



**BOARD OF REVIEW OF REAL ESTATE ASSESSMENTS
CITY OF HAMPTON, VIRGINIA**

- CHAIR:** David E. Richards
- VICE-CHAIR:** Asa Jenrette, Jr.
- SECRETARY:** Aimee Hower
- MEMBERS:** Carl Burt, Pamela Christiansen, G. Cliff Moore

BUSINESS MEETING MINUTES
Thursday, April 24, 2025, 9:30 a.m.
EDA Conference Room, Ruppert Sargent Building
1 Franklin Street, Hampton Virginia

I. Call to Order by David Richards, Chair

II. Roll Call

Board of Review Members Present: David Richards, Asa Jenrette, Jr., G. Cliff Moore, Carl Burt

Absent: Pamela Christiansen

City Staff Present: Patricia Melochick, Sr. Deputy City Attorney, Olivia Griebel, City Assessor, Aimee Hower, Appraisal Services Coordinator, Jonathan Garner, Real Estate Assessments Manager, Michele Packard, Real Estate Supervisor

III. Approval of Minutes of Preceding Meeting – June 24, 2024

A motion was made by Carl Burt, 2nd by G. Cliff Moore to approve the minutes. The minutes were unanimously approved

IV. New Business

a. Election of Officers

A motion was made by Carl Burt, 2nd by G. Cliff Moore to uphold the same slate of officers as currently being held: David Richards, Chair, Asa Jenrette, Jr., Vice-Chair, Aimee Hower, Secretary
The vote was unanimously approved

b. Hearing Time Limits discussion

Mr. Richards suggested a time limit for hearings as was previously discussed at the last meeting of the Board. Ms. Griebel presented a graph of peer jurisdictions Board hearing time limits. After Board discussion, a motion was made by Mr. Jenrette and 2nd by Mr. Moore to update the *Board of Review Rules & Procedures for Hearings* document, drafted by the City Attorney’s office. The vote was unanimous to include in Section 4 an estimated time limit for hearings to be 40-45 minutes. The appellant having 10 minutes to present their case, the Assessor having 10 minutes to present

their case, and each having a 5-minute rebuttal time. The Board will deliberate as long as deemed necessary by the Board chair.

These adjustments to the hearing time limits are effective immediately and will be posted on the Hampton.gov website and be included in the Board hearing notification letters. To assist enforcement of the time limits, there will be a countdown timer on the presentation screen at the hearings.

c. Vote on Revised By-Laws if applicable

Not applicable at this time

V. Adjournment – The meeting was adjourned at 10:20 am

No hearings or appeals regarding real estate assessments were heard or considered, and no business other than that stated above occurred at this meeting of the Board.

Office of the Assessor of Real Estate
1 Franklin Street, Suite 602 | Hampton, Virginia 23669
www.hampton.gov/assessor | P: (757) 727-8311