



MEMBERS OF LANCASTER COUNTY BOARD OF ZONING APPEALS

BEVERLY WILLIAMS, DISTRICT 1
KEMESHA LOWERY, DISTRICT 2
KEYE JONES, DISTRICT 3
GARY WAYNE ALDEN, DISTRICT 4
SHERESA INGRAM, DISTRICT 5
, DISTRICT 6
FRANCES LIU, DISTRICT 7

**MINUTES OF THE LANCASTER COUNTY BOARD OF ZONING APPEALS
REGULAR MEETING**

October 3, 2023 at 6:00 PM

1. Roll Call

Board Members present: Quorum is present (6 Board Members)

Frances Liu	Keye Jones	Kemesha Lowery
Gary Alden	Beverly Williams	Sheresa Ingram (arrived after 6:00 pm)

Staff: Allison Hardin, Interim Planning Director Matthew Blaszyk, Planner
Jennifer Bryan, Clerk and Recording Secretary

Members of the press were notified in advance, but were not present. All adjacent property owners were notified by mail. No hearing items are scheduled: therefore, a notice of public meeting was published 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.

2. Call to Order

Chair Liu called the public meeting to order at 6:05 p.m.

3. Approval of Agenda

Beverly Williams moved to Approve the Agenda; 2nd by Kemesha Lowery. The motion was approved by unanimous consent.

4. Approval of Minutes from August 29, 2023

Chair Frances Liu asked if there were any comments, changes or corrections to the Minutes of the August 29, 2023 meeting. Beverly Williams was absent from the meeting of August 29, 2023. Kemesha Lowery moved to approve minutes as written, seconded by Gary Alden. The Board members voted 4:0 to approve and adopt the August 29, 2023 meeting Minutes. Beverly Williams abstained as absent from the August meeting.

[Sheresa Ingram arrived]

5. Public Hearing Items : NO PUBLIC HEARINGS SCHEDULED.

6. Other Business:

- a. Review of Next Month's agenda: VAR-2023-1769 Faith Presbyterian Church: Sec. 24 Development Standards: Setback minimum 35 feet.
- b. BZA Training with consultant Brad Farrar.

At the conclusion of training, the Board requested unanimously that:

- Further training sessions be scheduled with Mr. Farrar; and
- Counsel be present at future meetings to advise on the Board's interests, either John DuBose or other counsel selected by County Attorney or Administration.

c. Adjournment:

With there being no further business, Gary Alden moved to adjourn; motion seconded by Beverly Williams. The motion was approved by unanimous consent.

~~Allison~~
Jennifer

LANCASTER COUNTY BOARD OF ZONING APPEALS

SCRIPT AND ORDER OF MEETING

1. THE BOARD OF APPEALS AND ZONING DEPARTMENT WELCOME ALL OF YOU TO THE MEETING TONIGHT.
- ✓ 2. OUR BOARD MEMBERS ARE: CHAIR **FRANCES LIU, KEMESHA LOWERY, BEVERLY WILLIAMS, GARY ALDEN, KEYE JONES, and SHERESA INGRAM.**
- ✓ 3. AS THERE ARE NO PUBLIC HEARING ITEMS TONIGHT, IN ORDER TO PRESERVE AS MUCH TIME AS POSSIBLE FOR TRAINING, WE WILL CONDUCT THE NECESSARY ADMINISTRATIVE BUSINESS AND THEN ADJOURN THE MEETING.
- ✓ 4. MADAM CLERK WILL YOU PLEASE CALL THE ATTENDANCE?
- ✓ 5. AT THIS TIME I WILL ASK ALL MEMBERS OF STAFF TO PLEASE STAND, STATE YOUR NAME AND YOUR DUTIES WITHIN THE COUNTY. [As there are no matters for Public Hearing requiring testimony, no Oath is required]
- ✓ 6. OUR FIRST ORDER OF BUSINESS IS TO **APPROVE THE AGENDA.** ARE THERE ANY CHANGES TO THE AGENDA? *5:0*
[ASK FOR A MOTION TO APPROVE, SECOND, DISCUSS AND APPROVE].
- ✓ 7. OUR NEXT ORDER OF BUSINESS IS TO **APPROVE THE MINUTES FOR AUGUST 29, 2023,** ARE THERE ANY CHANGES? *So Defers to November 14th*
[ASK FOR MOTION TO APPROVE, SECOND, DISCUSS AND APPROVE.]
8. ARE THERE ANY OTHER ITEMS OF BUSINESS TO DISCUSS?
- ✓ 9. [Review of Next Month's Agenda]
- ✓ 10. [Other]
- ✓ 11. IF NO FURTHER BUSINESS, CALL FOR ADJOURNMENT, PAUSE, AND ADJOURN.

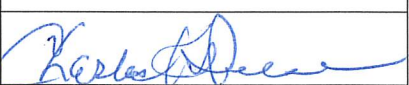
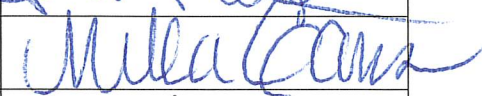
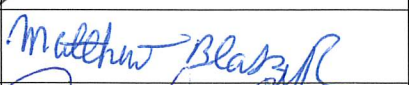
BOARD OF ZONING APPEALS: TRAINING MODULE

General guidelines, By-Laws, and Rules of Procedure

COURSE INSTRUCTOR: Bradley Farrar

October 3, 2023

SIGN IN SHEET

NAME	DEPT	SIGNATURE
ALLISON HARDIN	Development Services	
FRANCES LIU Dist. 7 (Chair)	BZA	
BEVERLY WILLIAMS Dist. 1 (Vice Chair)	BZA	
KEMESHA LOWERY Dist. 2	BZA	
KEYE JONES Dist. 3	BZA	
GARY ALDEN Dist.4	BZA	
SHERESA INGRAM Dist. 5	BZA	
CHARLES DEESE	Planning Commission	
SHANNON CATOE	Zoning Dir.	
MIKA GARRIS	Zoning	
JULIE FAILE	Zoning	
MATTHEW BLASZYK	Planning	
JENNIFER BRYAN, Clerk	BZA, Planning	