerned is not of so general or recurring a nature as to make reasonably practicable the formulation of a general regulation to be adopted as an amendment to the ordinance;
- (iv) the granting of the variance does not result in a use that is not otherwise permitted on such property or a change in the zoning classification of the property; and
- (v) the relief or remedy sought by the variance application is not available through a special exception process that is authorized in the ordinance pursuant to subdivision 6 of § 15.2-2309 or the process for modification

of a zoning ordinance pursuant to subdivision A.4 of § 15.2-2286 at the time of the filing of the variance application.

WHEREAS, the Board finds as true the factual statements and rationale set forth in the staff report,

BE IT, THEREFORE RESOLVED that pursuant to Virginia Code Section 15.2-2309, after a full examination of the facts and law related to the case, the Board of Zoning Appeals finds the foregoing criteria are met, and the Board of Zoning Appeals approves variance request 20230120, to grant the request to allow the replacement of manufactured home on tax map parcel number 39-A-163 without the required density.

Adopted by the Grayson County Board of Zoning Appeals on the 17<sup>th</sup> day of August 2023.

This measure was adopted upon the following vote of the Board:

Recorded Vote

Moved by: Elizabeth Sherin

Seconded by: Austin Haga

Yeas: 4

Nays: \_\_\_\_\_

By: Ron Davis  
Ron Davis, Chair

Grayson County Board of Zoning Appeals

Attest: [Signature]  
Mida C. Black, Clerk

Grayson County Board of Zoning Appeals

**IN RE: Public Hearing**

No public in attendance

**IN RE: Zoning Updates**

Staff shared with the BZA the current status of the renewable energy ordinance and the timeline to update the Comprehensive Plan and updates to the zoning ordinance. All should be completed by December 2023.

**IN RE: Adjournment**

Elizabeth Sherian made a motion to adjourn, seconded by Dennis Cox. Motion approved; the meeting was adjourned.

Ron Davis  
Ron Davis, Chairman

01/25/2024  
Date



**Grayson County Board of Zoning Appeals**

**Organizational Documents**

**January 2024**

**Rules of Procedure**

**Code of Conduct**

**Code of Ethics**

**Approved by the Grayson County Planning Commission:**

Bob Davis Chairman 01/25/2024 Date

**GRAYSON COUNTY BOARD OF ZONING APPEALS  
RULES OF PROCEDURE – January 2024**

Be it resolved that the Grayson County Board of Zoning Appeals does hereby accept and adopt these Rules of Procedure in order to better facilitate its powers and duties in accordance with the provisions of Title 15.2, Code of Virginia of 1950, as amended.

**ARTICLE I - TITLE**

1.1 The official title of this Board shall be the Board of Zoning Appeals.

**ARTICLE II - AUTHORITY AND JURISDICTION**

2.1 State Requirement. Every locality that has enacted or enacts a zoning ordinance pursuant to this chapter or prior enabling laws, shall establish a board of zoning appeals that shall consist of either five or seven residents of the locality, appointed by the circuit court for the locality. As stated in §15.2 - 2308 Code of Virginia, 1950, as amended.

2.2 Jurisdiction. The unincorporated land, area, and property of Grayson County, Virginia.

2.3 Roles. The roles of the Grayson County Board of Zoning Appeals shall be in accordance with § 15.2-2309 Code of Virginia, 1950, as amended, and as listed in the Grayson County Zoning Ordinance to include the following;

- a) Hear and decide appeals from any order, requirement, decision, or determination made by an administrative officer in carrying out the administration or enforcement of the ordinance;
- b) Hear and act upon an application for a variance in accordance with the Zoning Ordinance; to alleviate hardships by virtue of the inability of the land owner to comply with the provisions of this ordinance by reason of unique shape, topography, or physical features of the lot;
- c) Hear and decide appeals from the decision of the Zoning Administrator;
- d) Hear and decide applications for interpretation of the district map where there is any uncertainty as to the location of a district boundary;
- e) Within its budget appropriation and other funds at its disposal, enter into contracts for such services as it may require.

