

**TOWN OF SOUTH BOSTON
BOARD OF ZONING APPEALS**

By-Laws

(revised 5/10/01)

ARTICLE 1. OFFICERS

- 1-1 The Board of Zoning Appeals (Board) shall organize; and annually elect a chairman, vice-chairman, and secretary at the first meeting held after the beginning of the Town's fiscal year (July 1).
- 1-2 The chairman shall preside at all meetings and hearings of the board, shall decide all points of order or procedure and shall appoint any committees that are found to be necessary.
- 1-3 The vice-chairman shall assume the duties of the chairman in the chairman's absence.
- 1-4 The secretary shall handle all official correspondence subject to these rules at the direction of the board; shall send out all notices required by these rules of procedure; shall keep the minutes of the board's proceedings; and shall keep a file on each case which comes before the board.

ARTICLE 2. MEETINGS

- 2-1 Meetings shall be held at the call of the Chairman and at such other times as the Board may determine. All meetings shall be open to the public, and the Secretary shall give public notice in accordance with Section 15.2 –2204, Code of Virginia (1950, as amended).
- 2-2 The Chairman, or in his absence the Vice-Chairman, may administer oaths and compel the attendance of witnesses.
- 2-3 A quorum shall consist of a majority of the Board.
- 2-4 The order of business at all regular meetings of the board shall follow Roberts Rules of Order except where in conflict with these by-laws or state law.

No action of the Board shall be valid unless authorized by a majority vote of the quorum present.
- 2-5 The presiding officer of all meetings shall maintain all voting privileges on all matters brought before the Board.
- 2-6 The Board may adjourn a regular meeting if all applications or appeals cannot be disposed of on the day set, and no further public notice shall be necessary for a continuation of such meeting.

ARTICLE 3. PROCEDURE FOR HEARING CASES

- 3-1 Appeals to the Board may be taken by any person affected by a decision of the Zoning Administrator and by applicants for a special exception or variance. Such appeal shall be filed with the Zoning Administrator on the form provided by the board. The zoning administrator shall transmit the appeal to the secretary of the board along with all papers constituting the record of action upon which the appeal is based.
- 3-2 The applicant shall provide the secretary with all information requested on the form provided by the board and any such additional information and data as may be required to advise the board fully with reference to the application for appeal. Applications for appeal must be made on the proper form.
- 3-3 An application for appeal files according to the above procedure shall be given a case number within five (5) days. Applications for appeals will be assigned for hearing in the order in which they are received.
- 3-4 The secretary of the board shall notify all interested parties of the time scheduled for the public hearing of the case and give public notice in accordance with 15.2-2204, Code of Virginia (1950), as amended.
- 3-5 The applicant may appear in his own behalf at the public hearing, or be represented by counsel or an agent.
- 3-6 The final decision on any appeal on the board shall be in the form of a resolution approved by a quorum of the membership of the board.
- 3-7 Within ninety (90) days of the filing of the application or appeal, the board shall notify the interested parties and the zoning administrator of the decision.

ARTICLE 4. RECORDS

- 4-1 A complete file on each appeal shall be kept by the secretary as part of the records of the board of zoning appeals.
- 4-2 All records of the board shall be public.

ARTICLE 5. ENACTMENT

- 5-1 These by-laws are adopted effective this 10th day of May, 2001.

Chairman

Attest: _____
Secretary