

M E M O R A N D U M

DATE: March 24, 2009

TO: The Board of Supervisors

FROM: Steven W. Hicks, Development Manager

SUBJECT: Appointment of Zoning Administrator and Acting Zoning Administrator

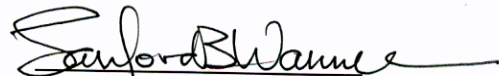
The attached resolutions provide for the appointment of Melissa C. Brown as Zoning Administrator and grant Ms. Brown the ability to appoint Christy H. Parrish as Acting Zoning Administrator in instances of absence. Mr. Allen J. Murphy, Jr. has served as Zoning Administrator until present. Mr. Murphy has been promoted to the position of Director of Planning/Assistant Development Manager and his current duties preclude his ability to continue to carry out the functions of Zoning Administrator. Ms. Brown is currently Deputy Zoning Administrator and has served as Acting Zoning Administrator since January 1, 2008.

By this memorandum, staff recommends that Melissa Brown, Acting Zoning Administrator, be appointed Zoning Administrator effective April 1, 2009. Ms. Brown has achieved Certified Zoning Administrator status through the Virginia Association of Zoning Officials, and has demonstrated her ability to capably handle complex zoning matters. In addition, staff recognizes the need to be prepared for occasions that may arise when the absence of Ms. Brown necessitates alternative arrangements. For that reason, staff is recommending that Ms. Brown be granted the ability to appoint Christy H. Parrish as Acting Zoning Administrator in her absence. Ms. Parrish has achieved Certified Zoning Administrator status through the Virginia Association of Zoning Officials and has demonstrated ability to handle complex zoning matters in a similarly successful fashion.

Staff recommends approval of the attached resolutions.


Steven W. Hicks

CONCUR:


Sanford B. Wanner

SWH/nb
ZoningAdm_mem

Attachments