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**SENT VIA REGULAR MAIL AND E-MAIL [acosby@mcguirewoods.com](mailto:acosby@mcguirewoods.com)**

M. Ann Neil Cosby, Esquire  
McGuireWoods  
Gateway Plaza  
800 East Canal Street  
Richmond, VA 23219-3916

**RE: Atlantic Coast Pipeline Variance Requests to Nelson County BZA  
Docket Numbers: 2018-007; 2018- 008; 2018- 009 and 2018- 010**

Dear Ann Neil:

Please be advised that the Nelson County Board of Zoning Appeals has scheduled a public hearing on the above captioned Variance Requests from Atlantic Coast Pipeline for Monday, December 3, 2018 commencing at 7:00 p.m. in the Nelson County Highschool auditorium on US Rouse 29 in Lovingston, Virginia.

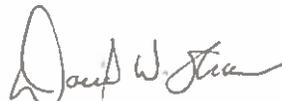
I am enclosing a copy of the Board of Zoning Appeals Guidelines for public hearing for your information.

Sandy Shackelford, the County Director of Planning and Zoning, will see to the publication of appropriate notices and mailing to adjoining landowners.

Please don't hesitate to call me should you have any questions.

With kind regards, I remain

Very truly yours,



David W. Shreve

DWS/mdw/17353

Cc: Sandy Shackelford, *County Planner, Nelson County*

# **NELSON COUNTY BOARD OF ZONING APPEALS**

## **PUBLIC HEARING GUIDELINES**

1. The Presentation by the Petitioner's representative(s) will be limited to fifteen (15) minutes. If it is difficult to fully explain a complex proposal orally within the time limit, it is recommended that the petitioner submit in advance to the Zoning Office written information that can be mailed to the Board of Zoning Appeals prior to their respective meetings.
2. A sign in sheet will be available and anyone desiring to speak must sign in.
3. Speakers representing a group will be allowed five (5) minutes to speak if their presentation will reduce the number of persons to make public comment.
4. Subsequent speakers will be allowed a maximum of three (3) minutes each and cannot allocate their time to another individual.
5. Speakers must come to the podium, give their name and address before making their remarks.
6. Speakers will be timed by a staff assistant and given notice when they have one (1) minute left and when their time has expired. Upon notification the speaker shall relinquish the podium and return to their seat.
7. Speakers are asked to not be repetitive and to insure their remarks are relevant to the request at hand.
8. When the public hearing is closed the Board of Zoning Appeals will deliberate on the agenda item, during which the public may remain present but will not be allowed to speak. Members of the Board of Zoning Appeals may ask questions of anyone in the audience in order to seek clarification of issues that were brought out at the hearing.
9. Abusive and inappropriate language will not be tolerated.
10. The Chair will fairly enforce the above rules.

# NELSON COUNTY

## PUBLIC HEARING GUIDELINES

### To be Announced at Each Hearing

1. The presentation by the petitioner's representatives will be limited to 15 minutes.
2. A sign in sheet is available and anyone desiring to speak must sign in.
3. The first speaker representing a group will be allowed 5 minutes to speak. Please identify your group when you first get up to speak.
4. All other speakers will be allowed 3 minutes each and cannot allocate their time to another speaker.
5. Speakers must come to the podium, give their name and address before making their remarks.
6. I will time each speaker and give notice when your time has expired. *Describe Signs*
7. Speakers are asked not to be repetitive and insure their remarks are relevant to the petition being heard.
8. After the public hearing is closed the Board will deliberate the agenda item, during which the public may remain but is not allowed to participate unless the Board directs a question to someone in the audience.
9. Abusive and inappropriate language will not be tolerated.
10. The Chairman will be responsible for enforcing the above rules.