### **ARTICLE III - MEMBERS**

- 3.1 The Grayson County Board of Zoning Appeals shall consist of five (5) or seven (7) members appointed by the Circuit Court of the locality. Members shall be residents of Grayson County.
- 3.2 Their terms of office shall be for five years each, except that original appointments shall be made for such terms that the term of one member shall expire each year.
- 3.3 The secretary of the Board shall notify the court at least thirty days in advance of the expiration of any term of office and shall also notify the court promptly if any vacancy occurs. Appointments to fill vacancies shall be only for the unexpired portion of the term. Members may be reappointed to succeed themselves. A member whose term expires shall continue to serve until his successor is appointed and qualifies.
- 3.4 The Circuit Court prefers that the Board of Supervisors recommend new members and re-appointments by appropriate order submitted to the Judge by the Board of Supervisors. At such time that the Judge appoints the new member or re-appoints the member, the member shall be contacted by the Clerk, notifying them of the appointment and the term limits for the appointment.
- 3.5 Members of the Board of Zoning Appeals shall adhere to and operate in accordance with the organizing documents of the Board. These include the "Code of Conduct, Grayson County Board of Zoning Appeals," "Code of Ethics, Grayson County Board of Zoning Appeals," and this document "Rules of Procedure, Grayson County Board of Zoning Appeals." At the annual meeting of the Board, all three documents should be reviewed and ratified. Agreement to adhere to the organizational documents shall be noted by the signature of each member on the document.
- 3.6 Members of the Board of Zoning Appeals are required to participate in one-hour training upon appointment as provided by the Clerk. All members are required to be sworn in with the Clerk of Court, Grayson County, upon appointment and re-appointment. Periodic training activities may be required, as identified by the Board of Zoning Appeals.
- 3.7 Members will be compensated for their time in attending scheduled meetings. Attendance is necessary for payment. Payment amount is currently a flat rate of \$50.00 per member per meeting.
- 3.8 Members of the Board of Zoning Appeals shall possess the following qualifications; residents of Grayson County, qualified by knowledge and experience to make decisions in regards to community growth, zoning, land use policy, and development, capable of unbiased and ethical decision and physically able to meet once a month. In accordance with section 15.2-2308 State Code of Virginia, 1950, as amended, members of the Board shall hold no other public office in the locality except that one may be a member of the local planning commission.

- 3.9 Members must complete the financial disclosure statements and other paperwork as required by the State Code of Virginia, 1950, to serve as an appointed member to the Grayson County Board of Zoning Appeals.
- 3.10 Any board member or alternate may be removed for malfeasance, misfeasance or nonfeasance in office, or for other just cause, by the court that appointed him, after a hearing held after at least fifteen days' notice in accordance with 15.2-2308 State Code of Virginia, 1950, as amended.
- 3.11 Any member of the Board who chooses to resign must submit a letter of their resignation to the Clerk of the Board, and the letter is to be filed with the official records of the membership.

#### **ARTICLE IV - OFFICERS AND CLERK**

- 4.1 **Chairman and Vice-Chairman.** A Chairman and a Vice-Chairman shall be elected from its members at the annual meeting of each calendar year. The Chairman shall preside over all meetings, and the Vice-Chairman shall preside in the absence of the Chairman.
- 4.2 **Term of Office.** The Chairman and Vice-Chairman shall be elected for one-year terms. Either or both may be re-elected for one or more additional one-year terms.
- 4.3 Individuals selected to serve as Chairman and Vice-Chairman should be experienced members of the Board of Zoning Appeals, knowledgeable of official meeting conduct, capable of official duties, and familiar with County ordinances and the legal aspects of zoning.
- 4.4 Unless otherwise stated or decided by the Board of Supervisors or County Administrator, the Zoning Administrator shall serve as Clerk or Secretary to the Board of Zoning Appeals. In service, the Clerk shall perform all necessary functions and duties to ensure the proper and legal function of the Board of Zoning Appeals.

#### **ARTICLE V - MEETINGS**

- 5.1 **Annual Meeting.** The meeting held in January of the year shall be known as the Annual Meeting. At said Annual Meeting, elections shall occur, and the Organizational Documents reviewed and ratified. The rules, procedures, and other aspects of the Organizational Documents must be consistent with ordinances of the locality and general laws of the Commonwealth.
- 5.2 **Regular Meetings.** The Board of Zoning Appeals shall meet in regular session on the third Thursday of each month at 5:00 p.m. This Board may subsequently establish different days, times, or places for such regular meetings by official vote. The day, location, and time of regular meetings shall be posted on the government website for the general public.



