

MEMORANDUM

DATE: October 10, 2006  
TO: The Board of Supervisors  
FROM: William C. Porter, Jr., Assistant County Administrator  
SUBJECT: Temporary Appointment of Acting Zoning Administrator

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The attached resolution provides for the temporary appointment of an Acting Zoning Administrator to cover for the anticipated absence of Allen Murphy from the Planning Division due to his participation in the Succession Management Program. Mr. Murphy will be accepting a temporary position for six months in County Administration beginning November 1, 2006 until May 31, 2007. By this Memorandum, I am recommending that Melissa Brown, Senior Zoning Officer, be appointed Acting Zoning Administrator over this time period. Ms. Brown has achieved Certified Zoning Administrator status through the Virginia Association of Zoning Officials and she has demonstrated her ability to capably handle complex zoning matters.

Staff recommends approval of the attached resolution.

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William C. Porter, Jr.

CONCUR:



Sanford B. Wanner

WCP/gb  
TempAppt.mem

Attachment