

**MINUTES OF  
FAUQUIER COUNTY BOARD OF ZONING APPEALS TRAINING  
November 7, 2003**

The Fauquier County Board of Zoning Appeals held a training session on Friday, November 7, 2003, beginning at 10:00 A.M. at the Fauquier County Court & Office Building on the 4<sup>th</sup> Floor. Members present were Mrs. Margaret Mailler, Chairperson; Mr. John Meadows, Secretary; Mr. James VanLuven; Mr. Maximillian Tufts, Jr.; Ms. Sonja Addison; and Mr. Mark Rohrbaugh. Also present were Mr. Paul McCulla, County Attorney; Mrs. Tracy Gallehr, Assistant County Attorney; Mrs. Kimberley Johnson, Zoning Administrator; Mr. Fred Hodge, Assistant Zoning Administrator; and Mrs. Deborah Dotson, Office Associate III.

The Board of Zoning Appeals discussed the following topics:

**Appeals to the BZA**

- I. Role of the BZA as Quasi-Judicial Body
  - A. Ex-parte contacts
  - B. The question you are asked to decide
    - 1. Zoning Administrator determinations
    - 2. Zoning Administrator interpretations
  
- II. Appeal Proceedings
  - A. Burdens of Proof for Each Party
  - B. Evidence and Cross Examination
    - 1. Request for additional information from appellant
    - 2. Gathering of sufficient evidence to support decision in Circuit Court challenge
  - C. Questioning, but not argument
  - D. Motions – how, what & when
  
- III. Current Procedure
  - A. What works well
  - B. Suggested changes
    - 1. Location of Zoning Administrator and staff
    - 2. “Affidavit” of Zoning Administrator

**FOIA Overview**

**ADJOURNMENT:** There being no further discussion the meeting adjourned at 12:45 P.M.

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Margaret Mailler, Chairperson

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John Meadows, Secretary