

**Board of Zoning Appeals  
Information Sheet  
October 20, 2021**

**Overview**

The Christiansburg Board of Zoning Appeals (BZA) members are recommended by Town Council and appointed by the Circuit Court. Each term is 5 years. If appointed to an unfilled term, then the member would serve the remaining portion of the unexpired term. There are five members on the board and is Chair is elected by the BZA members. Council may appoint alternatives to serve when sitting members are not available.

**Duties**

The BZA meets as needed to consider two types of cases:

- 1) Variance Requests – A property owner may request a variance to certain requirements of the Zoning Ordinance such as zoning district minimum setbacks, minimum lot area, or maximum height standards.
- 2) Appeals to Zoning Decisions – When a staff determination is made or a violation is made, a property owner (or an affected party) may appeal this decision to the Board of Zoning Appeals within 30 days. The Board's role is to decide whether they believe as a board if the decision was made in error.

These responsibilities are defined and granted by the State. More information regarding this—the BZA overall—can be found in the two documents referenced below.

**Meetings**

The BZA meets as needed. Over the last five years (2016-2021), the BZA has met 11 times. There have been 8 variance requests and 3 appeals to a zoning decision during this period.

**Available Training**

Staff will provide an orientation for each new member to go over in detail aspects of the position.

Although not required, a certified Board of Zoning Appeals training offered through VCU's Center for Urban and Regional Analysis is available for members. A link can be found here:

["Our programming — Center for Urban and Regional Analysis \(vcu.edu\)"](#)

**Code Reference Documents Attached**

Town of Christiansburg Town Code

State of Virginia Code