

**COUNTY OF HENRICO, VIRGINIA  
BOARD OF REAL ESTATE REVIEW AND EQUALIZATION  
REGULAR MEETING  
January 25, 2023**

Minutes of a regular meeting of the Board of Real Estate Review and Equalization held on January 25, 2023, at 8:30 a.m., in the conference room of Finance Administration in the Administration Building, Parham Road.

Present: Ms. Marian Martin, Chairman  
Ms. Norma Harris, Vice Chairman  
Mr. John Schwartz, Secretary  
Mr. Robert Marshall  
Mr. Joe Marchetti, Jr.

Also Present: Ms. Sheila Minor, Finance Director  
Mr. Matt Chafin, Deputy Director of Finance  
Mr. Jason Hughes, Real Estate Assessment Director  
Mr. David Patterson, Real Estate Section Manager  
Ms. Lynda Carter-Tubbs, Commercial Appraiser Supervisor  
Ms. Barbara Custis, Residential Appraiser Supervisor  
Ms. Megan Ambrose, Business Supervisor  
Ms. Sara Maynard, Assistant County Attorney  
Mr. David Seay, Senior Property Appraisal Consultant  
Mr. Brian Steele, Corresponding Secretary  
Ms. Gia Short-Smith, Recording Secretary

The Vice Chairman, Ms. Norma Harris, called the meeting to order.

Mr. Hughes informed the Board that reassessment values are completed for 2023. Residential values increased approximately 13.5 percent with some neighborhoods increased between 35 and 38 percent. The following commercial sectors had increases in assessments: large warehouses (+38%), self-storage (+10%), apartments (+9.7%), hotels/motels (+7%), shopping centers (+6%), strip retail (+6.8%), elderly housing (+6.8%), and corporate offices (+3.1%). The land book increased by \$6.5 billion due to reassessment. Reassessment notices will be mailed February 6<sup>th</sup>. The Real Estate Assessment Office expects an increase in calls and requests, so the appeal process has been reviewed and updated to handle these expected increases.

Ms. Martin arrived at 8:42 a.m. and assumed her role as Chairman.

Ms. Martin asked if there were any changes to the minutes of the Board meeting on December 7, 2022. The minutes were approved as presented.

Ms. Martin asked for nominations for Chairman, Vice Chairman, and Secretary for 2023.

Mr. Schwartz moved to nominate Ms. Harris for Chairman. Mr. Marshall seconded the motion. The motion was unanimously approved.

Mr. Marshall moved to nominate Mr. Schwartz for Vice Chairman. Mr. Marchetti seconded the motion. The motion was unanimously approved.

Mr. Marchetti moved to nominate Mr. Marshall for Secretary. Mr. Schwartz seconded the motion. The motion was unanimously approved.

The Board and County staff discussed meeting and presentation processes for the upcoming year. Mr. Hughes mentioned that Mr. Steele is taking over as Corresponding Secretary this year.

Mr. Seay with the State of Virginia Department of Taxation was introduced and conducted the BOE training.

The next meeting is scheduled for Wednesday, March 15, 2023.

There being no further business, the meeting was adjourned.

A handwritten signature in blue ink, appearing to read 'R. Marshall', is written above the printed name.

Robert Marshall, Secretary