- 5.3 **Cancelled Meetings.** If the regular meeting is unable to occur because of inclement weather conditions or other extenuating circumstances which make it hazardous for members to attend, the Board will meet in regular session on the Thursday of the next week to conduct its business, including public hearings, without further advertisement. Each member should be notified by phone of the cancellation, and local radio should be notified to announce the schedule change to the general public.
- 5.4 **Unnecessary Meeting.** When there are no items scheduled for that month's agenda, the Board of Zoning Appeals will not meet at that month's regular meeting time.
- 5.5 **Meeting Notification and Agenda.** The Zoning Administrator will mail an agenda to each member of the Board of Zoning Appeals at least six (6) days prior to the regular meeting. Receipt of the agenda serves as notification to each member that the Board of Zoning Appeals will meet that month. Members of the Board of Zoning Appeals should expect monthly meetings and should plan on attending all meetings. When a planned absence is expected, the member is to notify the Clerk as soon as possible.
- 5.6 **Special Meetings.** A special meeting of the Board of Zoning Appeals may be called by the Chairman or at the request of two or more members pursuant to the Code of Virginia 1950, as amended. When a Special Meeting is required, the Clerk shall mail to all members, at least five days in advance of a special meeting, a written notice fixing the time and place of the meeting and purpose thereof.
- 5.7 **Public Hearings.** Public hearings shall be held when deemed necessary and when proper public notice has been given pursuant to the Code of Virginia, 1950, as amended.
- 5.8 **Place of Meetings.** All meetings shall be held in the Boardroom of the Grayson County Courthouse in Independence, Virginia, unless a different meeting place has been established and notice published as required by the Code of Virginia, 1950, as amended.
- 5.9 **Open Meetings.** All meetings shall be open to the public, provided that the Commission may, for purposes provided for in the Virginia Freedom of Information Act, upon motion made, seconded, and duly adopted, meet in closed session. Official business shall occur in open meetings only.

## **ARTICLE VI. - QUORUM AND ACTIONS**

- 6.1 **Quorum.** A majority of all the members of the Board of Zoning Appeals shall constitute a quorum. The Chairman shall be included and counted in determining the presence or absence of a quorum.
- 6.2 A regular member, when he knows he will be absent from or will have to abstain from any application at a meeting, shall notify the Chairman, or the Clerk, twenty-four hours prior to the meeting of such fact.
- 6.3 No action shall be taken by the Board on any case until after a public hearing and notice thereof shall be published and mailed in accordance with Section 15.2 -2204 Code of

Virginia, 1950, as amended.

- 6.4 Appeals to the Board of Zoning Appeals shall be taken within thirty (30) days after a decision by filing a letter with the Zoning Administrator and, with the Board, a notice of appeal specifying the grounds of the appeal. The Zoning Administrator shall then transmit to the Board all the papers constituting the record upon which the action was taken.
- 6.5 The Board shall fix a reasonable time for hearing the application or appeal, give public notice thereof as well as notifying interested parties, and decide the same within sixty (60) days.
- 6.6 The Board may reverse or affirm, wholly or partly, or may modify an order, requirement, decision, or determination appealed from. The concurring vote of a majority of the membership of the Board shall be necessary to reverse any order, requirement, decision, or determination of any administrative officer or to decide in favor of the applicant on any matter upon which it is required to pass under the ordinance or to effect any variances from the ordinance.
- 6.7 The Board may call upon any other officer or agency of the County for information in the performance of its duties, and it shall be the duty of such other agencies to render the information to the Board as may be reasonably required.
- 6.8 Any office, agency, or department of the County or other aggrieved party may appeal any decision of the Board to the Circuit Court of Grayson County as provided for in Section 15.2-2314 of the Code of Virginia, 1950, as amended.
- 6.9 In decisions or variances, the Board shall indicate the specific section of this ordinance under which the variance is being considered and shall state its findings beyond such generalities as "in the interest of public health, safety, and general welfare." The Board shall state clearly the specific conditions imposed in granting the variance. For variance cases pertaining to hardship, the Board shall specifically identify the hardship warranting such action by the Board.
- 6.10 At the public hearing of the case before the Board, the appellant shall appear on his own behalf or be represented by counsel or agent. The appellant's side of the case shall be heard first, and those in objection shall follow. To maintain orderly procedure, each side shall proceed without interruption from the other.
- 6.11 The Grayson County Planning Commission shall be permitted to submit an advisory opinion on any matter before the Board, and such opinion shall be made part of the record of the public hearing.
- 6.12 Required Absence. No action shall be taken by the Board of Zoning Appeals unless there is a quorum, provided, however, that the temporary absence from the meeting room of members sufficient to constitute a quorum shall not be deemed to prevent the hearing of presentations or the discussion of matters submitted to the Commission. Absence of a quorum should be

noticed and announced before official action is taken. Scheduled business unheard due to lack of quorum shall occur at the next regular meeting or at a special meeting upon request of the Chairman.

