

**Town of Windsor**

**Memorandum**

**TO:** The Honorable Mayor and Members of Town Council  
**FROM:** James Randolph, Planning & Zoning Administrator *JR*  
**SUBJECT:** Board of Zoning Appeals Appointment  
**DATE:** July 12, 2022

There is a currently a vacancy on the Board of Zoning Appeals (BZA) due to the recent passing of Frances D. Butler. Her willingness to have served in this capacity provided examples of her commitments to community and public service.

As you may be aware, members of the BZA are recommended by Town Council to the Circuit Court. The Circuit Court makes the actual appointments. Therefore, Council should begin the outreach process to identify a potential candidate for this position.

At a future date, if it be the will of Council, a motion can be adopted to recommend the citizen to the Court to fulfill the remaining term of this vacancy. This remaining term runs until December 31, 2024.

**Recommended Action**

No action is required at this time.

# CROCKER FUNERAL HOME

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## Frances D. Butler

( August 17, 1953 - May 20, 2022 )

Frances D. Butler, 68, transitioned Friday, May 20, 2022 at Consulate Healthcare of Windsor. Viewing will be held 4-7 p.m. Friday, May 27, 2022 at Crocker Funeral Home. A celebration of life will be held 11:00 a.m. Saturday, May 28, 2022 at Chapel Grove United Church of Christ, Windsor, VA. She will be laid to rest in the church cemetery. Professional services with dignity have been entrusted to Crocker Funeral Home, Inc