

**BOARD OF ZONING APPEALS
SPECIAL MEETING
MINUTES**

*Elkins City Hall
401 Davis Avenue
April 4, 2024
4:00 p.m.*

Present were members: L. Douglas, D. Turner, V. White, C. Norwod, C. Friddle. Also present: Sutton Stokes (City Clerk, recording secretary), G. Roberts (City Attorney), J. Wagler (Building, Zoning, and Code Enforcement).

PRESENTATION

WVU Land Use and Sustainable Development Law Clinic staff C. DeMuth and J. Richardson provided training concerning the role, authority, and rules concerning boards of zoning appeals.

NEW BUSINESS

a. Election of officers

Turner was nominated by White for chair. There were no other nominations. Turner was elected chair unanimously.

Norwood was nominated by Friddle for vice chair. There were no other nominations. Norwood was elected vice chair unanimously.

b. Proposed rules of procedure

Turner **MOVED APPROVAL OF THE BOARD'S RULES OF PROCEDURE, AS PRESENTED. The motion carried.**

c. Proposed forms and process for variance appeals

Friddle **MOVED APPROVAL OF THE APPLICATION FORM FOR VARIANCE APPEALS, AS PRESENTED. The motion carried.**

d. Proposed forms and process for conditional-use applications

Friddle **MOVED APPROVAL OF THE APPLICATION FORM FOR CONDITIONAL USE APPLICATIONS, AS PRESENTED. The motion carried.**

The meeting adjourned at 5:50 p.m.

David Turner
Name & Title

Chairman
Board of Zoning
Appeals
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David R. Turner
Signature