- 6.13 Voting. Votes shall be taken on all motions made and seconded.
- 6.14 Roll Call Vote. A roll call vote shall be taken at the request of any member when such a request is made prior to the taking up of any other business. A roll call vote shall be taken on the final vote on any ordinance, resolution, zone amendment, or contract.
- 6.15 Restating the Question. The Chairman shall restate the question prior to the taking of a vote, provided, however, that he may request that another member or Clerk restate the question if, in his opinion, that will expedite the decision thereof.
- 6.16 Unanimous Consent. Where no formal action is required, and no objection is heard, a request of a member shall be deemed a request of the Board of Zoning Appeals without further action when such request is made at a meeting with a quorum present, and the Chairman states that such a request shall be deemed a request of the Board of Zoning Appeals.
- 6.17 Tie Votes. When a tie vote occurs, the question shall be passed by until the next meeting, regular or special, at which time it must be put to a vote again. If the tie remains unbroken, the question is defeated, and the Clerk will record it as defeated.
- 6.18 Reconsideration. An action may be reconsidered only upon a motion of a member voting with the prevailing side of the original vote. A motion to reconsider may be made by a member voting on the losing side of the original vote after a 6-month period has elapsed. A motion to reconsider may be seconded by any member. A motion for reconsideration will be acted on only after following notice of not less than required by law.
- 6.19 In the case of an appeal of the Board of Zoning Appeals' decision to the circuit court, procedures shall follow those as listed in the Code of Virginia, 1950, as amended.

## **ARTICLE VII - ORDER OF BUSINESS FOR REGULAR MEETINGS**

- 7.1 Commencement of Meeting. At the specified hour, the Chairman will call the meeting to order.
- 7.2 Agenda. The Clerk shall prepare the agenda for each meeting based upon the required county business to be heard. Any member having matters to be considered at the next meeting shall submit them to the Clerk for inclusion in the agenda at least 7 days prior to the meeting date. The agenda should be presented to each member in advance, with the official Meeting Agenda available at each meeting.
- 7.3 Approval of Minutes. The Board of Zoning Appeals shall review and approve or amend the minutes of the previous meeting.

- 7.4 Orders on Agenda. The Chairman, in consultation with the Clerk, shall establish the order of the agenda, taking into account the need for staff or other presentations and probable public interest, in order to maximize convenience to the public and minimize adverse impact on the performance of normal staff functions, insofar as it is practicable.
- 7.5 Minutes. The Clerk shall keep the minutes of the meetings of the Board. At the request of any member, made at the time of said presentation of discussion, the minutes shall include a summary of the substance of the presentation or debate. The Clerk shall maintain for one year an electronic recording of the proceedings of all meetings. A copy of the minutes of the transcribed proceedings shall be kept on file in minute record books in the Circuit Clerk's vault for use by the general public. Citizens may purchase copies. The Clerk shall promptly transcribe the minutes following completion of the meeting.
- 7.6 The Board of Zoning Appeals shall keep a full public record of its proceedings and shall submit a report of its activities to the governing body at least once a year.

#### **ARTICLE VIII - ORDER IN THE CONDUCT OF BUSINESS**

- 8.1 Persons Addressing the Board of Zoning Appeals. These persons shall limit their presentation to the time allotted by the Chairman on the agenda unless, by unanimous consent, shall extend such time. The Chairman, in fixing such time, shall take into account the complexity of the matter, its importance in relation to other business and time available on the meeting date sought. Insofar as is practicable persons addressing the Board shall furnish the Clerk and members with a written copy of their remarks.
- 8.2 Public Hearings. In instances in which persons address the Board, through the Chairman, without having first being placed on the agenda, they shall be subject to such time limitation as the Commission in its discretion, may impose and all other stipulations of these Rules. Each speaker shall be limited to one appearance at each public hearing.
- 8.3 Recognition. Shall be given only by the presiding officer. No person shall address the Board of Zoning Appeals without having first been recognized. When all public testimony has concluded, and the Board of Zoning Appeals is in discussion of the matter, no person shall thereafter be recognized.
- 8.4 Cumulative or Repetitive Testimony. Shall not be permitted on any matter, and persons of the same position, as a previous speaker shall state their name and the position with which they agree.
- 8.5 Questions. By Board of Zoning Appeals members, shall be reserved insofar as possible for the end of a presentation to avoid interrupting the speaker, disrupting the time-keeping process, and duplicating ground the speaker may cover.

