



# City of Petersburg

## **Board of Zoning Appeals**

Brenda R. Henderson, Chair

Thomas L. Carwile

Steven E. Simonsen

Robert M. Baer

Michael R. Packer

## **City of Petersburg Board of Zoning Appeals**

Meeting Agenda

Thursday, January 22, 2026

2:00 PM

- 1) Call to Order
- 2) Roll Call
- 3) Public Information Period
- 4) Consent Agenda
  - a. Minutes from December 2025 Meeting
- 5) Public Hearing
- 6) Old Business
  - a. New written bylaws for the Board of Zoning Appeals.
- 7) Adjournment

**City of Petersburg Board of Zoning Appeals**

Petersburg Public Library, Multipurpose room

December 4, 2025, 2:00 PM

**Members Present:**

Chair Brenda Henderson

Steve Simonson

Michael Packer

**Members absent:**

Thomas Carwile

Robert Baer

**2025-Var-03:** A request for a variance of the maximum area of coverage for off-street parking to develop a single-family dwelling at 140 South Little Church Street.

Mr. Packer asked the applicant if he would merge the property with the adjacent lot to create more buildable space and to avoid the need for a variance. The applicant stated that the two lots were under separate ownership.

Mr. Simonson asked what the owner would do with the lot if he did not receive the variance. The applicant said that he would have sell the lot as a single-family dwelling is the only most economically effective use for the lot.

Mr. Packer motioned to defer the case to a later hearing. There was no second for the motion.

Mr. Simonson motioned to approve a variance of Article 19. Section 4. (8) as requested. Mr. Packer seconded the motion. Chair Henderson and Mr. Simonson voted to approved the motion. Mr. Packer voted to deny the motion.

The motion was approved.

**2025-Var-04:** A request for a variance of the maximum area of coverage for off-street parking to develop a single-family dwelling at 144 South Little Church Street.

Mr. Simonson motioned to approve a variance of Article 19. Section 4. (8) as requested. Mr. Packer seconded the motion. Chair Henderson and Mr. Simonson voted to approved the motion. Mr. Packer voted to deny the motion.

The motion was approved.



# City of Petersburg

Department of Planning &  
Community Development

135 N. Union Street, Room 304  
Petersburg, Virginia 23803

## Board of Zoning Appeals City of Petersburg

### Bylaws

#### Article I NAME AND OFFICERS

1. The name of this body shall be the Board of Zoning Appeals of the City of Petersburg , Virginia (the “Board”).
2. The Board shall organize and elect a Chair and Vice-Chair at the first meeting of each calendar year to occur no later than June. Such Officers shall be eligible for reelection.
3. The Chair shall preside at all meetings and hearings of the Board. The Chair shall decide all points of order or procedure and shall appoint any committees that are deemed necessary.
4. The Vice-Chair shall assume the duties of the Chair in their absence.
5. Should both the Chair and Vice-Chair be absent from a meeting, another member designated by the Board shall act as Chair and shall preside.
6. Each member of the Board’s term shall be 5 years. Board members may be reinstated.

#### Article II MEETINGS

1. The meetings of the Board shall be held on the fourth Thursday of each month at two o’clock PM, provided that at least five (5) days written notice, and acknowledgment of notice by all members, of the meeting is given to each member.
2. The Board shall consist of five (5) regular members. A quorum shall consist of three (3) members of the Board, and no business shall be transacted without a quorum.

3. The order of business at all meetings of the Board shall be as follows:

- a. Roll call
- b. Approval of Minutes of Previous Meeting
- c. Public Comment
- d. Old Business
- e. Hearing of Cases
- f. New Business
- g. Adjournment

The agenda may be modified by a majority vote of those members present.

4. The Board may recess a meeting to another date and time 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 the meeting at such later date to hear the cases carried over.

### Article III

#### PROCEDURE FOR HEARING CASES

1. Appeals and applications to the Board of Zoning Appeals may be taken by any person aggrieved by any decision of any administrative officer of the City dealing with the Zoning Ordinance; by applicants for a variance, or, if provided for in the Zoning Ordinance, a special exception; and by applications requesting a hearing and decision on the interpretation of a district zoning map where there is any uncertainty as to the location of a district boundary. Such appeals and applications shall be filed with the Zoning Administrator. The Zoning Administrator shall transmit the appeal or application to the members of the Board along with all papers constituting the record upon which the action appealed from was taken or on which the application is based
2. At the time of the public hearing the applicant may appear on his own behalf or be represented by counsel and shall be given an opportunity to be heard.
3. A contract purchaser of property that is the subject of a hearing before the Board, may represent the owner of the property if he has executed and submitted to the Board a valid affidavit authorizing him to represent the owner.
4. A final decision on any application or appeal to the Board shall be in the form of a resolution which must be approved by a majority of the membership of the Board. Such resolution shall set forth specifically the reasons, based upon findings of fact and law, for the Board's decision and the vote of each member participating therein, or, if absent or failing to vote, indicating such fact.

5. The Board may, within one (1) year of a decision, to the extent possible without infringing upon the valid rights of any party, and upon the affirmative vote of a majority of its members, reconsider any decision made and, upon such reconsideration, render a decision by a formal resolution.
6. Within thirty-one (31) days after the conclusion of the hearing, the Board shall make its decision. Within two (2) business days after a decision is rendered, the Secretary shall dispatch the decision to the parties in interest and the Zoning Administrator.
7. Any member of the Board shall be disqualified to act upon a matter before the Board in which the member has a personal interest, as provided by law.
8. To the extent not provided for in these Bylaws, rules of procedures in Board meetings and hearings shall be governed by Robert's Rules of Order, Newly Revised (10th Edition).
9. All Board meetings shall be recorded, so that it is possible to create a verbatim transcript of Board proceedings.

#### Article IV RECORDS

1. A file of all materials and decisions relating to each case shall be kept in the Office of the Zoning Administrator.
2. A copy of all meeting minutes shall be made available to the public no later than five (5) business days after being accepted by the Board.
3. Every decision of the Board shall be based on findings of fact based on testimony, which findings of fact shall be in writing and preserved among the records of the Board.
4. All records of the Board shall be public.