

# City of Alexandria, Virginia

## MEMORANDUM

DATE: SEPTEMBER 9, 2024

TO: GLORIA SITTON, CITY CLERK  
OFFICE OF THE CITY CLERK AND CLERK OF COUNCIL

THRU: KARL W. MORITZ, DIRECTOR  
DEPARTMENT OF PLANNING & ZONING

FROM: TIM FOLEY, CHAIR  
BOARD OF ZONING APPEALS

SUBJECT: FISCAL YEAR 2024 ANNUAL REPORT OF THE BOARD OF  
ZONING APPEALS (BZA)

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### I. BACKGROUND

I am pleased to present this Annual Report for the Board of Zoning Appeals (BZA) for Fiscal Year 2024, as required by City Code section 2-4-7(i)(1). An attendance form is also attached.

The BZA is appointed by City Council and performs duties as specified under Title 15 of the Virginia Code and Chapter 9 of the City Charter and Article 11 of the City's Zoning Ordinance. The BZA is charged with hearing and deciding Variances, Special Exceptions, and Appeals of Determinations by the Director of the Department of Planning & Zoning.

### II. SUMMARY OF BOARD ACTIVITIES FOR FISCAL YEAR 2023 (JULY 1, 2023 – JUNE 30, 2024)

FISCAL YEAR	2024	2023	2022
Variance Cases	1	3	6
Special Exception Cases	1	9	8
Appeal Cases	0	1	0
<b>Total Case</b>	<b>2</b>	<b>13</b>	<b>14</b>

### **III. FISCAL YEAR 2024 CASE STUDIES**

The two cases heard by the BZA were straightforward, and the Board concurred with the staff recommendations for approval. Consequently, there will be no case studies for Fiscal Year 2024.

### **IV. FISCAL YEAR 2023 MEMBERSHIP, PUBLIC HEARINGS FORMAT AND ATTENDANCE**

#### **Membership:**

The Membership changed throughout the year due to term expirations. Quynn Nguyen's term expired on October 31, 2023 and Jon Waclawski's term expired on June 30, 2024. Ryan Belmore was appointed to the Board on December 12, 2023 and attended his first meeting on June 10, 2024. Tim Foley, Dawn Bauman, Paul Liu, Kimberlee Eveland, and Raj Patel continued to serve on the Board. The Officers changed several months late due to the lack of meetings and the Chair's preference to only hold meetings when cases need to be heard. Elections were held at the June 10, 2024 meeting, where the BZA unanimously elected Tim Foley as Chair, Dawn Bauman as Vice Chair, and Raj Patel as Secretary.

#### **Number and Format of Public Hearings:**

The BZA met in two (2) of the twelve (12) months during Fiscal Year 2024, extending from July 1, 2023, through June 30, 2024. August is the normal month in which the BZA is recessed; therefore, no Public Hearing was held. The other nine (9) months in which a Public Hearing was not held was due to a lack of cases submitted.

In terms of the format of the Fiscal Year 2024 Public Hearings, the two (2) Public Hearings were held in person, and in Council Chambers, City Hall.

Attendance: See Attachment I on page 3 for Attendance Report and Chair signature.

**ATTACHMENT  
1**

**CITY OF ALEXANDRIA  
BOARDS AND COMMISSIONS  
MEETING ATTENDANCE REPORT  
JULY 1, 2023 THROUGH JUNE 30, 2024**

COMMISSION: Board of Zoning Appeals (BZA)

CHAIRPERSON: Tim Foley, Chair

Board Member (With listed Officers as of 6.10.2024)	Jul 10	Aug	Sep 11	Oct 16	Nov 13	Dec 11	Jan 8	Feb 12	Mar 11	Apr 8	May 13	Jun 10
Tim Foley, Chair	Canceled	Recessed	Canceled	Canceled	Canceled	X	Canceled	Canceled	Canceled	Canceled	Canceled	X
Dawn Bauman, Vice Chair						A						X
Raj Patel, Secretary						X						V
Paul Liu						V						X
Quynn Nguyen						N/A						N/A
Jon Waclawski						X						X
Kimberlee Eveland						X						X
Ryan Belmore						N/A						X

**INDICATE:**

**X** – PRESENT; **A** – ABSENT; **N/A** – Not Yet Appointed or Former Member;  
**V** – Attended virtually with permission from Chair as outlined in the Electronic Participation Policy.

**Notes:**

- The BZA was in recess during August 2024.
- Nine (9) Public Hearings were canceled due to a lack of cases submitted.
- Ms. Nguyen’s term on the Board ended on October 31, 2023.
- Mr. Waclawski’s term on the Board ended on June 30, 2024.
- Elections occurred at the June 10, 2024 Public Hearing and Mr. Foley was elected Chair; Ms. Bauman was elected Vice Chair, and Mr. Patel was elected Secretary.
- City Council appointed Ryan Belmore (December 12, 2023) to the Board of Zoning Appeals for a four-year term.

**PLEASE NOTE: BZA WAS ONLY REQUIRED TO MEET TWICE IN FY 2024 SO THE FOLLOWING DATA WOULD BE HARD TO CALCULATE FAIRLY.**

LIST OF THOSE WHO ATTENDED VIRTUALLY TO 25% OF MEETINGS: **0**

LIST OF THOSE WHO DID NOT ATTEND 75% OF MEETINGS: **0**



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Tim Foley, Chair