- 8.6 Oaths and Affirmations. May be administered and taken by the Chairman or person presiding in his stead, when a majority of the Board deems it appropriate to take sworn testimony. The Chair may place an individual under oath at any time before or during his presentation. Any such person shall be deemed to remain under oath as to the matter with respect to which he was sworn for the remainder of the duration of the meeting.
- 8.7 Discussions and Debates by the Board of Zoning Appeals. Shall be conducted following the presentation of testimony on the item of business pending. Members shall not speak to the item until recognized by the Chair. A member who has spoken to the item shall not again be recognized until each other member desiring to speak shall have an opportunity to speak. After the Board of Zoning Appeals shall have acted, any member shall have the right to state a protest against the action and his reasons, therefore.
- 8.8 Decisions on Points of Order. The Chairman, when presiding at a meeting of the Board of Zoning Appeals, without vacating the Chair, may give his reasons for any decision made by him on any point of order, and such decision shall be made without debate.
- 8.9 Points of Order and Appeal. Any member of the Board of Zoning Appeals may appeal the decision of the Chairman on any question of order, a majority vote of those present being necessary to over-rule the Chairman.
- 8.10 Motion to Adjourn. A motion to adjourn shall always be in order and shall be decided without debate.
- 8.11 Motions While a Question is Under debate. When a question is under debate at a meeting of the Board of Zoning Appeals, no motion shall be received unless it is one to amend, to commit, to postpone, for the previous question, for a substitute motion to lay on the table, or to adjourn.

## **ARTICLE IX - DECORUM**

- 9.1 Of Members. Order shall be maintained in order to expedite the disposition of the business before the Board of Zoning Appeals. Questions and remarks shall be limited to those relevant to the pending business. Members shall not converse with other members or with other persons in any manner having a disturbing effect on the conduct of business. Members shall address all remarks to the Chairman as presiding officer.
- 9.2 Of Other Person. Shall be maintained by the Chair, who may request such assistance as to him appears necessary and may request the Sheriff or one of his deputies to attend meetings to preserve order. Persons addressing the Board of Zoning Appeals shall limit their remarks to those relevant to the pending items. No persons in attendance shall be allowed to voice remarks except as recognized by the presiding officer after audibly stating their name and whom they represent. Groups in the audience creating an atmosphere detrimental or

disturbing the conduct of the meeting will be asked to leave by the presiding officer. No person shall bring into the Meeting Room any sign, banner, or other such items, provided that models, photos, maps, charts, drawings, and other such demonstrative materials intended for use in a presentation by a specific person shall be permitted.

**ARTICLE X - MISCELLANEOUS**

- 10.1 Roberts Rules of Order. Newly revised Roberts Rules of Order shall govern the conduct of all meetings of the Board of Zoning Appeals to the extent that they are not inconsistent with these rules and the laws of the Commonwealth of Virginia.
- 10.2 Amendment of the Rules. May be accomplished by a majority vote of the entire membership, provided that such amendment may not be voted upon at any meeting unless the text of the proposed amendment has been presented to at least one previous meeting at which the date for a vote has also been established. Any proposed amendment shall be subject to further amendment at the meeting at which the vote is taken.
- 10.3 Suspension of the Rules. May occur when the Board, by a majority vote, adopts a motion to suspend the rules. In such an event, the rules shall be deemed suspended only with respect to the specific matter or question, not then in accordance with the rules.

Organizational Documents, including the Code of Conducts, Code of Ethics, and Rules of Procedure  
Adopted on \_\_\_\_\_ by the Grayson County Board of Zoning Appeals.

