MINUTES OF THE LANCASTER COUNTY BOARD OF ZONING APPEALS REGULAR MEETING

July 1, 2025, at 6:00 PM

1. **Roll Call/Call to Order**

Item 2 and Item 3 on the published agenda are reversed. The Chair considers this a scrivener's error. Approval of Agenda will precede Election of Officers.

Board Members present: Quorum is present (3 Board Members)
Charles Deese Mark Boland Aaron Fender

Absent: James Faulkenberry

Staff: April Williams, Planning Director
Allison Hardin, Development Services Director
Jennifer Bryan, Planning Technician (Acting Secretary)

Members of the press were notified in advance but were not present. All adjacent property owners were notified by mail. A notice of public hearing was published in the Lancaster News at least 15 days prior to the meeting. The agenda was posted on the County website and posted in the lobby of the administration Building one week prior to the meeting. A copy of the agenda is on file.

THE FOLLOWING IS A SUMMARY ONLY; IT IS NOT A VERBATIM TRANSCRIPT.

Chairman Deese called the meeting to order at 6:00 p.m.

2. **Approval of Agenda**

Aaron Fender moved to Approve the Agenda; 2nd by **Mark Boland**. The motion was approved by unanimous consent.

3. **Election of Officers:**
   Chairman vacates the chair and turns the gavel over to Planning Director April Williams to moderate the election of officers.

Election of Chair:
Mr. Deese nominates James Faulkenberry (in absentia) for Chair. Mr. Faulkenberry is not present to confirm whether he would accept the nomination.
Mr. Fender nominates Mr. Deese for Chair. Mr. Deese acknowledges that he will accept the office if elected.
No other nominations for Chair were offered.
Show of hands for Mr. Faulkenberry: 0 votes.
Mr. Deese was elected by unanimous consent.

Election of Vice Chair:
Mr. Deese nominates James Faulkenberry (in absentia) for Vice-Chair.
No other nominations were offered.
Mr. Faulkenberry was elected by unanimous consent. At the next meeting, Mr. Faulkenberry will have the opportunity to accept or decline the nomination; if declined, another elective vote will be held for Vice-Chair.

April Williams returns the moderator's gavel to Mr. Deese.
Chairman Deese asks the Board Members for commentary or questions on the conduct of meetings.
Mark Boland askes for clarification on term limits, given that the Board was newly constituted in January 2025.
Mr. Deese: term limits are set by Council. One seat is currently vacant. Not more than one representative can be appointed per district.
April Williams: Clarification that the regions are the three sections of the County designated by the Comprehensive Plan, not Council Districts. Also, all term limits are staggered. Clerk to Council will notify you when your term is ready to expire.

4. **Approval of Minutes**
   a. Minutes of 6/3/2025 Meeting
   Call for a motion. Motion to approve as written by **Mark Boland**; 2nd by **Aaron Fender**
   Vote: 3:0 Minutes are approved

5. **Other Business:**
   a. Review and Discussion of Draft Rules & Procedures

State law lays out certain requirements for Boards, one of which is the establishment of Rules of Procedure. Rules for the BZA were drafted in summer of 2024, but were put on hold as Council undertook revision of revision of the County code of ordinances, including Chapter Two: Administration (includes Boards and Commissions).
The Board can now undertake review of the draft provisions, as provided (see attachment.)
The proposed edits are shown in blue.

Revisions presented in draft:

Article II: Meetings

- When no cases are submitted, the Board may choose to meet electronically
- Other rules for the conduct of electronic meetings are introduced.

Article II, Sec 2: All meetings must have an agenda
Article II, Sec 3: a Board member must have been present at a meeting to vote on approval of minutes.

Article III: Sec. 5: Process for deferral of a case.

Article IV: spelling and grammatical corrections

Article V:

- grammatical corrections
- Order of Meeting

Article VI: grammatical corrections

Comments and changes from Board Members:
Aaron Fender: Motion to edit Article III, Sec. 5 to read “one and only one such deferral”
Second by Mr. Deese.
Vote: 3:0 motion is approved.

Chairman Deese commends drafted changes to Section III on voting.

No other edits are recommended.

Chairman Deese calls for a motion. Mr. Boland moves to adopt the draft of Rules of Procedure as amended; second by Mr. Fender.
Vote: 3:0. **The motion is approved unanimously.**

A clean copy of the new Rules document with stated amendments will be provided to Council, and copies will be provided to Board Members at the next meeting.

b. **Next month’s agenda**: one Variance case has been submitted for consideration.
c. Announcement of UDO Stakeholder Meetings on Wednesday July 16th and Wednesday July 30, from 11:00 AM to 3:00 PM. Lunch will be provided.

6. **Adjournment:**

With there being no further business, **Mr. Fender** moved to adjourn
The motion was approved by unanimous consent. **Adjourned at 6:30 PM**.