Chairman, \_\_\_\_\_

Date: \_\_\_\_\_

## **CODE OF CONDUCT**

### **GRAYSON COUNTY BOARD OF ZONING APPEALS**

**RECOGNIZING THAT PERSONS HOLDING A POSITION OF PUBLIC TRUST ARE UNDER CONSTANT OBSERVATION AND RECOGNIZING THAT MAINTAINING THE INTEGRITY AND DIGNITY OF THE PUBLIC OFFICE IS ESSENTIAL FOR MAINTAINING HIGH LEVELS OF PUBLIC CONFIDENCE IN OUR INSTITUTIONS OF GOVERNMENT, EVERY MEMBER OF THE GRAYSON COUNTY BOARD OF ZONING APPEALS PLEDGES TO ADHERE TO THE FOLLOWING CODE OF CONDUCT.**

1. Regularly attend all scheduled meetings of the Grayson County Board of Zoning Appeals as well as special or called meetings relevant to the office.
2. Properly prepare for each meeting.
3. Create a positive environment in meetings of the Grayson County Board of Zoning Appeals.
4. Maintain an attitude of courtesy and consideration toward colleagues, citizens, and staff during all discussions and deliberations.
5. Allow citizens, colleagues, and staff sufficient opportunity to present their views within the prescribed rules for conduct of meetings of the Grayson County Board of Zoning Appeals.
6. Avoid the use of abusive, threatening, or intimidating language or gestures directed at colleagues, citizens or staff.
7. Avoid comments, body language, or distracting activity that conveys a message of disrespect and lack of interest.
8. Respect all local, state, and federal laws, rules and other regulations.
9. Submit completed financial disclosure forms to the Grayson County Administrator's Office by the specified deadline.
10. Publicly acknowledge and respect the adopted position when asked about a decision of the Grayson County Board of Zoning Appeals.

# CODE OF ETHICS

## GRAYSON COUNTY BOARD OF ZONING APPEALS

**MEMBERS SHALL ETHICALLY SERVE THE PUBLIC INTEREST BY MAKING DECISIONS AND TAKING ACTIONS WHICH WILL ENHANCE THE PUBLIC HEALTH, SAFETY AND WELFARE OF THE REGION AND THE CITIZENS SERVED BY THE GRAYSON COUNTY BOARD OF ZONING APPEALS AND BY PROMOTING PUBLIC CONFIDENCE IN THE INTEGRITY, \*INDEPENDENCE ABILITY, AND IMPARTIALITY OF THE BOARD OF ZONING APPEALS.**

1. Members shall uphold the prestige of their office, and avoid impropriety and the appearance of impropriety.
2. Members shall not convey the impression that they are in a position to influence the outcome of a decision of the Board of Zoning Appeals and shall not attempt to use their office to influence or sway the professional staff recommendation.
3. Members shall not disclose their determination nor render their intended vote on any agenda item prior to the agenda item being heard and voted on by the collective body of the Board of Zoning Appeals.
4. Members shall discharge their duties and responsibilities without favor or prejudice toward any person or group. Members shall not allow personal or business relationships to have impact upon their conduct or decisions in connection with Grayson County Board of Zoning Appeals business and shall not lend their influence towards the advancement of personal interests or towards the advancement of the interests of family, friends or business associates.
5. Members shall avoid creating the appearance of impropriety by refraining from engaging in private discussions with the applicant or their representatives about specific upcoming Board of Zoning Appeals agenda items. If a Member receives a private written, telephonic or electronic communication about an agenda item, the Member will promptly forward the information to the Clerk so that it may be shared with all other members.
6. Members shall not accept or solicit a gift, loan, payment, favor, service, promise of employment, business contract, meal, transportation or anything else of value if such thing is given with the understanding or possibility that it will influence the official action of the Member during official proceedings. The same standard shall apply to a gift, loan, favor, etc., for the spouse, child or any relative or business partner of the Member.
7. Members should refrain from participating in any proceeding in which their impartiality may reasonably be questioned. A member who's personal, employment or business relationship with a person or entity that is subject to a recommendation of the Grayson County Board of Zoning Appeals shall seek the advice and counsel of the County Attorney if such a relationship could conceivably influence the Member's impartiality during the official discussion of the subject. The provisions set forth by the Code of Virginia shall govern conflict of interest determinations.
8. Members shall remain vigilant against deviations from Grayson County Board of Zoning Appeals by-laws, policies, and purpose.

*\*Freedom from dependence on or control by another person, organization, or state.*